

Bolsover District Council

Safety Committee

28th April 2016

Health and Safety Report

Report of the Health and Safety Advisor

This report is public

Purpose of the Report

- To provide an update on the Council’s health and safety performance over the last quarter.
- To provide an update on the Council’s health and safety aims and objectives and the progress made against realising these targets.
- To report on any significant health and safety accidents, incidents, enforcement activity or legislative changes which could adversely affect the council’s risk exposure.

1 Report Details

1.1 Actions from Previous Meeting

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period three (3) names has been added to the employee protection register with ten (10) names removed. As a result of this exercise, the total number of addresses now held on the register is twenty four (24).

1.2.2 Health and Safety Action Plan Update

See Appendix A for details of draft Health and Safety Plan for period April 2016 to March 2017.

1.2.3 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
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CORPORATE

The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	23/10/15	April 2016	8/11/15	Actions Closed Out	Complete
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	17/12/15	June 2016	10/01/16	Actions Closed Out	Complete
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	18/09/15	Re-scheduled to April 2016	5/10/15	N/A	Inspection Re-scheduled
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	23/10/15	April 2016	8/11/15	Actions Closed Out	Complete
Frederick Gents	Joint Assistant Director of Leisure	11/01/16	July 2016	18/01/15	Actions Closed Out	Complete
Creswell Leisure Centre		02/11/15	May 2016	19/11/15	Actions Closed Out	Complete
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	10/12/15	June 2016	9/1/15	Actions Closed Out	Complete
Boathouse, Pleasley Vale		10/12/15	June 2016	9/1/15	Actions Closed Out	Complete
Unit T, Pleasley Vale		10/12/15	2016	9/1/15	Actions Closed Out	Complete
Castle Leisure Park Pavilion, Carr Vale, Bolsover		3/11/15	May 2016	10/11/15	Actions Closed Out	Complete
Clune Street Pavilion, Clowne		10/11/15	May 2016	17/11/15	Actions Closed Out	Complete
Broadmeadows Sports Pavilion, South		3/11/15	May 2016	10/11/15	Actions Closed	Complete

Normanton					Out	
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
Bolsover Contact Centre		12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
Shirebrook Contact Centre		12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
South Normanton Contact Centre / Hub		12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Ashbourne Court, Shirebrook		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Jubilee Court, Pinxton		07/12/15	June 2016	21/12/15	Actions Closed Out	Complete
Mill Lane, Whitwell	Head of Housing Services	13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Parkfields, Clowne		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Park View, Barlborough		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Queens Court, Creswell		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Valley View, Hillstown, Bolsover		07/12/15	June 2016	21/12/15	Actions Closed Out	Complete
Victoria House, Creswell		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete

Woburn house, Blackwell		07/12/15	June 2016	21/12/15	Actions Closed Out	Complete
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
Mill 2 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
Mill 3 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
Pleasley Vale Security Lodge		26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	N/A	Actions Closed Out	Complete

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (JAN to MAR2015)			TRAINING CARRIED FORWARD		
	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING
Corporate Health and Safety Induction	60*	0	60	20	20	0	37		
Manual Handling (Street Scene)	63	0	63	63	27	36	36		
Manual Handling (Leisure)	37	0	37	37	18	21	21		
Manual Handling (Housing)	56	0	56	56	59	0	0		
Manual Handling (General)	262	122	140	242	122	140	140		
Asbestos Awareness (Full Course)	3	0	3	3	0	3	3		
Asbestos Awareness (Yearly Refresher)	64	0	64	64	0	64	64		

Fire Safety Awareness	418	185	359	415	182	233	233		
SHE Accident System Training	55	42	13	13	0	13	13		
Risk Perception/ Hazard Spotting	418	185	415	415	182	233	233		
Lone Worker Training	120	101	19	19	0	19	19		
First Aid At Work (Initial)	5	8	0	0	0	0	0		
First Aid At Work (Refresher)	15	6	9	9	9	0	0		
Emergency First Aid	17	12	5	5	5	5	0		
De-Fibrillator Training	24	2	22	22	0	22	22		
Trailer Training (FULL)	6*	2	4	4	0	4	4		
Trailer Training Awareness	25*	0	25	25	0	25	25		
D1/PCV Minibus Training	1	0	1	1	0	1	1		

1.2.5 Near Miss/ Learning Events

There has been 2 near miss Incidents or learning events reported in this reporting period. Both of these related to blocking of walkways within archive room at Riverside Depot. A general tidy of the area has been conducted, a monitoring regime put in place and all users of the room have been reminded of the importance of good housekeeping standards.

1.1 **Supplementary Items**

No supplementary items for discussion

2 **Conclusions and Reasons for Recommendation**

All Items – It is recommended that the committee consider and note the information provided.

3 **Consultation and Equality Impact**

The report is formally reviewed at the health and safety pre-meeting held prior to the main safety committee when any issues requiring further consultation or that may have an impact on equality related issues will be identified and appropriate measures put in place to address them.

4 **Alternative Options and Reasons for Rejection**

Not applicable for this report.

5 **Implications**

5.1 **Finance and Risk Implications**

It is not envisaged that there is any significant financial implications connected with this report other than the expenditure required to provide the external training identified in the health and safety action plan however this has already been allowed for in the overall health and safety training budget.

5.2 Legal Implications including Data Protection

The report and the actions contained within should not have any legal implications on the authority other than reducing the risk exposure of the Authority as a result of providing additional training for its staff and ensuring statutory requirements are fully complied with.

5.3 Human Resources Implications

It is not envisaged that there will be any human resources implications as a result of this report other than the potential up skilling of staff as a result of them attending relevant training.

6 Recommendations

It is recommended that the committee consider and note the information provided.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No: A	Title: Health and Safety Action Plan	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)		
Not applicable for this report		
Report Author		Contact Number
Health and Safety Advisor		242403