

Bolsover District Council

Safety Committee

30th August 2018

Health and Safety Report – January 2018 to March 2018

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 during quarter 4 of 2017/2018.
- 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 5th February 2018.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period six (6) names have been added to the employee protection register and three (3) removed. As a result the total number of entries now held on the register is forty seven (47).

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 Inspection	Awaiting Inspection
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	23/01/18	21/07/18	2/03/18	Awaiting action close out	In Progress
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	09/04/18	09/10/18	04/05/18	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 Inspection	Awaiting Inspection
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	01/09/17	Re-scheduled 25/05/18	N/A	N/A	Inspection Overdue
Boathouse, Pleasley Vale		01/09/17	Re-scheduled 25/05/18	N/A	N/A	Inspection Overdue
Unit T, Pleasley Vale		01/09/17	Re-scheduled 25/05/18	N/A	N/A	Inspection Overdue
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	06/03/18	06/09/18	06/03/18	Actions closed out	Complete
Clune Street Pavilion, Clowne		06/03/18	06/09/18	06/03/18	Actions closed out	Complete
Broadmeadows Sports Pavilion, South Normanton		06/03/18	06/09/18	06/03/18	Actions closed out	Complete

CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	30 th January 2018	30 th June 2018	7 th February 2018	Actions Awaiting Close Out	In Progress
Bolsover Contact Centre		30 th January 2018	30 th June 2018	7 th February 2018	Actions Awaiting Close Out	In Progress
Shirebrook Contact Centre		30 th January 2018	30 th June 2018	7 th February 2018	Actions Awaiting Close Out	In Progress
South Normanton Contact Centre / Hub		30 th January 2018	30 th June 2018	7 th February 2018	Actions Awaiting Close Out	In Progress
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	14/03/18	14/09/18	01/04/18	Actions Awaiting Close Out	In Progress
Ashbourne Court, Shirebrook		14/03/18	14/09/18	01/04/18	Actions Awaiting Close Out	In Progress
Jubilee Court, Pinxton		14/03/18	14/09/18	01/04/18	Actions Awaiting Close Out	In Progress
Mill Lane, Whitwell		16/03/18	16/09/18	01/04/18	Actions Awaiting Closed Out	In Progress
Parkfields, Clowne	Head of Housing Services	16/03/18	16/09/18	01/04/18	Actions Awaiting Closed Out	In Progress
Park View, Barlborough		16/03/18	16/09/18	01/04/18	Actions Awaiting Close Out	In Progress
Queens Court, Creswell		16/03/18	16/09/18	01/04/18	Actions Awaiting Close Out	In Progress
Valley View, Hillstown, Bolsover		14/03/18	14/09/18	01/04/18	Actions Awaiting Close Out	In Progress
Victoria House, Creswell		16/03/18	16/09/18	01/04/18	Actions Awaiting Close Out	In Progress

Woburn house, Blackwell		14/03/18	14/09/18	01/04/18	Actions Awaiting Close Out	In Progress
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	24/03/18	24/09/18	06/04/18	Actions Awaiting Close Out	In Progress
Mill 2 - Pleasley Vale Mills		24/03/18	24/09/18	06/04/18	Actions Awaiting Close Out	In Progress
Mill 3 - Pleasley Vale Mills		24/03/18	24/09/18	06/04/18	Actions Awaiting Close Out	In Progress
The Tangent, Shirebrook	Buildings and Contracts Manager	29/11/17	29/05/18	12/12/17	Awaiting Inspection	Awaiting Inspection
<ul style="list-style-type: none"> • It has been suggested that workplace inspections should be undertaken of two new areas these being <ul style="list-style-type: none"> ➤ Council Vehicles ➤ Non Communal Commercial Premises (i.e. Shirebrook Station) • A view on this suggestion is sort from the Safety Committee. 						

1.2.4 Near Miss/ Learning Events

There have been 2 near miss incidents reported during the reporting period both of these related to road traffic incidents were the 3rd party was at fault.

1.2.5 Health and Safety Training

COURSE DETAILS	Course Duration	TRAINING DELIVERED IN 4th QUARTER
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	12
Fire Safety Awareness	1 Hour	0
Fire Marshal/ Warden	½ Day	35
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	12
Trailer Training (FULL)	3 Days	0
Trailer Training (Awareness)	1 Day	0
D1/PCV Minibus Training	2 Days	0
Sharps Awareness	3 hours	0
Ladder User	½ Day	15
Ladder Inspection	½ Day	6
Corporate Safety Induction	1 Hour	0
Construction Skills Certification Scheme Test	45 Minutes Test	13

1.26 Health and Safety Issues Raised During the Quarter

Heating and Ventilation at the Arc

Property and Estates Section have confirmed that no new complaints have been raised about this issue this year however it was noted that we had not yet experienced a sustained period of hot weather.

Since last year when the issue of excessive office temperatures were raised by staff a number of staff have been relocated out of this area which should reduce the potential heat generation and small adjustments have been made to the air conditioning which should improve the situation.

Lone Working and Personal Safety

A paper was taken to Strategic Alliance Management Team on the 6th April 2018 by the Health and Safety Team outlining the potential risk from its lone working activities the organization could be exposure to and potential solutions to this issue.

SAMT considered that report and recommended that a project group be set up to investigate this issue in more detail and establish the potential requirements within each of its operation areas.

All Heads of Service have been asked to nominated individuals to represent their areas and provide this information to the Health and Safety Team. The Health and Safety Team are currently chasing up responses from certain operational areas.

As part of the project the use of body cameras within certain higher risk operations will be considered and if deemed appropriate a program of implementation developed.

Car Parking at the Arc

Car parking continues to be a significant issue at the Arc with inappropriate parking creating a potential risk to the safety of building users particularly children and the elderly visiting the premise.

The actions currently proposed are as follows:

- The car park lining is expected to go ahead on the 19th May weather permitting. Inclusive of double yellow lines. Look left and right on the zebra crossing and extension of disabled bays.
- Extra low speed signage for the access road is also to be erected and has been ordered.
- A sign for pedestrians (staff) exiting the building onto the access road has also been ordered to make those leaving aware of the traffic that may be on the road.
- Quotes are currently being obtained for the inclusion of an access controlled barrier system onto the access road and the area be bollard and fenced off to prevent 'bumping' up the curbs onto the pedestrian area. Therefore only delivery's guided by leisure staff and staff given permission on their access card will be able to park down the access road. No parking will be allowed past the zebra crossing on the paved/grassed area other than in the 'service vehicle' bay. With the barrier and access control this will be easier to police.
- The current contact center bays will then be converted into a coach parking with raised curb and bollards to prevent other cars parking in the area. Providing a safe drop off for school swimming classes and other groups.
- The Property and Estate Department are currently looking at implementing a parking order to combat continued unsafe and disruptive parking should problems persist.

A copy of the proposed Car Park Lining Plan is shown in Appendix 1 and the proposed Car Park Layout Alterations Plan is shown in Appendix 2

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	Title
1	Car Park Lining Plan
2	Car Park Layout Alteration 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 Manager	242403