



**Bassetlaw**  
DISTRICT COUNCIL  
— North Nottinghamshire —

# HEALTH AND SAFETY COMMITTEE

## AGENDA

Meeting to be held in the  
Ceres Suite,  
Worksop Town Hall, S80 2AH  
on Thursday, 6th March 2014  
at 2.30 p.m.

**(Please note time and venue)**

**Please turn mobile telephones to silent during meetings.  
In case of emergency, Members/officers can be contacted  
on the Council's mobile telephone: 07702 670209.**

**In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol 'Filming of Public Meetings'.**



# **COUNCIL'S HEALTH AND SAFETY COMMITTEE**

**Membership**                      2013/14

**Councillors:**                      A. Battey, B. A. Bowles, D. Challinor, C. Entwistle, B. Hopkinson,  
A. Mumby, J. B. Rickells and M. Storey

**Substitute Members:**              Any Member

**Quorum:**                              2 Members

## **Lead Officer for this Meeting**

Mr. M. Ladyman - Ext. 3160

## **Administrator for this Meeting**

Miss. C .Crossland - Ext. 325

## **HEALTH AND SAFETY COMMITTEE**

**Thursday, 6th March 2014**

### **AGENDA**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
3. MINUTES OF MEETING HELD ON 12TH DECEMBER 2013 \* (pages 7 - 10)
4. MINUTES FOR ACTION \* (page 11)
5. OUTSTANDING MINUTES LIST \* (page 13)

### **SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

#### **Key Decisions**

None.

#### **Other Decisions**

6. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES \*
  - (a) Accident Report for the Period 1st October to 31st December 2013  
(pages 15 - 24)
  - (b) Progress Report on Health, Safety and Emergency Planning Priorities  
(pages 25 - 30)

#### **Exempt Information Items**

*The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.*

### **SECTION B - ITEMS FOR DISCUSSION IN PRIVATE**

#### **Key Decisions**

None.

#### **Other Decisions**

None.

7. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

\* Report attached

+ Verbal Report

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NOTES:

The papers enclosed with this Agenda are available in large print if required.

Copies can be requested by contacting us on 01909-533146 or by e-mail  
[cara.crossland@bassetlaw.gov.uk](mailto:cara.crossland@bassetlaw.gov.uk)

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## DECLARATION OF INTERESTS

### **HOW TO USE THIS FORM**

There are now only two types of Declaration of Interest:

Disclosable Pecuniary Interests	)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
	)	
	)	
Non Pecuniary Interests	)	

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

#### **Disclosable Pecuniary Interests**

May relate to employment, office, trade, profession or vocation carried on for profit or gain  
May relate to sponsorship  
May relate to contracts  
May relate to interests in land  
May relate to licences to occupy land  
May relate to corporate tenancies  
May relate to securities

#### **Action to be Taken**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest  
- withdraw from the room  
- not seek improperly to influence a decision on the matter

#### **Non Pecuniary Interests**

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council  
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25  
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

#### **Action to be Taken**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest  
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

**DRAFT**

**HEALTH AND SAFETY COMMITTEE**

**Minutes of the meeting held at the Town Hall, Retford, on Thursday, 12<sup>th</sup> December 2013**

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors B A Bowles, D Potts, J B Rickells and M Storey.

Employee Safety Representatives:

K Circuit, A Dainty, P Rodgers, J Rose, P Thompson and G Watson.

Officers in attendance: T Andrew (Agenda Item No. 3 only), C Crossland, J Moran and S Meakin

**ACTION BY**

(Meeting commenced at 2.30pm.)

(The Chairman welcomed all to the meeting and read out the Fire/Evacuation Procedure.)

**16. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Battey.

**17. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

**18. MINUTES OF THE MEETING HELD ON 12TH SEPTEMBER 2013**

T Andrew, Operational Services Manager, gave Members an update following the fire at the NRL waste transfer site. Previously blue bins were emptied and the waste taken to the NRL site where it was bulked up and transferred by Veolia to the Materials Recovery Facility (MRF) at Mansfield. Since the fire at the NRL site in August waste has been taken directly to the MRF, this incurs extra mileage and time. In the long term there is a worry if there is any inclement weather. In relation to street cleaning this waste was also taken to NRL, initially after the fire it was taken to Daneshill site at Lound, then more recently redirected to the Household Waste Centre at Shireoaks Road in Worksop. However this was not ideal as the Street Cleaning Team were unloading the waste alongside members of the public. As of 11th December street cleaning waste is now taken to the Transfer Station at Mansfield District Council, and tipped mechanically rather than by hand. The Council is currently in talks with Nottinghamshire County Council and Veolia to resolve the situation and locate a site in Worksop. He advised that the Council will be paid for the extra mileage costs incurred.

The Chairman thanked T Andrew for attending the meeting and thanked the Refuse Team for their work.

**RESOLVED** that;

1. The Minutes of the meeting held on 12th September 2013 be approved.
2. The update on the fire at the NRL waster transfer site be received.

#### 19. MINUTES FOR ACTION

In relation to Minute No. 8, Security at Queen's Buildings, K Circuit advised that:

- Currently all security and fire doors at Queen's Buildings are working.
- He was not aware of any further security breaches since that last meeting.
- Employees have not yet been asked to wear their ID badges at all times.

If there is a security breach at Queen's Buildings the Caretakers and the Community Safety Coordinator are contacted. There is a concern that if other organisations are also located at Queens' Buildings the situation will get worse. Approval was given at Cabinet to reduce the Caretaking Team by half a post; this could put additional pressure on security. These concerns will be expressed to Management as part of the consultation process.

The Safety and Resilience Manager advised that he was unaware that a Security Group existed and he would contact the Head of Finance and Property to have a representative on the Group.

**RESOLVED** that the Minutes for Action be received.

#### 20. OUTSTANDING MINUTES LIST

**RESOLVED** that the Minutes for Action be received.

### **SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

#### **Key Decisions**

None.

#### **Other Decisions**

#### 21. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES

##### (a) Accident Report for the period 1<sup>st</sup> July to 30th September 2013

The Committee was presented with details of all reported injuries for the period July to September 2013 and a comparison with the same period in 2012 was given.

There was a total of 19 injuries reported, compared with 6 during the same period in 2012. There were zero 'over 7 day' reportable injuries during this reporting period, compared with one during the same period in 2012. 25 working days were lost as a result of the accidents in the report period compared to 15 working days during the same period in 2012. Details were appended to the report.

Appended to the report were: a summary of all accidents by injury type and accident cause; a summary of all accidents occurring within each Service; a comparison of accident incidence rates with other District and Borough Councils within the East Midlands Region.

It was noted that the Authority has a higher figure than the East Midlands Region average. Members were advised that the number of East Midlands local authorities contributing to the figures has decreased; therefore the figures are less representative. It was also noted that the increase in the number of incidents could be due to improvements in reporting by managers, improvements in reporting accidents that result in 'no physical injury' and the monitoring of absence due to work related injury or ill health through the absence management system.

**RESOLVED** that:

1. The information regarding the number of accidents for the period July to September 2013 be received.
2. Unit Managers ensure that they continually provide their employees with the necessary information, training, instruction and supervision to enable them to carry out their job safely, in order to eliminate further accidents.  
**Unit Managers/ Safety and Resilience Manager**
3. Unit Managers continue to investigate the cause(s) of all accidents arising from work activities in their areas of responsibilities in line with Council Policy.  
**Unit Managers/ Safety and Resilience Manager**
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

**Unit Managers/ Safety and Resilience Manager**

(b) Progress Report on Health, Safety and Emergency Planning Priorities

The Committee was informed of the progress made within the agreed priorities of the Health and Safety and Emergency Planning Programmes, specifically: fire risk assessments; refuse rounds audits; asbestos; legionella; first aid procedures; Dangerous Substances and Explosive Atmospheres Regulations (DSEAR); training; lone worker devices; SHE Safety Management System; markets; and emergency planning i.e. business continuity, flooding and safety at events.

Members asked questions/ raised issues in relation to:

- Emergency first aid training
- The number of first aiders who are defibrillator trained
- The number of defibrillators at Council buildings
- The new legionella Code of Practice
- The Employee Protection Database

**RESOLVED** that progress on the Health and Safety priorities be noted.

(c) Shared Services and Safety Service progress Report

Members were updated on the current situation in respect of the shared health and safety service arrangement currently in place between Bassetlaw and Mansfield District Council. Bassetlaw's Safety and Resilience Manager has been providing a shared safety manager resource since February 2012. A business case supporting the proposal for a full shared service has been produced. The main advantages of a shared service would be increased resilience; standardisation of management practices; shared skills and expertise; and improved efficiency. The service would be provided from Bassetlaw; however there will be a Safety Officer present at Mansfield on an on-going basis.

**RESOLVED** that the progress on the health and safety shared service be noted.

**SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

**Key Decisions**

None.

**Other Decisions**

None.

**22. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

(a) Kings' Park, Retford

The Safety and Resilience Manager advised Members of the tragic incident which occurred in Kings' Park on the afternoon of Thursday 5<sup>th</sup> December during the high storms taking the life of a local resident. The incident is currently being investigated by the Police. The Health and Safety Executive has asked for documentation of the Council's tree inspection regime and they will decide if further investigation is needed and if any, what action to take.

Members commented on the hard work of the Parks and Open Spaces staff and Markets Team on Thursday 5<sup>th</sup> December closing the Park and market.

As there was no further business to be discussed, the Chair closed the meeting after thanking everyone for their attendance.

(Meeting closed at 3.40pm.)

**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**COUNCIL'S HEALTH AND SAFETY COMMITTEE 12/12/13**

FROM: Senior Democratic Services Officer TO: SRO = Safety and Resilience Manager  
(for forwarding to Unit Managers)

The following decisions are brought to your attention for action by the appropriate officers within your Service .

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**21. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES**

(a) Accident Report for the period 1<sup>st</sup> July to 30th September 2013

**RESOLVED** that:

1. The information regarding the number of accidents for the period July to September 2013 be received.
2. Unit Managers ensure that they continually provide their employees with the necessary information, training, instruction and supervision to enable them to carry out their job safely, in order to eliminate further accidents.

**Unit Managers/ Safety and Resilience Manager**

3. Unit Managers continue to investigate the cause(s) of all accidents arising from work activities in their areas of responsibilities in line with Council Policy.

**Unit Managers/ Safety and Resilience Manager**

4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

**Unit Managers/ Safety and Resilience Manager**

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**COUNCIL'S HEALTH AND SAFETY COMMITTEE**

**6th March 2013**

**OUTSTANDING MINUTES LIST**

**Members please note that the updated positions are shown in bold type following each item.**  
 (SRO = Safety and Resilience Manager)

<b><u>Min No</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>	<b><u>Decision</u></b>	<b><u>Officer Responsible</u></b>
7(b)	20.6.13	Progress Report on Health, Safety and Emergency Planning Priorities	(2)The Committee be informed of the outcome of any changes regarding the review of the Business Continuity Management Plans, in light of the Authority's new insurers.	SRO
		<b>See Agenda Item No. 6(b)</b>		



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**6<sup>th</sup> MARCH 2014**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**ACCIDENT REPORT FOR THE PERIOD  
1<sup>ST</sup> OCTOBER 2013 TO 31<sup>ST</sup> DECEMBER 2013**

Cabinet Member (Portfolio): Policy  
Contact: Mark Ladyman  
Ext: 3160

**1. Public Interest Test**

**Mark Ladyman has determined in preparing this Report that the report is not considered to be confidential.**

**2. Purpose of the Report**

- 2.1 To provide the Council's Safety Committee with details of all reported injuries for the period October to December 2013 and to provide a comparison with the same period in 2012.
- 2.2 To also provide the Council's Safety Committee with a summary of all accidents by injury type, accident cause and a summary of all accidents occurring within each Service during the above period.

**3. Background and Discussion**

- 3.1 For the period October to December 2013 there were a total of 13 incidents reported. This compares with 11 incidents reported during the same period in 2012. In addition to the 13 incidents reported a further incident occurred in Kings Park, Retford on 5<sup>th</sup> December 2013. A member of the public was involved in a fatal incident when extreme wind conditions led to a 40ft high poplar tree falling over the footpath leading to Inkerman's Bridge, collapsing on top of the member of public causing fatal injuries. The Health and Safety Executive have visited site to carry out investigations into this incident.
- 3.2 There were 5 "reportable injuries" during this reporting period, compared with 4 "reportable injuries" during the same period in 2012.

81 working days have been lost as a result of the accidents in this report period compared with 163 days lost during the same period in 2012.

- 3.3 Details of the “Reportable injuries” are included at Appendix 1.
- 3.4 Information on the cause, injury type and location of all reported accidents within the Council for this reporting period is included at Appendix 2. Appendix 2 provides the following information:

Tables 1 & 2 Show a breakdown of different injury types and causes for all Incidents. Results show that 12 of the 13 accidents were caused either by manual Handling or being struck by moving objects. Over 50% of all accidents resulted in sprain injuries whilst cuts and abrasions accounted for over 30%. The 5 “Reportable Injuries resulted in an average of 14.5 days lost at work each during this period.

Table 3 Shows a summary of all accidents by Service. The table indicates a significant increase in accident numbers within Environment & Leisure Services. 12 of the 13 incidents occurred within this service. All of the “reportable accidents” occurred within this service. There has been a decrease in the number of accidents within Community Prosperity.

- 3.5 In order to provide a comparison between the number of accidents occurring at Bassetlaw District Council (BDC) and other District and Borough Council’s in the East Midlands Region (EMR), the information at Appendix 3 has been provided.
- 3.6 Appendix 3 gives details of Accident Incidence Rates (AIR) for BDC and EMR. The purpose of providing data in AIR is to enable a more accurate comparison of statistics.

$$\text{AIR} = \frac{\text{Number of Accidents} \times 1000}{\text{Number of Persons Employed}} = \text{Number of accidents per 1,000 employees.}$$

Number of employed persons used at the date the report was produced was 454.

- 3.7 Due to the delay in the collection of data throughout the East Midlands Region, the most recent incidence rates available are for the period July to September 2013.
- 3.8 In order to give some further comparison of accident statistics over a longer period (3 Years), Appendix 4 provides details of the quarterly accident figures from January 2011 to December 2013. This table illustrates that the **total number of accidents** (13) are above the “3 Year Average” of 12.0. The number of **“Reportable” lost time accidents** (5) for this current quarter is above the “3 Year Average” of 2.5

The Safety Officers will continue to work with service managers to ensure that the causes of accidents are adequately investigated.

**4. Implications**

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial Ref: 14 268

There will be costs to the Council arising from workplace accidents, including, lost time due to sickness and cost of temporary cover, Investigation and First Aid treatment which will be taken from existing budgets. Some incidents will also involve costs relating to property damage, some of which may be reclaimable under insurance claims.

- d) Legal Ref 64 / 03 / 14

The Council has a statutory duty to provide a safe system of work under the Health & Safety at Work etc Act 1974.

- e) Human Resources

Accidents contribute to the absenteeism problem.

- f) Community Safety, Equal Opportunity, Environmental

Nil

- g) Whether this is a key decision, and if so the reference number.

Not a key decision

**5. Options, Risks and Reasons for Recommendations**

Not applicable

**6. Recommendations**

- 6.1 That the Council's Safety Committee in receiving the information regarding the number of accidents for the period October to December 2013, discuss any measures for further addressing Health and Safety Awareness.

- 6.2 That Unit Managers ensure that they continually provide their employees with the necessary information, training, instruction and supervision to enable them to carry out their jobs safely, in order to eliminate further accidents.
- 6.3 That Unit Managers continue to investigate the cause(s) of all accidents arising from work activities in their areas of responsibility, in line with the Council Policy.
- 6.4 That Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.
- 6.5 That the Council's Safety Committee supports the above recommendations.

**Background Papers**

**Location**



**APPENDIX 1**

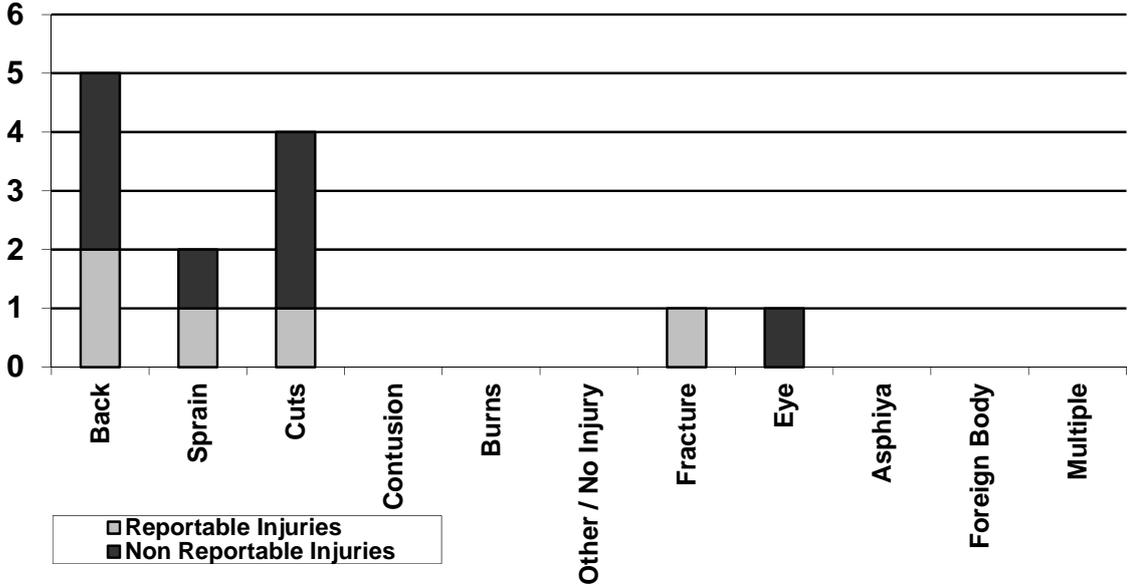
**BASSETLAW DISTRICT COUNCIL**

**REPORTABLE "OVER 7 DAY" INJURIES FOR THE PERIOD  
1<sup>ST</sup> OCTOBER 2013 TO 31<sup>ST</sup> DECEMBER 2013**

<b>DATE OF ACCIDENT</b>	<b>SERVICE</b>	<b>JOB TITLE</b>	<b>DETAILS OF INJURY</b>	<b>DETAILS OF ACCIDENT</b>
08/10/13	Parks & open Spaces	Groundsperson	Fractured finger left hand	Whilst feeding cut timber into the wood chipper a piece of wood jumped up as it was being fed in to the machine and trapped his left hand.
20/11/2013	Street Cleaning	Street Cleaner	Sprain to shoulder & low back	Fell at the tip when unloading a settee from the back of a vehicle. Fell to the floor hitting left arm on rail near the skip and hurting lower back , left arm and shoulder. Felt dizzy afterwards. Sent to hospital for check over as a precaution.
20/11/2013	Parks & open Spaces	Groundsperson	Back sprain	Whilst lifting the line marker along with a colleague the injured person felt pain in the left hand side of his lower back.
11/12/2013	Refuse Collection	Refuse Collector	Sprain to left hand	While drilling a wheel on a wheeled bin axle to remove the damaged wheel, the drill slipped and his glove became tangled in the drill bit, twisting his left hand and causing a cut thumb.
23/12/2013	Street Cleaning	Street Cleaner	Back sprain	Felt pain in his back as he was emptying litter bin

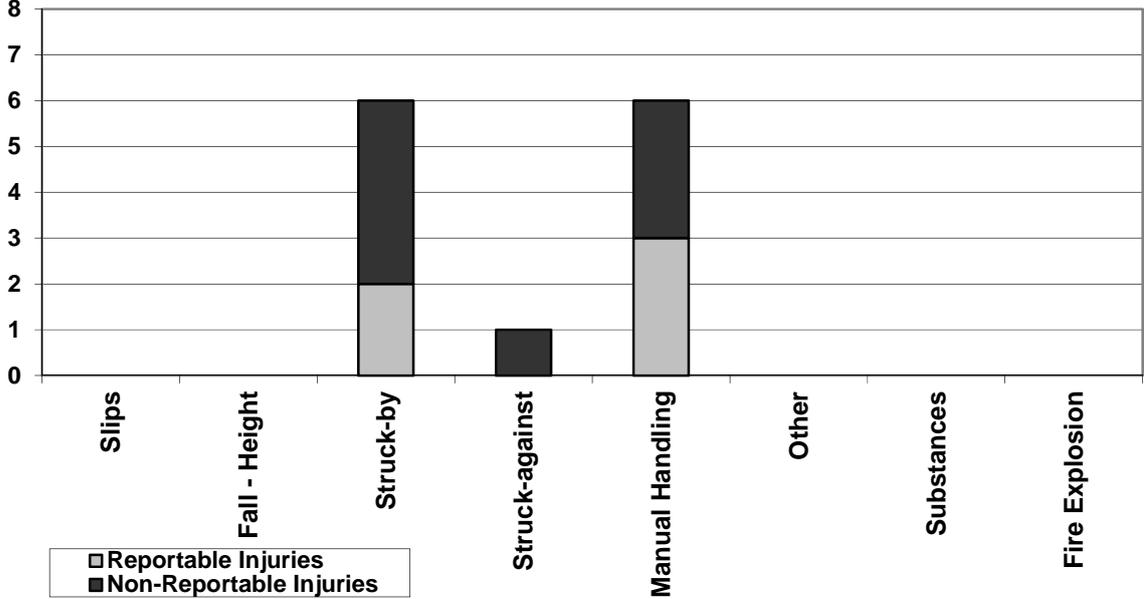
**Table 1**

**Summary of all accidents by injury type for the period  
1<sup>st</sup> October – 31<sup>st</sup> December 2013**



**Table 2**

**Summary of all accidents by type of accident for the period  
1<sup>st</sup> October – 31<sup>st</sup> December 2013**



**Table 3**

**Summary Of All Accidents By Service For The Period**  
**1<sup>st</sup> October to 31<sup>st</sup> December 2013**

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Leisure	3	5	3	7	+6
Community Prosperity	1		3	1	-3
Revenue & Customer Services			1		-1
Support Services					
Finance & Property					
Community Engagement & Performance					
Human Resources					
Contractors etc					
Total No Of Accidents	<b>Previous Year</b>		<b>This Year</b>		+2
	11		13		

**APPENDIX 3**

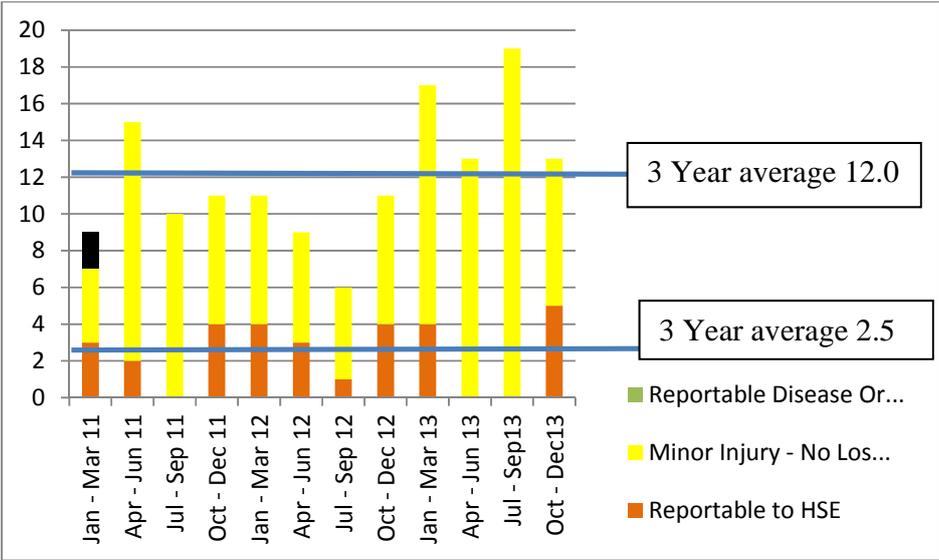
**Comparison of Accident Incidence Rates (Per 1,000 Employees)**  
**Between Bassetlaw District Council (BDC) & Other District Local Authorities**  
**Within the East Midlands Region (EMR)**

**October - December 2013**

**Table 1 – All Accidents**

	<b><u>ACCIDENT CAUSES</u></b>					
	<b>Manual Handling</b>	<b>Strike Against</b>	<b>Struck By</b>	<b>Slips, Trips, and Falls</b>	<b>Others (Include Violence)</b>	<b>Total</b>
<b>EMR</b>	<b>6.6</b>	<b>1.1</b>	<b>3.8</b>	<b>5.5</b>	<b>5.1</b>	<b>22.1</b>
<b>BDC</b>	<b>13.2</b>	<b>2.2</b>	<b>13.2</b>	<b>0</b>	<b>0</b>	<b>28.6</b>
Variation +/-	<b>+6.6</b>	<b>+1.1</b>	<b>+9.4</b>	<b>-5.5</b>	<b>-5.1</b>	<b>+6.5</b>

**LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON**  
**JANUARY 2011 TO DECEMBER 2013**



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**6<sup>th</sup> MARCH 2014**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**PROGRESS REPORT ON HEALTH, SAFETY AND EMERGENCY PLANNING  
PRIORITIES**

Cabinet Member (Portfolio): Policy  
Contact: Mark Ladyman  
Ext: 3160

1. **Public Interest Test**

Mark Ladyman has determined in preparing this Report that the report is not considered to be confidential

2. **Purpose of the Report**

2.1 To inform Members of the progress made within the agreed priorities of the Health & Safety and Emergency Planning Programmes.

3. **Background and Discussion**

3.1 This report is submitted to every Safety Committee, detailing progress made on the agreed priority areas.

3.2 **Fire Risk Assessments**

3.2.1 Work on the actions arising out of the fire risk assessments continues with the relevant Premises Managers and property team. Progress is being made in the vehicle maintenance depot at Carlton Forest.

3.2.2 **Refuse Rounds Audits**

Quarterly refuse rounds audits have been carried in December 2013. Any non-compliance issues are rectified at the time of the audits.

3.3 **Asbestos**

No new issues to report.

### **3.4 Legionella**

#### **Conway Gardens Suspected Legionella 20/12/2013**

A resident at Conway Gardens Sheltered Scheme, Retford was admitted to hospital on 12<sup>th</sup> December 2013 and was diagnosed as having contracted Legionnaires Disease on 18<sup>th</sup> December 2013. The resident has subsequently died in hospital.

It has been confirmed however that Legionella was not the cause of death.

As a precaution, on 19<sup>th</sup> December the Council's Property Team sent a number of samples from the water system at Conway Gardens for analysis. In addition, Public Health England also took samples on 19<sup>th</sup> December.

Subsequent results confirmed that Legionella was not detected in either of these samples.

As a precaution, on Saturday 21<sup>st</sup> December 2013 the water system at Conway Gardens was chlorinated and shower heads were sterilised. During this process, residents were provided with bottled water and shower heads were removed from flats. Samples were taken from a number of the flats and the laundry room. Results show that Legionella was not detected in any of the samples taken.

The system was again sampled following the chlorination process. Legionella was not detected in any of the samples.

As a further precaution the water system was again chlorinated on 28<sup>th</sup> December and following this, further samples were taken. Legionella was not detected.

Additional random samples were taken by an independent contractor on 30<sup>th</sup> December following the second chlorination process. Again no legionella was detected

As an additional precaution, A1 Housing made provision for the residents of Conway Gardens to be provided with alternative shower and bathing facilities as well as alternative laundry facilities.

### **3.5 First Aid Procedures**

The next first aid meeting is scheduled for 11<sup>th</sup> April 2014.

### **3.6 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)**

#### **LPG Gas Cylinder**

3.6.1 The LPG gas cylinder has now been decommissioned and removed from site by the Contractor - Avantigas. This has removed a significant risk from the site as referenced in the DSEAR risk assessment.

### **3.7 Training**

3.7.1 Asbestos “Fly Tip” training was carried out on 17<sup>th</sup> December for Street and Other Cleaning teams.

3.7.2 First Aid at Work - All of the required first aid training has now been delivered for this financial year. In line with development appraisals and first aid re-qualifications.

#### **3.7.3 Needlestick Injury Training**

Needlestick injury training was delivered to Street Cleaning and A1 Housing teams on 12<sup>th</sup> of December.

3.7.4 Proposed future training in conjunction with A1 Housing will be Chartered Institute of Environmental Health (CIEH) H&S Awareness training for Refuse, Grounds Maintenance, and Street / Other Cleaning.

### **3.8 Lone Worker Devices**

3.8.1 The Council’s preferred option for the provision of lone worker device is currently the “Identicom” from Connexions 2 as stated in the Violence at Work Policy and agreed by the Safety Committee and CMT. However as a result of further consultation (see paragraph 3.8.2) with service managers and UNISON Safety Representatives it has been agreed that devices supplied by “SkyGuard” can also be used.

3.8.2 Following product demonstrations from SkyGuard and People Safe on 10<sup>th</sup> January, service managers and UNISON Safety Representatives have indicated that their preference is for the SkyGuard system. This is based on ease of operation for the end user and cost of devices. It was agreed following the meeting that a trial of the devices would be undertaken by Environmental Health, Planning and Homelessness. Building Control and Community Safety will be invited to take part also.

3.8.3 Managers are required to carry out a violence / lone worker risk assessment. This should be recorded on the SHE System, to establish if the lone worker device is necessary for added protection for their employees. The assessment should also identify which device would be most appropriate for their team.

3.8.4 An Employee protection database is being developed in conjunction with Mansfield District Council. The progress of this database has been delayed at Mansfield due to increased workload within their IT service up to the end of March. Once this major project has been completed we will be able to progress the database further.

### **3.9 SHE Safety Management System**

As of 7<sup>th</sup> February the SHE Safety Management System was migrated across to the new SHE Assure System. This will allow more flexibility of the system, additionally it will be easier to use and navigate. Training on the new system took place on 12<sup>th</sup> & 13<sup>th</sup> February for main users including A1 and the other

Councils who have bought into the system. All staff will be notified of the changes via the weekly newsletter.

4. **Markets** – work continues with both Retford and Worksop Markets to establish risk assessments and safe working procedures. Market Managers have been requested by the Safety Manager to create an inventory of tasks carried out by their teams. This will then be used by them to identify the need for and prioritisation of risk assessments. The Safety Officers will continue to work with the Markets management to ensure that progress is tracked and the necessary arrangements are in place. Employee Safety Representatives will be consulted throughout the process.

5. **Emergency Planning**

5.1 **Business Continuity**

The Business Continuity Management plans have now been reviewed with Strategy Owners. The policies and strategies reviewed include those for recovery from; from Loss of People, Loss of Queens Buildings, Loss of Utilities and Loss of Fuel.

Key areas for development are identified as:

**Loss of People** – Review and identify critical posts and consider succession planning into those posts. Establish better methods for communicating with staff quickly and effectively.

**Loss of Utilities** - The loss of utility is a well-developed plan. This is an increasing threat given the increasing probability of extreme weather events. Three issues raised were:

- a) Testing the feasibility of running Queens Buildings (outside office hours) using the back-up generator. This would provide increased confidence in the plan. Creating a simple technical procedure regarding generator operation. At present the knowledge of generator installation remains with a few key individuals.
- b) Creating one list of mission critical activities that need to be powered in the event of power failure. This list should be restricted to Bassetlaw District Council services. Partnering services sharing our premises must be advised to create their own business continuity arrangements.

**Loss or Partial Loss of Queens Buildings** - Queens Building is considered to be a key location. There are at present two options with this threat; namely moving into the Queens Building annex or Retford Town Hall. To ensure confidence if either option is removed a small scale test of working from each for a day should be considered in future.

**Loss of Fuel** – This plan remains largely unchanged and still relevant.

The key issue is downscaling fleet activities quickly. This will require a management decision as to which elements of the fleet remains operational.

## 6. **Implications**

- a) For service users  
The above actions will help protect the health and safety of service users.
- b) Strategic & Policy  
The above actions will assist the Councils compliance with the Health & Safety at Work and Civil Contingencies Acts.
- c) Financial Ref: 14 205  
The above actions will be funded from existing budgets.
- d) Legal Ref: 67 / 03 / 14

The Council has a statutory duty to provide a safe system of work pursuant to the Health and Safety at Work etc Act 1974.

Local authorities have clear legal obligations and a duty of care to provide effective, robust and demonstrable emergency arrangements to mobilise resources to deal with a broad range of emergencies.

From time to time emergencies occur which require special measures to be taken. Such events are defined under the Civil Contingencies Act 2004 as;

- (a) An event or situation which threatens serious damage to human welfare in the United Kingdom or in a Part or region,
  - (b) An event or situation which threatens serious damage to the environment of the United Kingdom or of a Part or region, or
  - (c) War, or terrorism, which threatens serious damage to the security of the United Kingdom.
- e) Human Resources  
The above actions will further protect the health and safety of employees
  - f) Community Safety, Equal Opportunity, Environmental  
The above actions will further protect the health and safety of the community.
  - g) Whether this is a key decision, and if so the reference number.  
Not a Key Decision

## 7. **Options, Risks and Reasons for Recommendations**

Not applicable

**8. Recommendations**

8.1 That the progress on the health & safety priorities be noted.

**Background Papers**

**Location**