

SAFETY COMMITTEE

AGENDA

Monday 20th November 2017 at 1000 hours in the Council Chamber, The Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	<u>Apologies</u>	
	To receive apologies for absence, if any.	
2.	<u>Urgent Items</u>	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	<u>Declarations of Interest</u>	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	To approve the minutes of a meeting held on 6 th September 2017.	3 to 8
5.	Sickness Absence/Occupational Health Statistics – July 2017 to September 2017 (Quarter 2).	Verbal Update
6.	Accident Statistics – July 2017 to September 2017 (Quarter 2).	9 to 25
7.	Health and Safety Report – July 2017 to September 2017 (Quarter 2).	26 to 31

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 6th September 2017 at 1000 hours.

PRESENT:-

Members:- Councillors R.J. Bowler, H.J. Gilmour, A. Joesbury, B.R. Murray-Carr and M.J. Ritchie.

UNISON:- K. Shillitto and L. Cheong.

UNITE:- No representatives present.

Officers:- S. Barker (Assistant Director Human Resources and Payroll), P. Campbell (Assistant Director – Community Safety and Head of Housing), S. Brunt (Assistant Director - Streetscene), M. Spotswood (Health and Safety Manager) and A. Bluff (Governance Officer).

0192. APOLOGIES

There were no apologies for absence.

0193. APPOINTMENT OF VICE CHAIR (UNION SIDE)

Moved by Councillor H.J. Gilmour and seconded by L. Cheong (Unison)

RESOLVED that K. Shillitto (Unison) be appointed as Vice Chair of Safety Committee for the ensuing year.

0194. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0195. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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0196. MINUTES – 27TH APRIL 2017

Moved by Councillor A. Joesbury and seconded by Councillor J. Ritchie

RESOLVED that the Minutes of a Safety Committee meeting held on 27th April 2017 be approved as a correct record.

0197. HEALTH AND SAFETY POLICY AND ARRANGEMENTS

Committee considered a report which sought approval of the Council's revised Health & Safety Policy and a number of Arrangements covering a wide range of health and safety issues.

The Council's Health & Safety Policy had been revised to ensure compliance with legislation and best practice.

The policy was a statement outlining obligations and responsibilities and underneath sat a number of arrangements which demonstrated how the Council would operate in terms of the legislation and the requirements for training, reporting, recording etc.

Committee had been provided with a link to the following arrangements, which were requested for approval, via [S:\HR&Payroll\Pub\Health & Safety\Policies for Consultation\Draft H&S Policies for Consultation\Section 3 - Arrangements\Arrangements Consulted On](#)

- Accidents
- Confined Spaces
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- Drugs & Alcohol
- Employee Involvement
- First Aid
- Induction
- Health Surveillance
- Lifting Operations and Lifting Equipment
- Lone Working
- Manual Handling
- New & Expectant Mothers
- Noise
- Personal Protective Equipment (PPE)
- Provision and Use of Work Equipment
- Risk Assessment
- Smoking
- Stress at Work
- Vibration
- Visitors
- Volunteers and Temporary Workers
- Work Experience
- Working Time
- Workplace Inspections

SAFETY COMMITTEE

Consultation with Strategic Alliance Management Team (SAMT), Service Managers and Trade Unions had taken place with feedback being incorporated into the final draft documents.

The following arrangements still required finalising prior to consultation and would be reported to the next Safety Committee;

- Asbestos
- Contractors
- Driving at Work
- Mobile Phone Use
- Sharps & Needlesticks
- Training
- Work at Height
- Workplace Transport Safety

A Member noted that Emergency Planning, which required urgent review due to some staff leaving the Authority, was not included in the list. The Assistant Director Human Resources and Payroll advised the meeting that Emergency Planning did not sit under these arrangements. The Health and Safety Manager added that he would raise the Member's concerns with the Senior Emergency Planning Officer.

A Unison representative stated that Unison was supportive of the report and felt that it was an improvement on what had been in place previously. Members agreed and gave credit to the officers who had carried out the work.

Moved by Councillor J. Ritchie and seconded by K. Shillitto (Unison)

RESOLVED that the revised Health & Safety Policy and Arrangements be approved.

(Assistant Director Human Resources and Payroll)

0198. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTIC – APRIL 2017 – JUNE 2017

The Assistant Director Human Resources and Payroll provided a verbal update to the meeting in relation to sickness absence/occupational health statistics for the period April 2017 to June 2017.

The out-turn figure for the first quarter was 1.98 days per employee. This was an improvement on the last quarter which was running at 3.14 days, but slightly higher than the same quarter last year (April to June 2016) which was 1.91 days.

There were 16 cases of long-term sickness absence during the quarter and of these, there had been 1 death in service, 2 leavers and 4 had returned to work.

As at 1st July 2017 there were currently 9 long-term cases of sickness absence - 5 of these were due to surgery/post-op recovery and 4 were due to stress/depression, one of which had been cited as work related.

Moved by Councillor H.J. Gilmour and seconded by Councillor R.J. Bowler

RESOLVED that the update be noted.

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0199. ACCIDENT STATISTICS – APRIL 2017 – JUNE 2017

Committee considered a report in relation to accident statistics for the first quarter period – April 2017 to June 2017.

The total number of all accidents for the quarter was 58. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (4) and public accidents (54).

The main cause of employee accidents in the first quarter was slip, trip or fall (75%) and struck by moving objects (25%).

The number of employee accidents recorded in the first quarter had fallen by 55.6% compared to the same period in 2016. However, Lost Time incidents had risen from zero to 1. RIDDOR reportable incidents had remained at zero.

The number of days lost recorded in the first quarter was 35 compared to the same quarter in 2016 which was zero. However, this was related to one incident.

The overall number of accidents occurring within the Authority in the first quarter had risen by 41.4%. This was mainly due to the number of public recorded accidents rising from 25 to 54 however they were of a minor nature.

The operational areas with the highest number of accidents occurring in the quarter were Street Scene (50%), Housing Services (25%) and Customer Services (25%).

The main route cause of employee accidents were, Lack of Risk Perception (25%), and Organisational Factors (75%).

It was noted that the SHE Assure H&S User Group Benchmark Accident Incident Rate (AIR) figure as at 31st March 2017 was 243. A query was raised as to whether there was an APSE group that could be used for benchmarking purposes instead. The Assistant Director Human Resources and Payroll advised the meeting that this could be looked in to.

A Member queried if any comparisons had been carried out regarding accidents in relation to increased footfall since the new leisure facilities had opened at the Arc. The Health and Safety Manager agreed to look at trends and report back to the Committee.

Moved by Councillor H.J. Gilmour and seconded by Councillor R.J. Bowler
RESOLVED that the report be noted.

0200. HEALTH AND SAFETY REPORT – APRIL 2017 – JUNE 2017

Committee considered a report of the Health and Safety Manager which provided an update on Health and Safety Performance since the last meeting.

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Employee Protection Register

Eight names had been added to the Employee Protection Register (EPR) and one had been removed since the report provided at the last meeting. This brought the total number of addresses held on the Register to 34.

A Member queried if other agencies were contacted with regard to some people on the EPR who may need other types of help, for example, if a person may have mental health issues. He suggested that a further question be added to the EPR form, "has this person been referred on?" The Health and Safety Manager advised the meeting that the Council's mobile wardens were proactive in flagging up these types of situations to appropriate outside agencies. However, it was also noted that an individual's confidentiality needed to be respected.

Further to a Member's query regarding Safeguarding training for the CAN Rangers and Housing Repair operatives, the Assistant Director – Streetscene and the Assistant Director – Community Safety and Head of Housing confirmed that Streetscene staff and Housing Repair operatives had been provided with Safeguarding training which had also set out the referral process.

Workplace Inspections

One workplace inspection was outstanding which related to the Arc and the Leisure Centre at the Arc but this would now be arranged. A full fire risk assessment and fire compliance assessment would also be undertaken in the very near future.

Near Miss/ Learning Events

There had been no near miss incident reported during the first quarter.

Health and Safety Training

A table of training delivered in the first quarter was detailed in the report.

The Health and Safety Manager advised the meeting that First Aid training now included defibrillator training.

In response to a Member's query, the Health and Safety Manager advised the meeting that operatives using trailers had to attend a 3 day course with the DVLA

In response to a Member's query, the Health and Safety Manager advised that staff on duty had been appropriately trained in the use of defibrillators; however, an untrained person could still use a defibrillator as they were user friendly. He added that appropriate signage would be placed to indicate where the defibrillators were.

Moved by Councillor R.J. Bowler and seconded by Councillor H.J. Gilmour
RESOLVED that the report be noted.

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0201. DISABILITY ACCESS IN THE COUNCIL CHAMBER UPDATE

The Health and Safety Manager provided a verbal update to the meeting in relation to disability access in the Council Chamber.

With regard to the wheelchair ramp, the Health and Safety Manager had spoken with contractors who had confirmed that it wasn't feasible for a ramp to be fully DDA compliant; however, it could be arranged for a temporary ramp to be available when required. It was also noted that no complaints had been received from members of the public.

It was reported that the handrail to the stage area still required finalising.

Moved by Councillor R.J. Bowler and seconded by Councillor H.J. Gilmour
RESOLVED that the verbal update be noted.

The meeting concluded at 1040 hours.

Bolsover District Council**Safety Committee**20th November 2017**Accident Statistics Report – July 2017 to September 2017 (Quarter 2)****Report of the Health and Safety Manager**

This report is public

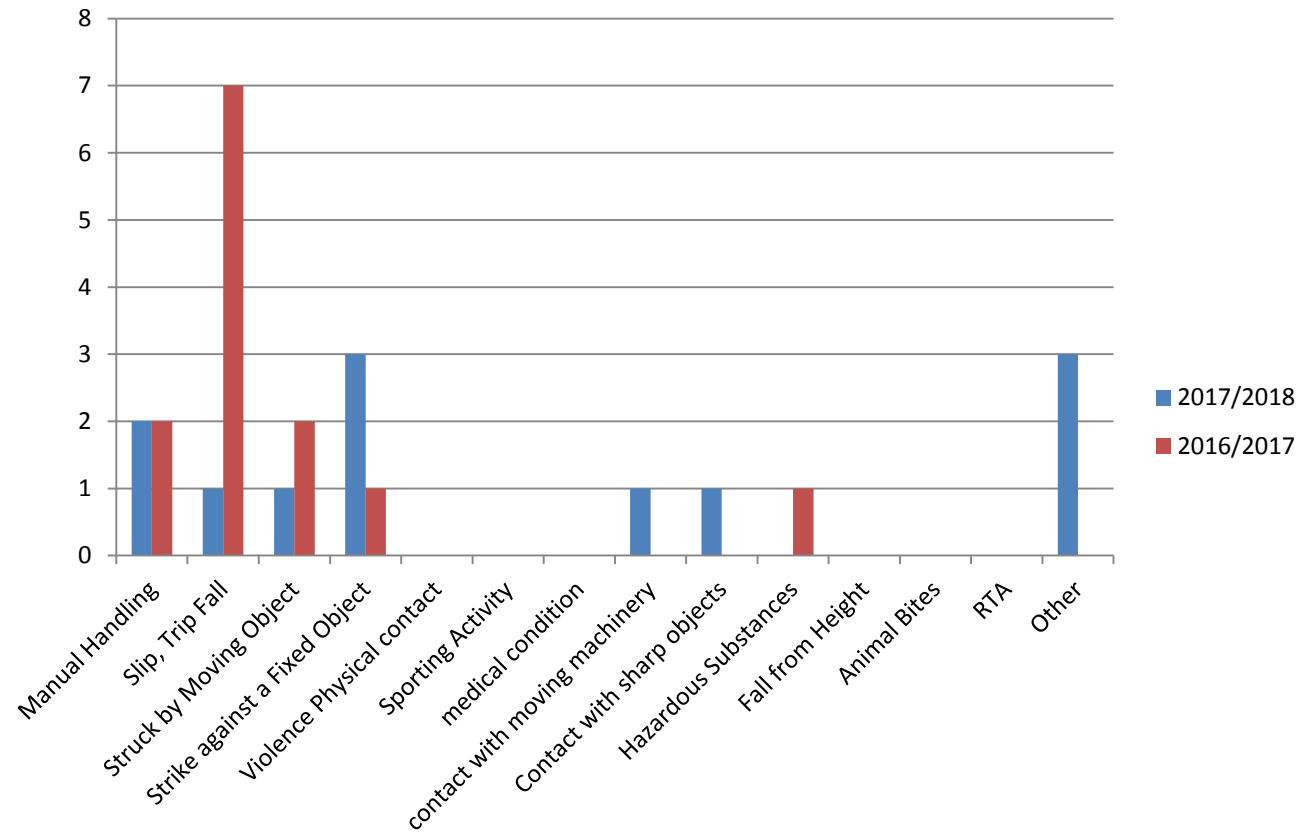
Purpose of the Report

- To provide an update on the authorities accident performance over the last quarter.
- To allow comparison of current accident performance against historical data to demonstrate whether effective continual improvement is being achieved.
- To review key accident indicators so that potential accident trends can be identified and intervention strategies can be developed and delivered.

1 ACCIDENT ANALYSIS DATA & GRAPHS**1.1.1 Accident Type**

CATEGORIES	Manual Handling	Slip, Trip Fall	Struck by Moving Object	Strike against a Fixed Object	Violence Physical contact	Sporting Activity	medical condition	contact with moving machinery	Contact with sharp objects	Hazardous Substances	Fall from Height	Animal Bite	RTA	Other	TOTAL
2017/2018	2	1	1	3	0	0	0	1	1	0	0	0	0	3	12
2016/2017	2	7	2	1	0	0	0	0	0	1	0	1	0	3	13

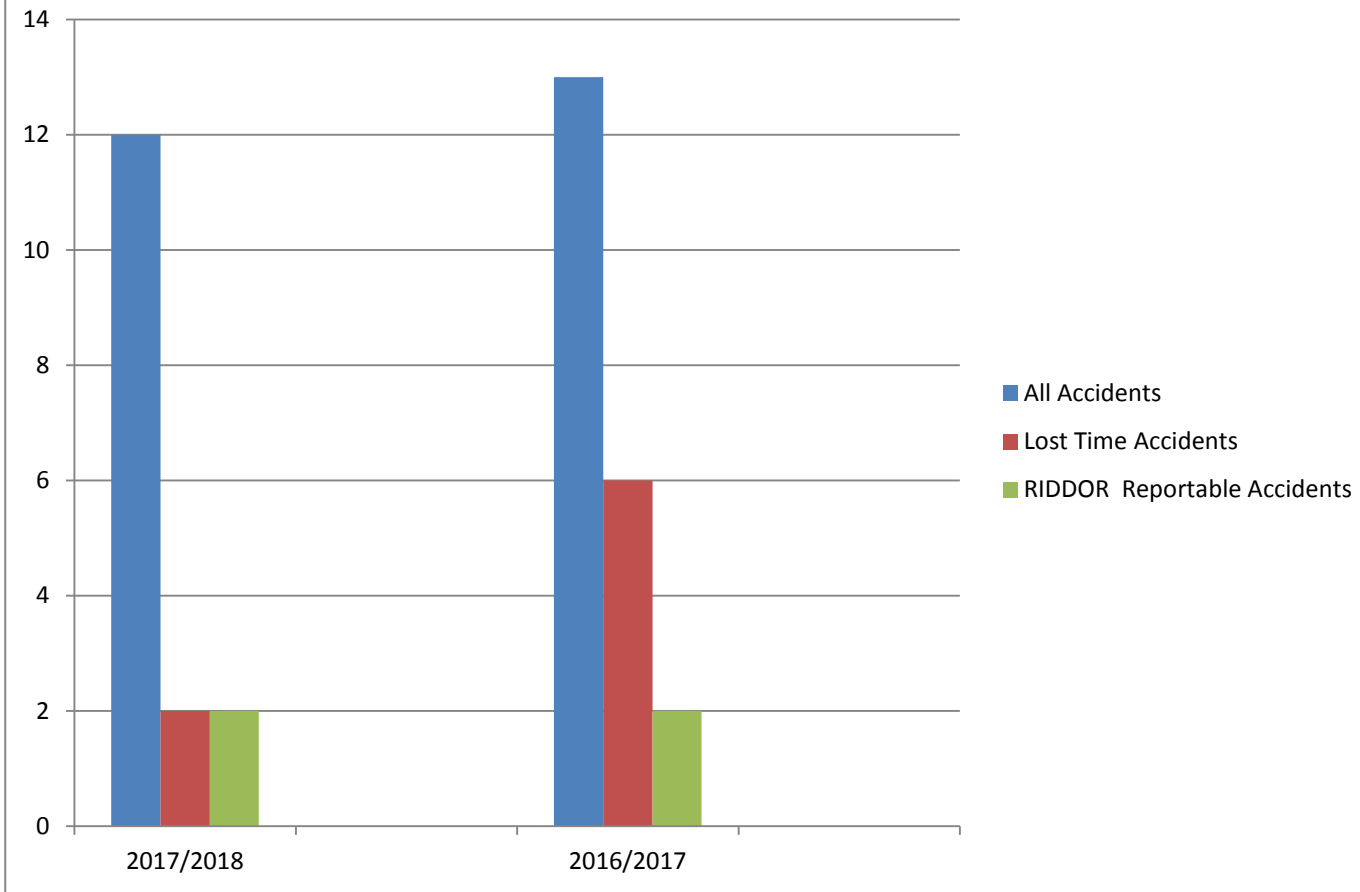
2nd Quarter Employee Accident Type Analysis



1.1.2 Accident Category Totals

MONTH	Employee Accident Numbers 2017/2018			Employee Accident Numbers 2016/2017		
	All Accidents	Lost Time Accidents	RIDDOR Accidents	All Accidents	Lost Time Accidents	RIDDOR Accidents
April	2	1	1	4	0	0
May	1	0	0	2	0	0
June	1	0	0	3	0	0
July	5	1	1	6	3	2
August	4	0	1	4	2	0
September	3	1	0	3	1	0
October				2	1	0
November				2	1	0
December				2	1	1
January				7	0	1
February				3	2	0
March				1	0	0
1 st Quarter	4	1	1	9	0	0
2 nd Quarter	12	2	2	13	6	2
3 rd Quarter				6	3	1
4 th Quarter				11	2	1
TOTALS	16	3	3	39	11	4

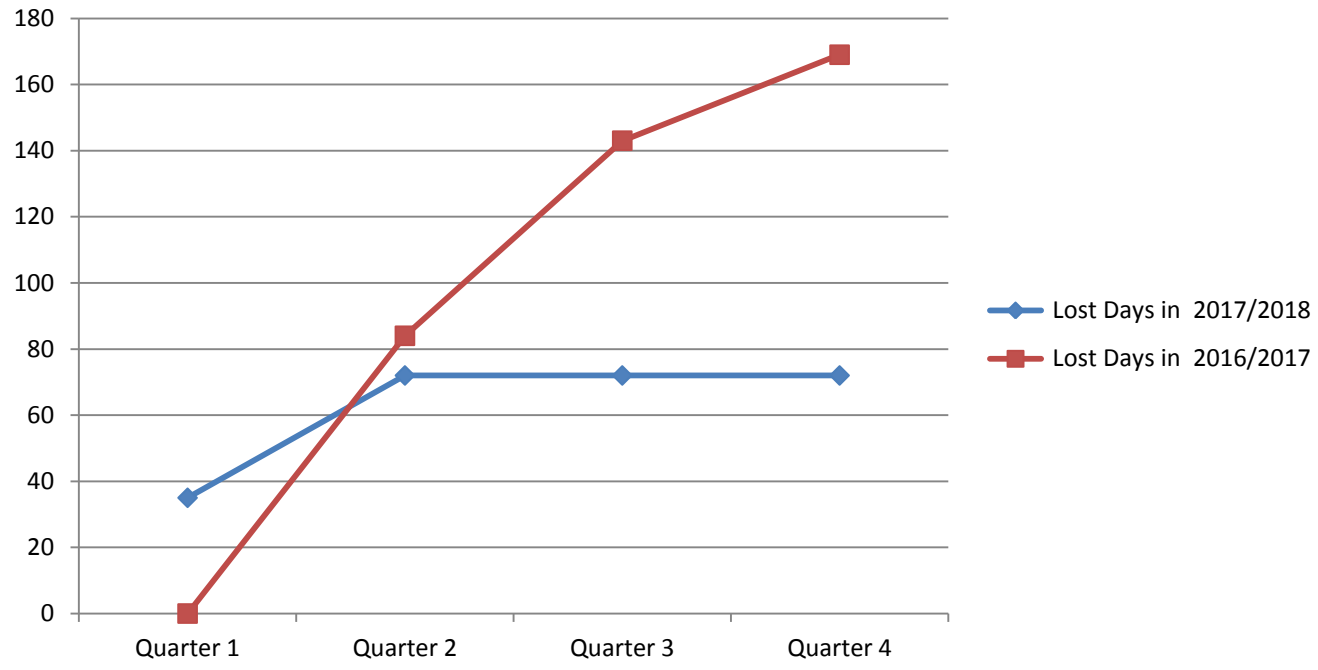
2nd Quarter Accident Category Analysis



1.1.3 Accident Lost Days

	Lost Days for 2 nd Quarter 2017/2018	Total Lost Days 2017/2018	Lost Days for 2 nd Quarter 2016/2017	Total Lost Days to End of 2 nd Quarter 2016/2017
Customer Service and Improvement	0	0	0	0
Leisure	0	0	0	0
Human Resources and Payroll	0	0	0	0
Economic Growth	0	0	2	2
Planning and Environmental Health	0	0	0	0
Governance and Monitoring	0	0	0	0
Finance/Revenues and Benefits	0	0	0	0
Property & Estates	0	0	0	0
Street Scene	17	35	17	17
Housing	20	20	65	65
IT	0	0	0	0
TOTAL	37	55	84	84

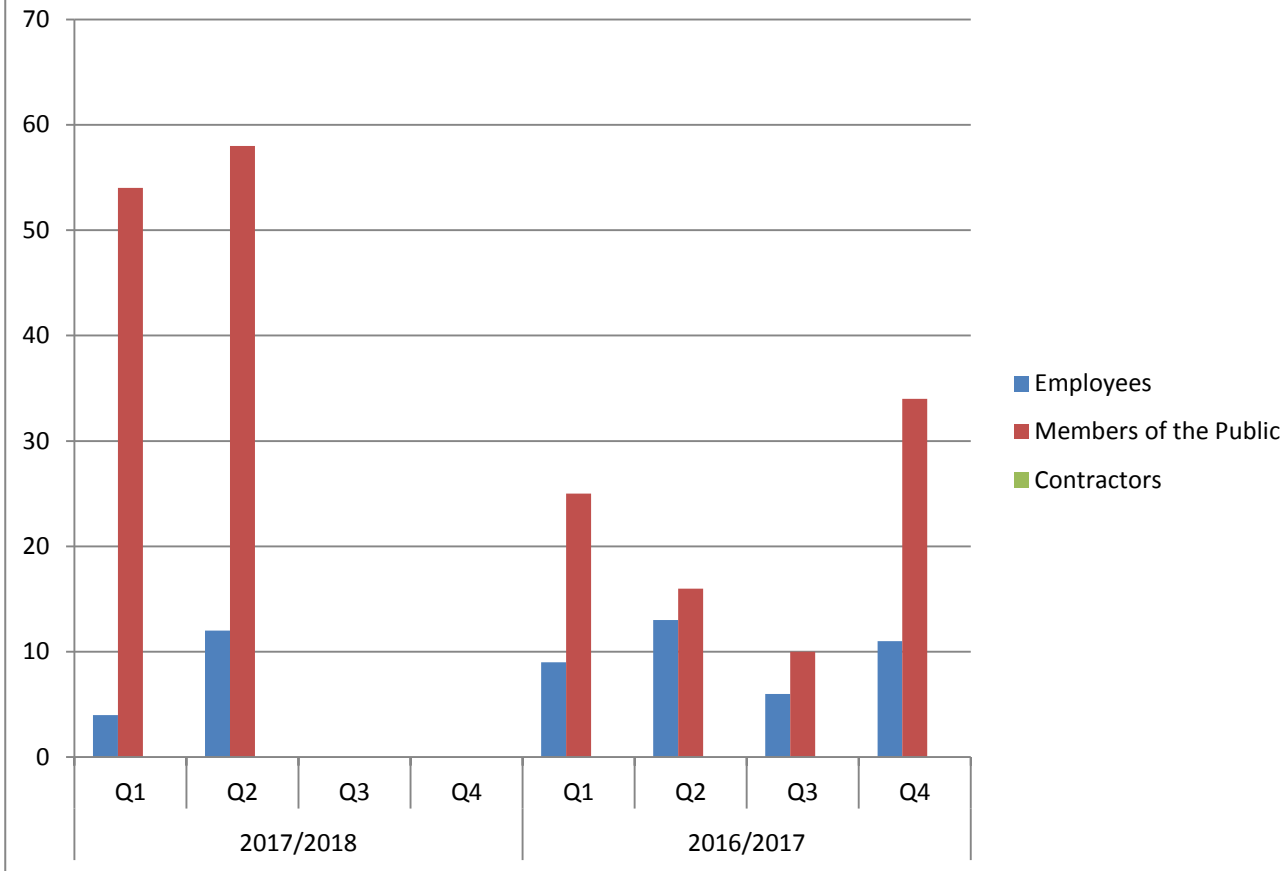
Lost Days Yearly Comparison



1.1.4 Accident Geographic

MONTH	2017/2018			2016/2017		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	2	16	0	4	5	0
May	1	24	0	2	6	0
June	1	14	0	3	14	0
July	5	18	0	6	8	0
August	4	24	0	4	7	0
September	3	16	0	3	1	0
October				2	6	0
November				2	2	0
December				2	2	0
January				7	0	0
February				3	14	0
March				1	20	0
1 st Quarter	4	54	0	9	25	0
2 nd Quarter	12	58	0	13	16	0
3 rd Quarter				6	10	0
4 th Quarter				11	34	0
TOTALS	12	112	0	39	85	0

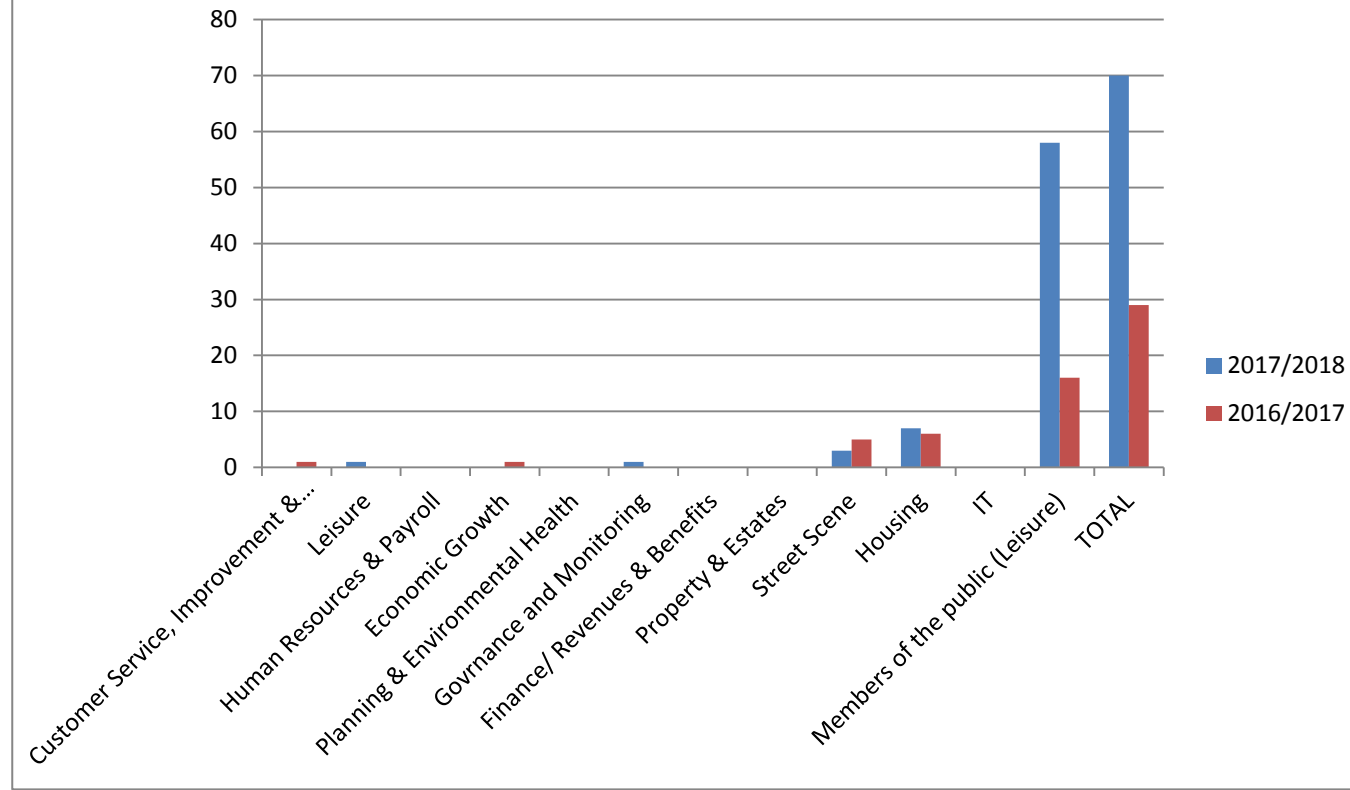
Yearly Accident Geographic



1.1.5 Operational Area Accidents

	2nd Quarter Accidents Totals 2017/2018	Yearly Accidents Totals 2017/2018	2nd Quarter Accidents Totals 2016/2017	Yearly Accidents Totals to end of 2nd Quarter 2016/2017
Customer Service & Improvement		1	1	2
Leisure	1	1		
Human Resources & Payroll				1
Economic Growth			1	1
Planning & Environmental Health				
Governance and Monitoring	1	1		
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	3	5	5	12
Housing	7	8	6	6
IT				
Members of the Public (Leisure)	58	112	16	41
TOTAL	58	58	34	34

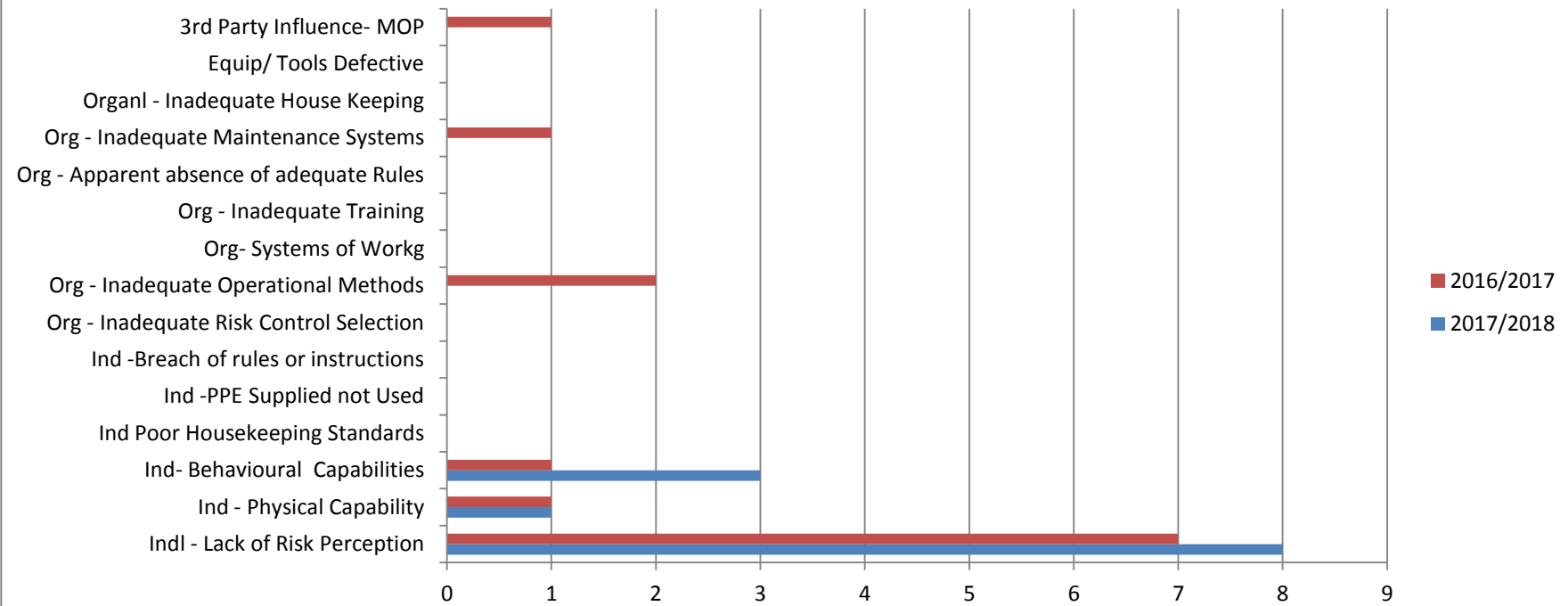
2nd Quarter Operational Area Accident Analysis



1.1.6 Incident Root Cause

4th QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	2 nd Quarter 2017/2018	Yearly Total to end of 2 nd Quarter 2017/2018	2nd Quarter 2016/2017	Yearly Total to end of 2 nd Quarter 2016/201 7
Ind. - Lack of Risk Perception	8	9	7	12
Ind. - Physical Capability	1	1	1	1
Ind.- Behavioural Capabilities	3	3	1	2
Ind. Poor Housekeeping Standards				
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions				1
Org - Inadequate Risk Control Selection				
Org - Inadequate Operational Methods		1		2
Org - Systems of Work				
Org - Inadequate Training				
Org - Absence of adequate Rules				
Org - Inadequate Maintenance Systems			1	2
Org - Inadequate House Keeping		1		
Equipment/ Tools Defective		1		
3rd Party Influence- member of the public			1	2
TOTAL	12	16	13	22

2nd Quarter Root Cause Analysis



1.1.7 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Struck Against Fixed Object (25%)
 - Other Non-Classified Accidents (25%)
 - Manual Handling (16.6%)
- The number of employee accidents recorded in the quarter has fallen by 7.6% over the same period last year with lost time incidents falling by 66.6% RIDDOR reportable incidents remained the same at 2.
- The number of days lost recorded in the quarter has significantly decreased over those recorded for the previous year. In 2016/2017 84 days were recorded whereas in 2017/2018 it was 37 days,
- The overall number of accidents occurring within the authority in the 2nd Quarter has significantly increased by a figure of 58, 6%. This rise is mostly due to the fact that the number of 'member of the public recorded accidents has risen from 16 to 58 though all of these were of a very minor nature.
- Housing Services (58.3%), Street Scene (25%). Governance (8.3%) and Leisure (8.3%) are the operational areas with the highest number of accidents occurring in the quarter.
- The main route cause of employee accidents were Lack of Risk Perception (66.6%), and Individual behaviours (33.3%)

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

$$\begin{aligned}\text{AIR} &= \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Permanent Employees for Period}} \\ &= \frac{5 \times 100,000}{467} \\ &= 1070 \text{ (As at 30th September 2017)}\end{aligned}$$

Accident Frequency Rate (AFR)

$$\text{AFR} = \frac{\text{Number of Reportable Accidents} \times 100,000}{\text{Total Number of Person Hours Worked}}$$

Total Number of Hours Worked = Weekly Hours X Number of Weeks (50 is taken as base a base figure) X Average Number of Permanent Employees.

$$\begin{aligned}&= \frac{5 \times 100,000}{37 \times 50 \times 467} \\ &= \frac{500,000}{863950}\end{aligned}$$

= 0.58(As at 30th September 2017)

Hours since Last Reportable Accident

Person Hours Worked per Day X Number of Full Time Equivalent Employees X
Number of days since Last Reportable Accident

Date of Last Reportable Accident – 18th August 2017

= (5.29 X 453) X 73

= 103,043 Hours (As at 30th September 2017)

1.1 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Type of Incident	Other Type of Incident	Incident Severity	Lost Time Days (Actual)	Reportable
26/09/2017	While cutting skirting board in porch area sliced end of thumb with Stanley knife.	Other		Minor Injury - No Lost Days	5.00	No
18/09/2017	IP was taken ill outside The Arc returning from Tesco on lunch break. Severe pain in abdomen and back on right hand side suffering with nausea and dizziness. Ambulance was called but IP did not attend hospital as her condition improved whilst under the care of the paramedic. Unknown medical condition now under care of the GP	Other		Minor Injury - No Lost Days	0.00	No
04/09/2017	IP cut his hand while taking off wall tiles in Bathroom	Striking Against a Fixed Object		Minor Injury - No Lost Days	0.00	No
31/08/2017	Whilst returning an assisted bin to its collection point the injured party caught	Other		Minor Injury - No Lost Days	0.00	No

Date of Incident	Incident Details (Continued)	Type of Incident	Other Type of Incident	Incident Severity	Lost Time Days (Actual)	Reportable
	himself on the latch on the gate					
18/08/2017	IP was stepping off the quad, his foot slipped on the kerb, jarring knee	Slips, Trips, Falls on Same Level		Lost Time - Over 7 days	17.00	Yes
03/08/2017	When fixing a timber I drove a screw into my finger with the drill driver	Other	Screw went through timber into finger	Minor Injury - No Lost Days	0.00	No
01/08/2017	Removing fly tipped builder waste. Went to move a large glass door and a bag fell on top. Edge of glass cut through back of glove into fingernail of left little finger	Struck by Moving Object		Minor Injury - No Lost Days	0.00	No
20/07/2017	IP was working at floor level and when he stood up and cut his head on a shelf	Other		Minor Injury - No Lost Days	0.00	No
14/07/2017	IP picked up a drinking glass in his office which shattered causing small cut to right hand	Manual Handling		Minor Injury - No Lost Days	0.00	No
11/07/2017	Whilst clearing items from garden hidden sharp stump cut operatives left hand.	Manual Handling		Lost Time - Over 7 days	13.00	Yes
07/07/2017	Cutting bolt for door lock Junior hack-saw slipped and cut thumb	Contact with moving machinery		Minor Injury - No Lost Days	2.00	No
06/07/2017	Trying to pick up large bucket from floor level and knocked into wooden shelf with finger end	Striking Against a Fixed Object		Minor Injury - No Lost Days	0.00	No

	resulting in 3 large splinters embedded deep in nail bed					
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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 will be formally reviewed at the health and safety pre-meeting. Any issues highlighted by this process will then be referred to the Equalities and Diversities' Officer for guidance and resolution.

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 as the report seeks to provide the Safety Committee with accident performance data to enable it to effectively monitor the authorities overall health and Safety performance and any financial outlays would have already been addressed as part of the accident investigation process.

5.2 Legal Implications including Data Protection

The report should not have any legal implications on the authority other than ensuring that sufficient information has been supplied to ensure it can manage its health and safety provision and meet all requirements of the Management of Health and Safety Regulations 1999.

5.3 Human Resources Implications

There are no initial human resources implications connected with this report however Should accident investigation findings show the individual or individuals have failed to work appropriately in-line with agreed procedures then it may be necessary to evoke the authority's disciplinary procedures as a means of dealing with this.

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	Title
	Not applicable for this report
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 Manager	242403

Report Reference –

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 6th 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
CORPORATE						
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
DEPOT						
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
LEISURE FACILITIES						
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
CONTACT CENTRES						
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
SHOP UNITS AND GROUP DWELLINGS						
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

COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
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

COURSE DETAILS	Course Duration	TRAINING DELIVERED IN 1 ST QUARTER
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 (TO BE REMOVED FROM NEXT REPORT AS NOW INCLUDED AS PART OF FIRST AID TRAINING)	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

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

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 Manager	242403