

**Bolsover District Council**

**Safety Committee**

**20th November 2017**

**Health and Safety Report - July 2017 to September 2017 (Quarter 2)**

**Report of the Health and Safety Manager**

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**

There were no actions resulting from the previous meeting held on 6<sup>th</sup> September 2017.

**1.2 Standard Report Items.**

**1.2.1 Employee Protection Register**

During the reporting period nine (9) names have been added to the employee protection register and zero (0) removed. As a result of this exercise, the total number of addresses now held on the register is forty three (43).

**1.2.2 Workplace Inspections**

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
<b>CORPORATE</b>						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	7/11/16	Rescheduled to November	N/A	Inspection Re-scheduled	Awaiting Inspection

Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	19/09/17	19/03/18	25/09/17	Awaiting action close out	In Progress
<b>DEPOT</b>						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	26/09/17	26/03/18	14/10/17	Awaiting action close out	In Progress
<b>LEISURE FACILITIES</b>						
Go Active at the Arc Leisure Centre	Joint Assistant Director of Leisure	7/11/16	Rescheduled to November	N/A	Inspection Re-scheduled	Awaiting Inspection
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	01/09/17	01/03/18	21/09/17	Awaiting action close out	In Progress
Boathouse, Pleasley Vale	Joint Assistant Director of Leisure	01/09/17	01/03/18	21/09/17	Awaiting action close out	In Progress
Unit T, Pleasley Vale		01/09/17	01/03/18	21/09/17	Awaiting action close out	In Progress
Castle Leisure Park Pavilion, Carr Vale, Bolsover		15/09/17	15/03/18	30/09/17	Awaiting action close out	In Progress
Clune Street Pavilion, Clowne		15/09/17	15/03/18	30/09/17	Awaiting action close out	In Progress
Broadmeadows Sports Pavilion, South Normanton		15/09/17	15/03/18	30/09/17	Awaiting action close out	In Progress
<b>CONTACT CENTRES</b>						
Clowne Contact Centre	Joint Assistant Director of	28/05/17	28/11/17	04.06.17	Actions Closed Out	Complete

Bolsover Contact Centre	Customer Services and Improvement	28/05/17	28/11/17	04.06.17	Actions Closed Out	Complete
Shirebrook Contact Centre		28/05/17	28/11/17	04.06.17	Actions Closed Out	Complete
South Normanton Contact Centre / Hub		28/05/17	28/11/17	04.06.17	Actions Closed Out	Complete
<b>SHOP UNITS AND GROUP DWELLINGS</b>						
Alder House, Shirebrook	Head of Housing Services	10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Ashbourne Court, Shirebrook		10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Jubilee Court, Pinxton		12/10/17	12/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Mill Lane, Whitwell	Head of Housing Services	10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Parkfields, Clowne		10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Park View, Barlborough		10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Queens Court, Creswell		10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Valley View, Hillstown, Bolsover		12/10/17	12/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Victoria House, Creswell		10/10/17	10/04/18	30/10/17	Actions Awaiting Close Out	In Progress
Woburn house, Blackwell		12/10/17	12/04/18	30/10/17	Actions Awaiting Close Out	In Progress

<b>COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)</b>						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	24/07/17	24.02/18	20/08/17	Actions Awaiting Close Out	In Progress
Mill 2 - Pleasley Vale Mills		24/07/17	24.02/18	20/08/17	Actions Awaiting Close Out	In Progress
Mill 3 - Pleasley Vale Mills		24/07/17	24.02/18	20/08/17	Actions Awaiting Close Out	In Progress
Pleasley Vale Security Lodge		24/07/17	24.02/18	20/08/17	Actions Awaiting Close Out	In Progress
The Tangent, Shirebrook	Buildings and Contracts Manager	19/04/17	1 Rescheduled to November	24/04/17	Inspection Re-scheduled	Awaiting Inspection

#### 1.2.4 Near Miss/Learning Events

There have been no near miss incidents reported during the reporting period.

#### 1.2.5 Health and Safety Training

<b>COURSE DETAILS</b>	<b>Course Duration</b>	<b>TRAINING DELIVERED IN 1<sup>ST</sup> QUARTER</b>
Corporate Health and Safety Induction	1 Hour	0
Manual Handling (Street Scene)	½ Day	0
Manual Handling (Leisure)	½ Day	0
Manual Handling (Housing)	½ Day	0
Manual Handling (General )	½ Day	0
Asbestos Awareness (Full Course)	1 Day	0
Asbestos Awareness (Annual Refresher)	½ Day	0
Asbestos Unlicensed Removal	1 Day	0
Fire Safety Awareness	1 Hour	0

SHE Accident System Training	2 Hours	0
Risk Perception/ Hazard Spotting	1 Hour	0
Lone Worker Training	1 Day	0
First Aid At Work (Initial)	3 Days	1
First Aid At Work (Refresher)	2 Days	7
Emergency First Aid	1 Day	1
Defibrillator Training ( <b>TO BE REMOVED FROM NEXT REPORT AS NOW INCLUDED AS PART OF FIRST AID TRAINING</b> )	1 Day	0
Trailer Training (FULL)	3 Days	0
Trailer Training (Awareness)	1 Day	0
D1/PCV Minibus Training	2 Days	0
Sharps Awareness	3 hours	0
Corporate induction Training	1 hour	23

### 1.26 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**

<b>Is the decision a Key Decision?</b> (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
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

**8 Document Information**

<b>Background Papers</b> (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	
<b>Report Author</b>	<b>Contact Number</b>
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