

SAFETY COMMITTEE

AGENDA

Monday 5th February 2018 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 20 th November 2017.	3 to 5
5.	Use of temporary heating in the Council Chamber.	Verbal
6.	Sickness Absence/Occupational Health Statistics – October 2017 to December 2017 (Quarter 3).	Verbal Report
7.	Accident Statistics – October 2017 to December 2017 (Quarter 3).	6 to 16
8.	Health and Safety Report – October 2017 to December 2017 (Quarter 3).	17 to 22

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Committee Room 1, the Arc, Clowne on Monday 20th November 2017 at 1000 hours.

PRESENT:-

Members:- Councillors H.J. Gilmour and A. Joesbury.

UNISON:- C. McKinney and K. Shillitto.

UNITE:- No representatives present.

Officers:- G. Galloway (Assistant Director Property and Estates), S. Gordon (Human Resources & Organisational Development Manager), S. Brunt (Assistant Director - Streetscene), M. Spotswood (Health and Safety Manager) and A. Bluff (Governance Officer).

Councillor B.R. Murray-Carr in the Chair

0406. APOLOGIES

Apologies for absence were received on behalf of Councillors R.J. Bowler and J. Ritchie and P. Campbell (Assistant Director Community Safety and Head of Housing (BDC)).

0407. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0408. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0409. MINUTES – 6TH SEPTEMBER 2017

Moved by Councillor B.R. Murray-Carr and seconded by Councillor A. Joesbury
RESOLVED that the Minutes of a Safety Committee meeting held on 6th September 2017 be approved as a correct record.

0410. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTIC – JULY 2017 – SEPTEMBER 2017

The Human Resources & Organisational Development Manager provided a verbal update to the meeting in relation to sickness absence/occupational health statistics for the second quarter period of 2017/18 (July 2017 to September 2017).

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The outturn figure for the second quarter was 2.10 days per full time employee. This was higher than the first quarter (April to June 2017) of 1.98 days but lower than in the same quarter in 2016 of 2.74 days.

The projected outturn figure for the first two quarters of 2017 was 8.16 days. In 2016 it was 10.75 days and in 2015, 6.28 days.

There were 17 employees on long term sickness absence of which 12 cases had been resolved. The two service areas currently being focused on in relation to long term sickness absence were Customer Service and Housing.

In response to a Members question regarding cover for staff on long term sickness absence, the Human Resources & Organisational Development Manager advised the meeting that cover varied by use of interim internal cover or use of agency workers for direct cover.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor A. Joesbury.
RESOLVED that the report be noted.

0411. ACCIDENT STATISTICS – JULY 2017 – SEPTEMBER 2017

Committee considered a report of the Health and Safety Manager in relation to accident statistics for the second quarter period (July to September 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 (12) and public accidents (54).

The main cause of employee accidents in the second quarter was Struck Against Fixed Object (25%), Other Non-Classified Accidents (25%), and Manual Handling (16.6%).

The number of employee accidents recorded in the second quarter had fallen by 7.6% over the same period in 2016, with lost time incidents falling by 66.6%. RIDDOR reportable incidents remained the same at 2.

The number of days lost recorded in the second quarter of 2017 was 37 days, which was a significant decrease from the same quarter in 2016 of 84 days.

The overall number of accidents occurring within the Authority in the second quarter had significantly increased to 58.6%. This was mainly due to the number of public recorded accidents which had risen from 16 to 58, however, they were of a minor nature.

The operational areas with the highest number of accidents occurring in the second quarter were Housing Services (58.3%), Street Scene (25%), Governance (8.3%) and Leisure (8.3%).

The main route cause of employee accidents were Lack of Risk Perception (66.6%) and Individual behaviours (33.3%).

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Committee was advised that the 'Tool Box Talks' were taking place each month with Streetscene operatives and this seemed to be hitting home. Attendance sheets and notes were taken at the talks and a message was being sent out that working unsafely was not accepted in the organisation.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor H.J. Gilmour
RESOLVED that the report be noted.

0412. HEALTH AND SAFETY REPORT – JULY 2017 – SEPTEMBER 2017

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

Employee Protection Register

Nine names have been added to the Employee Protection Register in the quarter. No names had been removed in the quarter. This brought the total number of addresses now held on the Register to 43.

Committee was advised that in the quarter period, Contact Centre staff had received training on dealing with customers with mental health issues – this training would be rolled out to other staff.

Further to a Member's query, the Health and Safety Manager advised the meeting that Contact Centre staff had previously received training in dealing with customers who were confrontational by using calming down methods and the panic alarms where necessary.

Work place Inspections

Two work place inspections had been rescheduled; one at the Arc due to snagging works being carried out and the second at the Tangent due to ongoing construction work. These inspections would now be carried out at the end of November.

Near Miss/Learning Events

There were no near miss incidents reported during the quarter period.

Health and Safety Training

A new first aider had been appointed in the quarter to cover for a staff member who had left the Authority. The Council's new First Aid provider was the British Red Cross and this had been advertised on the Council's intranet site ERIC. Committee was also advised that a mobile phone 'app' could be downloaded from the British Red Cross which provided basic first aid instruction.

Moved by Councillor H.J. Gilmour and seconded by Councillor A. Joesbury
RESOLVED that the report be noted.

The meeting concluded at 1045 hours.

Bolsover District Council**Safety Committee**5th February 2018**Accident Statistics Report****Report of the Health and Safety Manager**

This report is public

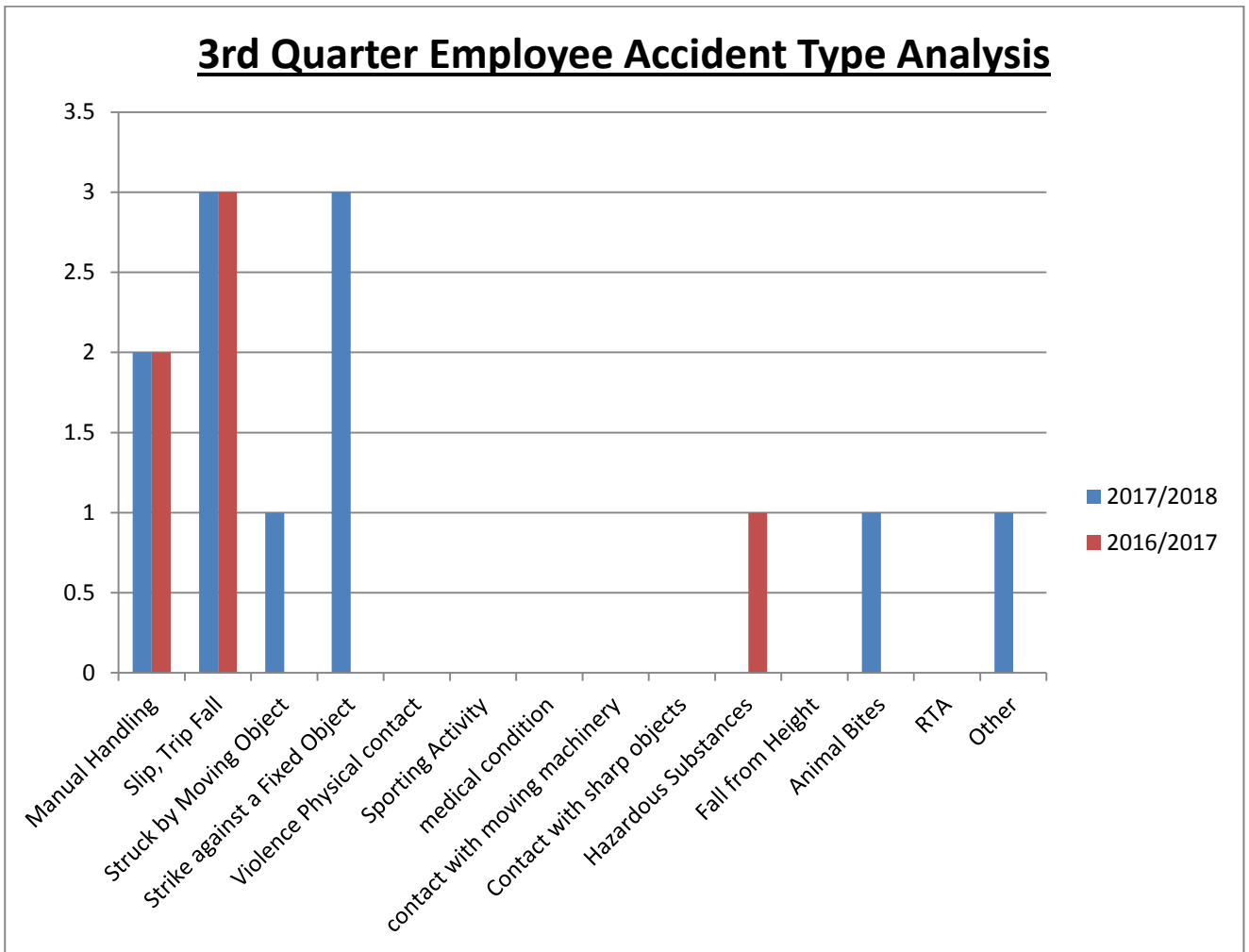
Purpose of the Report

- 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	3	1	3	0	0	0	0	0	0	0	1	0	1	11
2016/2017	2	3	0	0	0	0	0	0	0	1	0	0	0	0	6

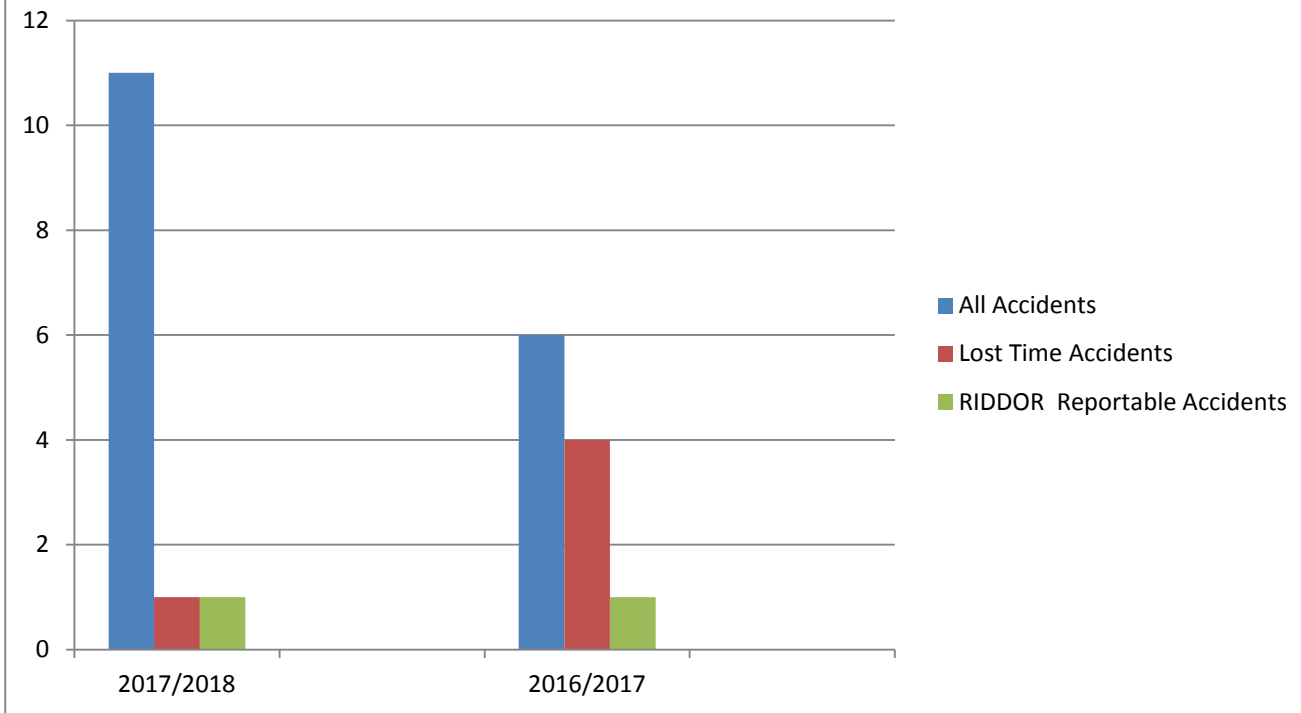
3rd Quarter Employee Accident Type Analysis



1.1.2 Accident Category Totals

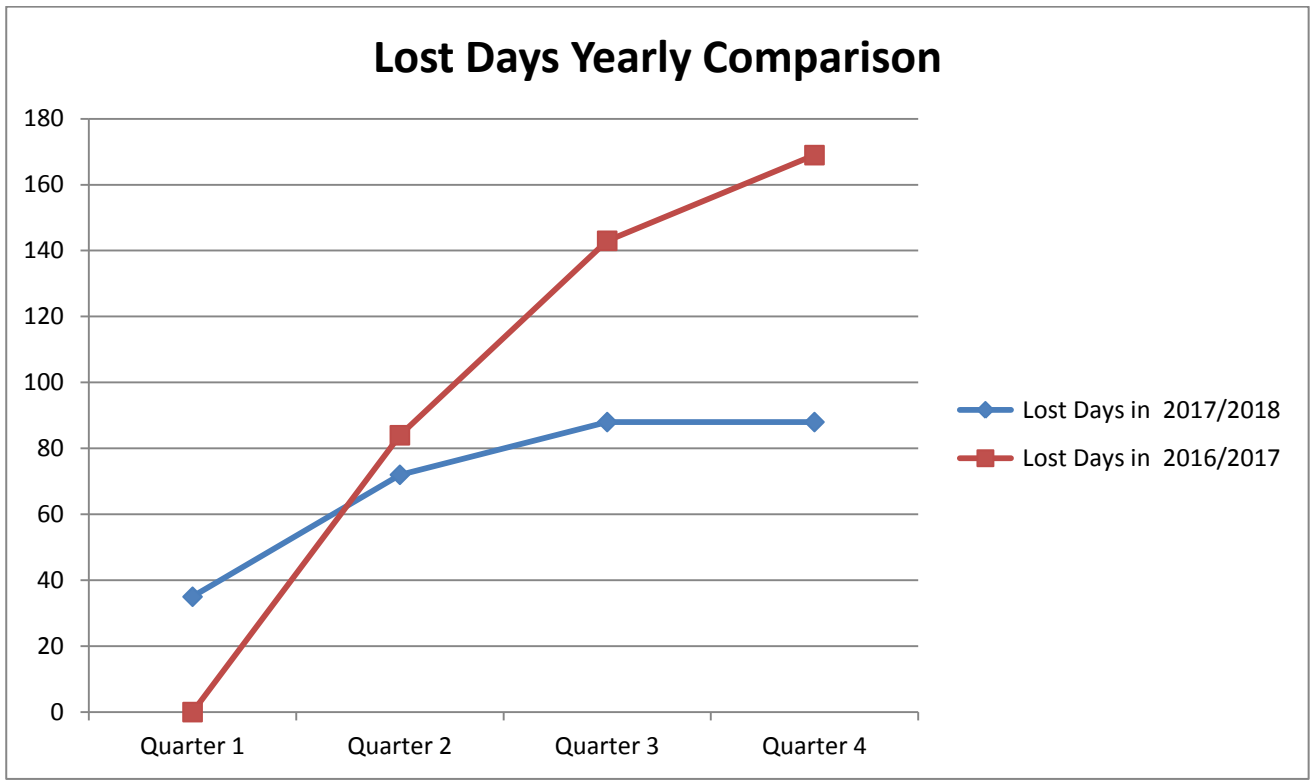
MONTH	Employee Accident Numbers 2017/2018			Employee Accident Numbers 2016/2017		
	All Accidents	Non RIDDOR Lost Time Accidents	RIDDOR Accidents	All Accidents	Non RIDDOR Lost Time Accidents	RIDDOR Accidents
April	2	0	1	4	0	0
May	1	0	0	2	0	0
June	1	0	0	3	0	0
July	5	1	1	6	3	2
August	4	0	1	4	2	0
September	3	1	0	3	1	0
October	2	0	0	2	1	0
November	6	1	1	2	1	0
December	3	1	0	2	2	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	11	2	1	6	3	1
4 th Quarter				11	2	1
TOTALS	27	5	4	39	11	4

3rd Quarter Accident Category Analysis



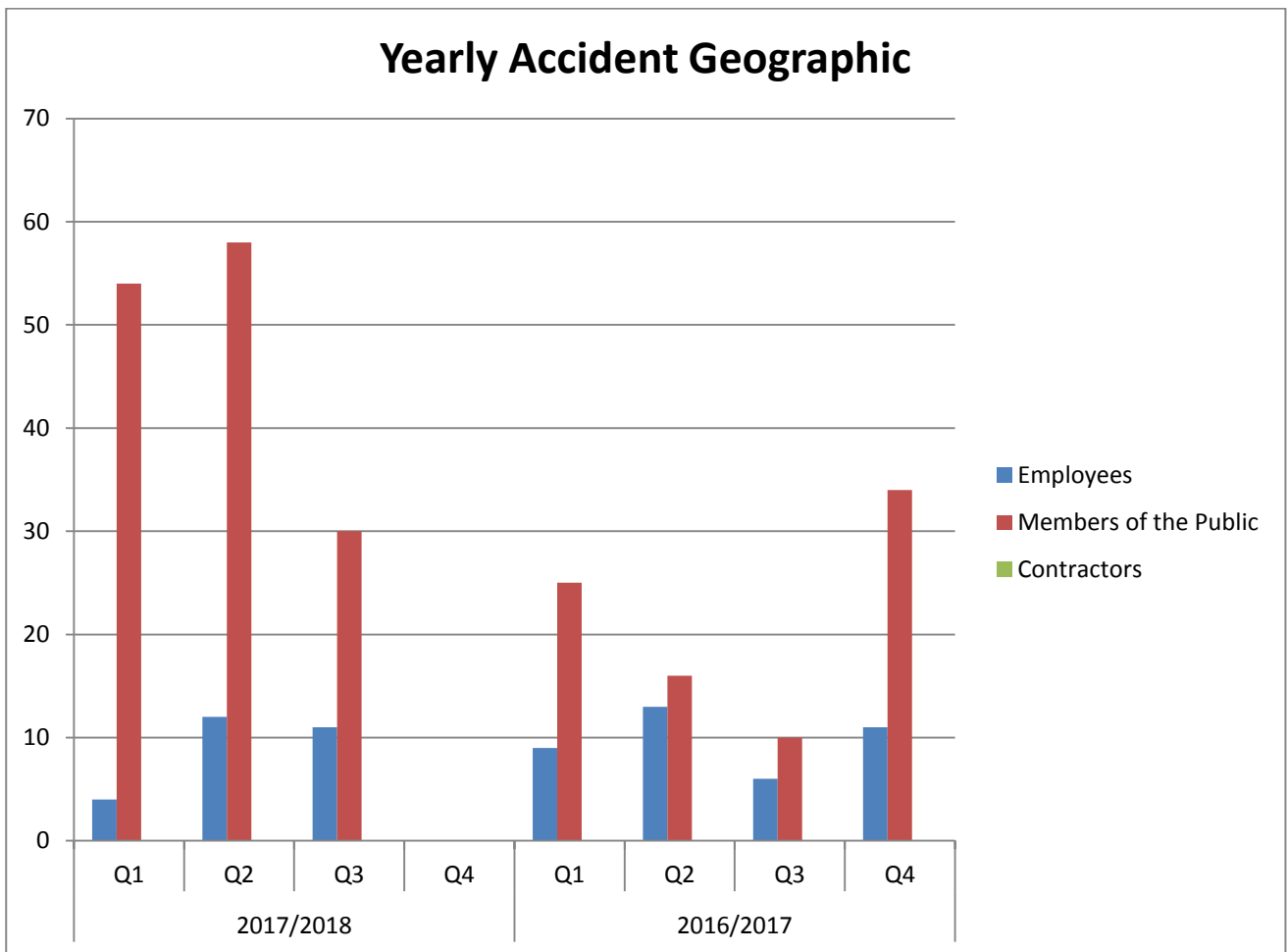
1.1.3 Accident Lost Days

	Lost Days for 3 rd Quarter 2017/2018	Total Lost Days 2017/2018	Lost Days for 3 rd Quarter 2016/2017	Total Lost Days to End of 3 rd 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	0	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	15	67	5	22
Housing	1	21	54	119
IT	0	0	0	0
TOTAL	15	88	59	143



1.1.4 Accident Geographic

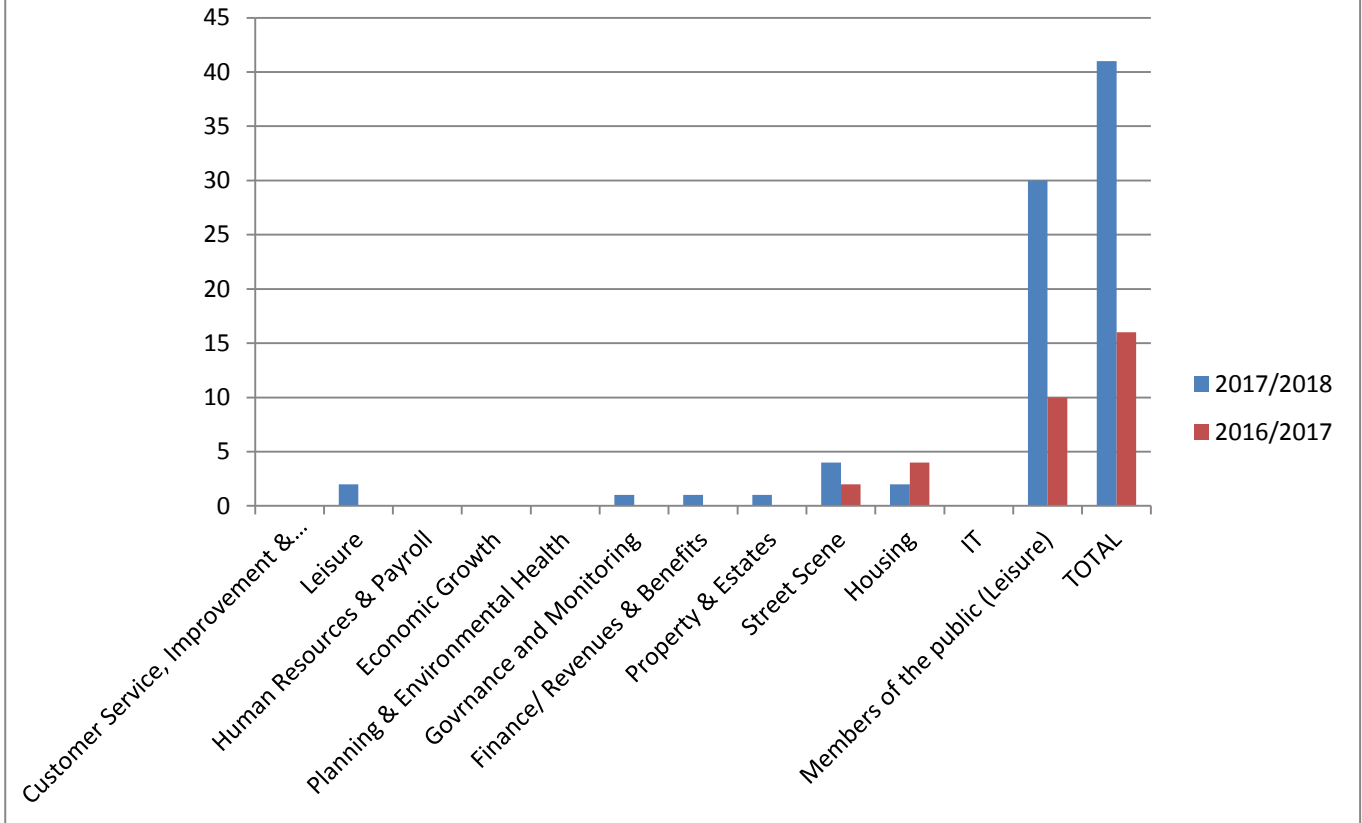
MONTH	2017/2018			2016/2017		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	2	16	0	4	5	0
May	1	24	0	2	6	0
June	1	14	0	3	14	0
July	5	18	0	6	8	0
August	4	24	0	4	7	0
September	3	16	0	3	1	0
October	2	14	0	2	6	0
November	6	14	0	2	2	0
December	3	2	0	2	2	0
January				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	11	30	0	6	10	0
4 th Quarter				11	34	0
TOTALS	27	142	0	39	85	0



1.1.4 Operational Area Accidents

	3 rd Quarter Accidents Totals 2017/2018	Yearly Accidents Totals 2017/2018	3 rd Quarter Accidents Totals 2016/2017	Yearly Accidents Totals to end of 3 rd Quarter 2016/2017
Customer Service & Improvement		1		2
Leisure	2	3		
Human Resources & Payroll				1
Economic Growth				1
Planning & Environmental Health				
Governance and Monitoring	1	2		
Finance/ Revenues & Benefits	1	1		
Property & Estates	1	1		
Street Scene	4	9	2	14
Housing	2	10	4	10
IT				
Members of the Public (Leisure)	30	142	10	51
TOTAL	41	169	16	79

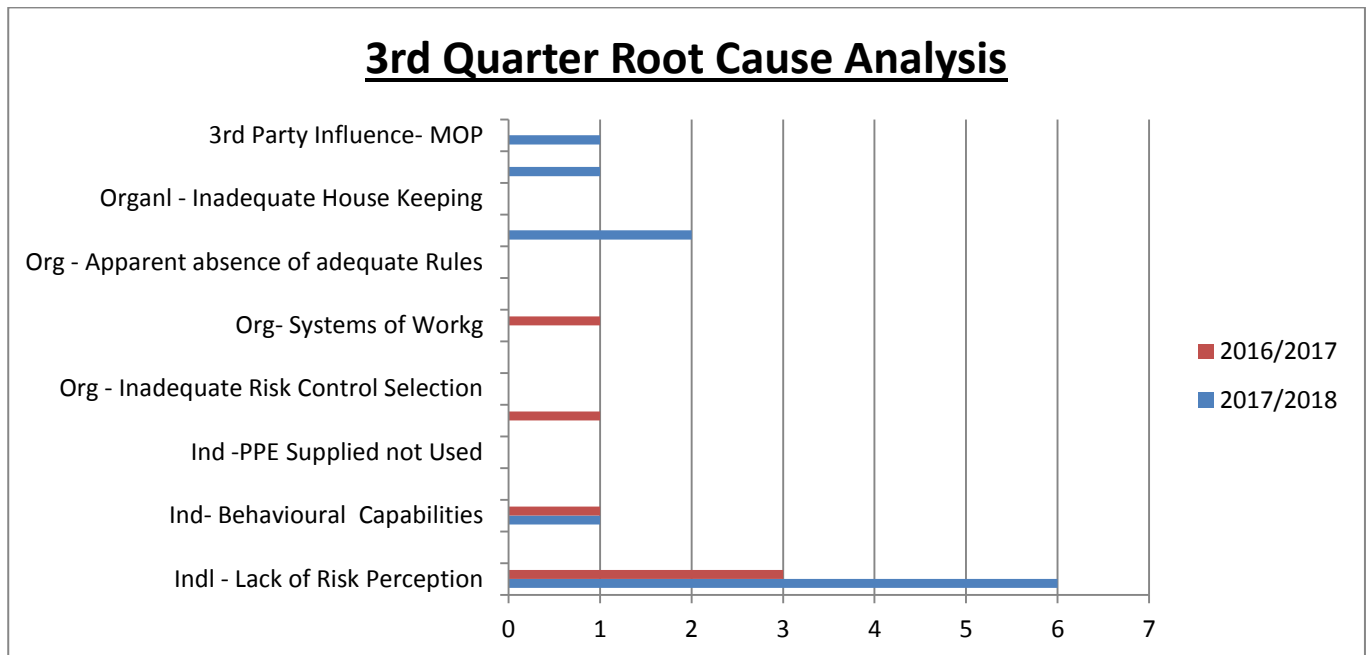
3rd Quarter Operational Area Accident Analysis



1.1.5 Incident Root Cause

4th QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	3 rd Quarter 2017/2018	Yearly Total to end of 3 rd Quarter 2017/201 8	3 rd Quarter 2016/2017	Yearly Total to end of 3 rd Quarter 2016/2017
Ind. - Lack of Risk Perception	6	15	3	15
Ind. - Physical Capability		1		1
Ind.- Behavioural Capabilities	1	3	1	3
Ind. Poor Housekeeping Standards				
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions		1	1	2
Org - Inadequate Risk Control Selection				
Org - Inadequate Operational Methods		1		2
Org - Systems of Work			1	1
Org - Inadequate Training				
Org - Absence of adequate Rules				
Org - Inadequate Maintenance Systems	2	2		2
Org - Inadequate House Keeping		1		

Equipment/ Tools Defective	1	1		
3rd Party Influence- member of the public	1	1		2
TOTAL	11	27	6	28



1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Slip Trips and falls (27.25%)
 - Struck Against Fixed Object (27.25%)
 - Manual Handling (18.2%)
 - Struck by Moving Objects (9.1%)
 - Animal Bite (9.1%)
 - Other Non-Classified Accidents (9.1%)

- The number of employee accidents recorded in the quarter has risen by 83.3% over the same period last year, however the number on lost time non- RIDDOR Incidents has fallen by 50%. RIDDOR reportable incidents have remained the same at 1.

- The number of days lost recorded in the quarter has significantly decreased over those recorded for the previous year. In 2016/2017 59 days were recorded whereas in 2017/2018 it was 16 days.

- The overall number of accidents occurring within the authority in the 3rd Quarter has significantly increased by a figure of 150%. This rise is mostly due to the fact that the number of 'member of the public' recorded accidents has risen from 10 to 30 though it should be noted however that Leisure usage figures has increased by approximately 1,200% so in real terms accidents as a proportion of visits has fallen.

- Street Scene (36.4%). Leisure (18.1%) and Housing (18.1%) are the operational areas with the highest number of employee accidents occurring in the quarter other area recording incidents were Property and Estates, Governance and Finance/ Revenues & Benefits.

- The main route cause of employee accidents were Lack of Risk Perception (54.5%) and Inadequate Maintenance systems (18.1%) other factors included individual behaviours and 3rd party actions.

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

$$\begin{aligned} \text{AIR} &= \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Permanent Employees for Period}} \\ &= \frac{5 \times 100,000}{475} \\ &= 1052 \text{ (As at 31st December 2017)} \end{aligned}$$

This figure has fallen from a figure of 1070 recorded at the end of the 2nd Quarter.

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.

$$\begin{aligned} &= \frac{5 \times 100,000}{37 \times 50 \times 475} \\ &= \frac{500,000}{878750} \\ &= 0.57 \text{ (As at 31st December 2017)} \end{aligned}$$

This figure has fallen from a figure of .58 recorded at the end of the 2nd Quarter.

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

$$\begin{aligned} &\underline{\text{Date of Last Reportable Accident}} - 7^{\text{th}} \text{ November 2017} \\ &= (5.29 \times 461) \times 54 \\ &= 131,689 \text{ Hours (As at 31st December 2017)} \end{aligned}$$

1.2 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Type of Incident	Incident Severity	Lost Time Days (Actual)	Reportable
29/12/2017	Whilst walking to vehicles responding to call out IP slipped banging her head and cutting her finger.	Slips, Trips, Falls on Same Level	Lost Time – Upto 7 days	1.00	No
06/12/2017	IP was undertaking litter picking duties when he slipped on paving stones due to wet and icy conditions.	Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	0.00	No
01/12/2017	Whilst opening the window, the blind and blind housing covering it fell and hit IP on the head	Struck by Moving Object	Minor Injury - No Lost Days	0.00	No
28/11/2017	Whilst lifting timber into skip IP cut inside of hand.	Manual Handling	Minor Injury - No Lost Days	0.00	No
23/11/2017	Whilst cleaning sink IP cut three fingers on an exposure screw.	Struck Against Fixed Object	Minor Injury - No Lost Days	0.00	No
22/11/2017	Whilst visiting property tenants dog entered room and jumped at IP face, when IP put hand out to protect herself dog bit her hand.	Animal bite	Minor Injury - No Lost Days	0.00	No
18/11/2017	Whilst removing tray from oven whilst wearing oven gloves tray burn tray gloves causing burn wound to IP	Other	Minor Injury - No Lost Days	0.00	No
07/11/2017	Whilst manoeuvring a branch in a tree after removing it using a chainsaw the branch swung back hitting the IP in his arm causing a fracture to his elbow.	Manual Handling	Lost Time over 7 Days	15.00	Yes
01/11/2017	Whilst cutting a brach from ground level branch fell hitting IP on neck and head.	Striking Against a Moving Object	Minor Injury - No Lost Days	0.00	No
31/10/2017	Whilst dismantling arson damaged play equipment IP caught finger on sharp piece of plastic.	Struck Against Fixed Object	Minor Injury - No Lost Days	0.00	No
04/10/2017	Whilst Manouvering a freezer IPO Pull left side of back.	Manual Handling	Minor Injury - No Lost Days	0.00	No

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

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/></p> <p><i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	

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

5th February 2018

Health and Safety Report

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.

Report Details

1.1 Actions from Previous Meeting

There were no actions resulting from the previous meeting held on 20th November 2017.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period One (1) name has been added to the employee protection register and zero (0) removed. As a result the total number of addresses now held on the register is forty four (44).

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	17/11/17	17/05/18	28/11/17	Awaiting action close out	In Progress

Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	Re-schedule 23.01.18	21/07/18	N/A	Awaiting Inspection	Awaiting Inspection
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	17/11/17	17/05/18	28/11/17	Awaiting action close out	In Progress
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	01/09/17	01/03/18	21/09/17	Actions Closed Out	Complete
Boathouse, Pleasley Vale		01/09/17	01/03/18	21/09/17	Actions Closed Out	Complete
Unit T, Pleasley Vale		01/09/17	01/03/18	21/09/17	Actions Closed Out	Complete
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	15/09/17	15/03/18	30/09/17	Actions closed out	Complete
Clune Street Pavilion, Clowne		15/09/17	15/03/18	30/09/17	Actions closed out	Complete
Broadmeadows Sports Pavilion, South Normanton		15/09/17	15/03/18	30/09/17	Actions closed out	Complete
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	Inspection Re-scheduled for January 2018	June 2018	N/A	Awaiting Inspection	Awaiting Inspection
Bolsover Contact Centre		Inspection Re-scheduled for January 2018	June 2018	N/A	Awaiting Inspection	Awaiting Inspection

Shirebrook Contact Centre		Inspection Re-scheduled for January 2018	June 2018	N/A	Awaiting Inspection	Awaiting Inspection
South Normanton Contact Centre / Hub		Inspection Re-scheduled for January 2018	June 2018	N/A	Awaiting Inspection	Awaiting Inspection
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	10/10/17	14/03/18	30/10/17	Actions Awaiting Closed Out	In Progress
Ashbourne Court, Shirebrook		10/10/17	14/03/18	30/10/17	Actions Awaiting Closed Out	In Progress
Jubilee Court, Pinxton		12/10/17	14/03/18	30/10/17	Actions Awaiting Closed Out	In Progress
Mill Lane, Whitwell		10/10/17	09/03/18	30/10/17	Actions Awaiting Closed Out	In Progress
Parkfields, Clowne	Head of Housing Services	10/10/17	09/03/18	30/10/17	Actions Awaiting Closed Out	In Progress
Park View, Barlborough		10/10/17	09/03/18	30/10/17	Actions Awaiting Close Out	In Progress
Queens Court, Creswell		10/10/17	09/03/18	30/10/17	Actions Awaiting Close Out	In Progress
Valley View, Hillstown, Bolsover		12/10/17	14/03/18	30/10/17	Actions Awaiting Close Out	In Progress
Victoria House, Creswell		10/10/17	09/03/18	30/10/17	Actions Awaiting Close Out	In Progress
Woburn house, Blackwell		12/10/17	14/03/18	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 Close Out	Complete
Mill 2 - Pleasley Vale Mills		24/07/17	24/02/18	20/08/17	Actions Close Out	Complete
Mill 3 - Pleasley Vale Mills		24/07/17	24/02/18	20/08/17	Actions Close Out	Complete
Pleasley Vale Security Lodge		24/07/17	24/02/18	20/08/17	Actions Close Out	Complete
The Tangent, Shirebrook	Buildings and Contracts Manager	29/11/17	29/05/18	12/12/17	Actions Awaiting Closed Out	In Progress

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 1st 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	8
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	3
First Aid At Work (Refresher)	2 Days	3
Emergency First Aid	1 Day	7
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	11
Corporate induction Training	1 hour	10

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 an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	

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