



BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

AGENDA

Meeting to be held in
The Council Chamber,
Town Hall, Retford,

on

Tuesday 15th January, 2013

at

2.30pm

(Please note there will be no pre-meeting)

(Please note time and venue)

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

Bassetlaw - Serving North Nottinghamshire

District Council Offices, Potter Street, Worksop, Notts. S80 2AH

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Membership 2012/13

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. 3254

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Tuesday, 15th January 2013

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 9TH OCTOBER 2012* (pages 7 - 10)
4. MINUTES FOR ACTION * (pages 11 - 12)
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) Update from Barnsley Premier Leisure +
 - (b) Accident Report for the period 1st July to 30th September 2012
(pages 15 - 24)
 - (c) Progress Report on Health, Safety and Emergency Planning Priorities
(pages 25 - 32)

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

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

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.)

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Worksop, on Tuesday, 9th October 2012

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):
Councillors A Battey, B A Bowles, C Entwistle, B Hopkinson, J B Rickells and M Storey

Employee Safety Representatives:

K Circuit, A Dainty, P Rodger, P Thompson and G Watson

Officers in attendance: C Crossland, M Ladyman, S Meakin and J Moran

ACTION BY

10. APOLOGIES FOR ABSENCE

There were no apologies for absence.

11. 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.

12. MINUTES OF THE MEETING HELD ON 10TH JULY 2012

RESOLVED that the Minutes of the meeting held on 10th July 2012 be approved.

13. MINUTES FOR ACTION

Members were advised that the Safety Policy is now on the Council's intranet and all existing paper copies of the safety manual will be withdrawn.

Members were advised that the locations of the Defibrillator machines have been communicated to all employees in the weekly newsletter.

RESOLVED that:

1. The Minutes for Action be received.
2. The date of the newsletter that the locations of the Defibrillator machines were communicated to employees be circulated to K Circuit.

SO

14. OUTSTANDING MINUTES LIST

In regards to Outstanding Minute number 8(a), Update on Health Monitoring from Orchard Health, the Principal Safety Officer informed Members that the item was reported to Cabinet in April 2012. The report identified shared resources with A1 Housing. The shared resources will not result in less monitoring and employees will still receive pro-active health care.

The Head of Community Services advised that over the past twelve months the Council have been looking at a shared service agenda with A1 Housing, looking at duplications and efficiency. He informed Members that the shared resource would not have been agreed if it was to the detriment of services and Officers.

RESOLVED that:

1. The Outstanding Minutes List be received.
2. An Officer from the HR Department be invited to attend the next meeting of the Committee regarding Occupational Health provision.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

15. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES

(a) Accident Report for the period 1st April to 30th June 2012

The Committee was presented with details of all reported injuries for the period April to June 2012 and a comparison with the same period in 2011 was given. There had been a total of nine injuries compared to fifteen in the same period in 2011.

Members were advised that the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) over-three-day injury reporting requirement has changed. The trigger point has increased from over three days to over seven days.

There were three 'over 7 day' reportable injuries during this reporting period, compared with two 'over 3 day reportable injuries' during the same period in 2011. 102 working days were lost as a result of the accidents in this report period compared to 7 working days during the same period in 2011. One employee is still absent from work following an injury.

A summary of all accidents by injury type and accident cause and a summary of all accidents occurring within each Service was also provided, together with a comparison with other District and Borough Council's within the East Midlands Region.

RESOLVED that:

1. The information regarding the number of accidents for the period April to June 2012 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/Principal Safety Officer

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/Principal Safety Officer

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

Unit Managers/Principal Safety Officer

(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: refuse rounds risk assessments; fire risk assessments; asbestos, legionella, first aid procedures; dangerous substances and explosive atmospheres regulations; training; air source pump; erection of market stalls, HSE visit; health and safety information mapping and emergency planning i.e. emergency plan and training and exercises.

Members were advised that a First Aid Meeting took place on Monday 10th September, the minutes from the meeting were appended to the report. The meeting was well attended and the group voted to keep the meetings every six months.

Members were informed regarding Lone Worker Devices that an awareness session and demonstration of Identicom the lone worker device will be taking place during October. The Safety Team are also looking to introduce a new Potentially Violent Person Database currently used by Mansfield District Council.

The Safety Officer advised that an inspection of the market stalls set up at Worksop was carried out on the 14th August. A number of actions were identified and are being progressed by the Markets Manager. The Chairman suggested that the Market Stall employees be reminded of the increased risks during the winter months.

Members and Employee Safety Representatives raised issues/ asked questions regarding the erection of market stalls; Fire Marshalls; risk assessments; increased risks to staff with the introduction of universal credit; lone worker devices; first aid response; and training for the Potentially Violent Person Database.

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. An updated list of Fire Marshalls be circulated to all departments.
3. The Head of Revenues and Customer Service be invited to attend the next meeting of the Committee in relation to the perception that the risk to staff may increase as a result of the introduction of Universal Credit.

SO

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

As there was no further business to be discussed, the Chairman closed the meeting.

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

COUNCIL'S HEALTH AND SAFETY COMMITTEE 09/10/12

FROM: Senior Democratic Services Officer TO: Principal Safety Officer
(for forwarding to Unit Managers)

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

13. MINUTES FOR ACTION

RESOLVED that:

1. The Minutes for Action be received.
2. The date of the newsletter that the locations of the Defibrillator machines were communicated to employees be circulated to K Circuit.

SO

14. OUTSTANDING MINUTES LIST

In regards to Outstanding Minute number 8(a), Update on Health Monitoring from Orchard Health, the Principal Safety Officer informed Members that the item was reported to Cabinet in April 2012. The report identified shared resources with A1 Housing. The shared resources will not result in less monitoring and employees will still receive pro-active health care.

The Head of Community Services advised that over the past twelve months the Council have been looking at a shared service agenda with A1 Housing, looking at duplications and efficiency. He informed Members that the shared resource would not have been agreed if it was to the detriment of services and Officers.

RESOLVED that:

1. The Outstanding Minutes List be received.
2. An Officer from the HR Department be invited to attend the next meeting of the Committee regarding Occupational Health provision.

15. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES

(a) Accident Report for the period 1st April to 30th June 2012

RESOLVED that:

1. The information regarding the number of accidents for the period April to June 2012 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/Principal Safety Officer

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/Principal Safety Officer

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

Unit Managers/Principal Safety Officer

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

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. An updated list of Fire Marshalls be circulated to all departments.
3. The Head of Revenues and Customer Service be invited to attend the next meeting of the Committee in to relation to the perception that the risk to staff may increase as a result of the introduction of Universal Credit.

SO/DSO

COUNCIL'S HEALTH AND SAFETY COMMITTEE

15th January 2013

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.
(PSO = Principal Safety Officer)

<u>Min No</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
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None.

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

15th JANUARY 2013

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

**ACCIDENT REPORT FOR THE PERIOD
1ST JULY 2012 TO 30TH SEPTEMBER 2012**

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 July to September 2012 and to provide a comparison with the same period in 2011.
- 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 July to September 2012 there were a total of 6 injuries reported. This compares with 10 injuries reported during the same period in 2011.
- 3.2 There was 1 "over 7 day reportable injury" during this reporting period, compared with zero "reportable injuries" during the same period in 2011. 15 working days have been lost as a result of the accidents in this report period compared with zero days lost during the same period in 2011. Further details of the single reportable incident are given at Appendix 1.

- 3.3 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 back injury was the only “reportable injury” during this report period. This injury accounted for 8 of the 15 lost working days for this period.

Striking against fixed objects was the most common cause of injury during this period.

Table 3 Shows a summary of all accidents by Service. The table indicates a general decrease in the number of incidents across the Council for the period.

- 3.4 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.
- 3.5 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 469.

- 3.6 Due to the delay in the collection of data throughout the East Midlands Region, the most recent incidence rates available are for the period April to June 2012.
- 3.7 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 October 2009 to September 2012. This table illustrates that both the **total number of accidents** and the number of **“Reportable” lost time accidents** for this current quarter are below the “3 Year Average” of 11.25 and 2.5 respectively. 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: 13 377

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 428/01/13

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 July to September 2012, 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
1ST JULY 2012 TO 30TH SEPTEMBER 2012

DATE OF ACCIDENT	SERVICE	JOB TITLE	DETAILS OF INJURY	DETAILS OF ACCIDENT
7/08/2012	Environment & Leisure	Refuse Loader	Back Sprain	The injured person claimed to have injured his back whilst moving heavy wheeled refuse bins at some point during his working day. He could not recall precisely where or when during the shift that the injury occurred.

Table 1

**Summary of all accidents by injury type for the period
1st July – 30th September 2012**

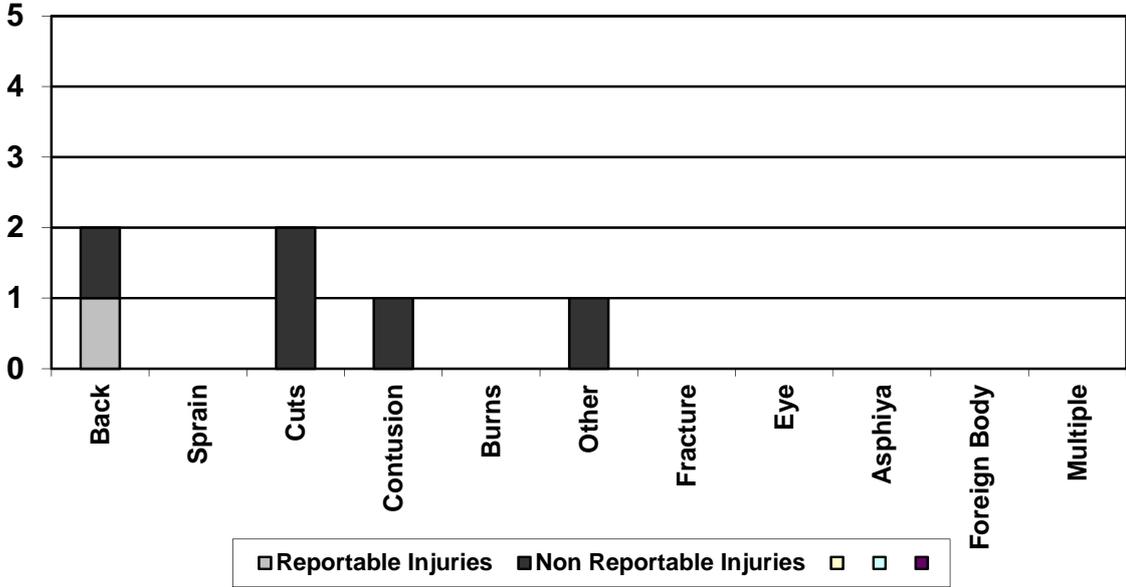


Table 2

**Summary of all accidents by type of accident for the period
1st July – 30th September 2012**

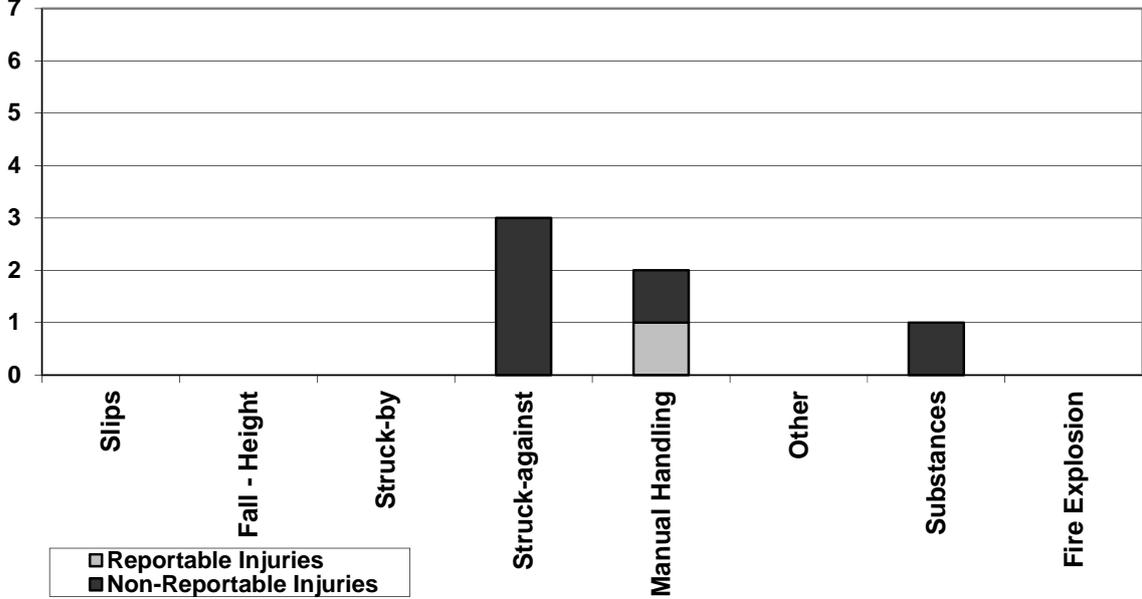


Table 3**Summary Of All Accidents By Service For The Period**
1st July to 30th September 2012

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Leisure		1	7	3	-3
Community Prosperity			2	1	-1
Revenue & Customer Services			1		-1
Support Services					
Finance & Property					
Community Engagement & Performance				1	+1
Human Resources					
Contractors etc					
Total No Of Accidents	Previous Year		This Year		-4
	10		6		

APPENDIX 3

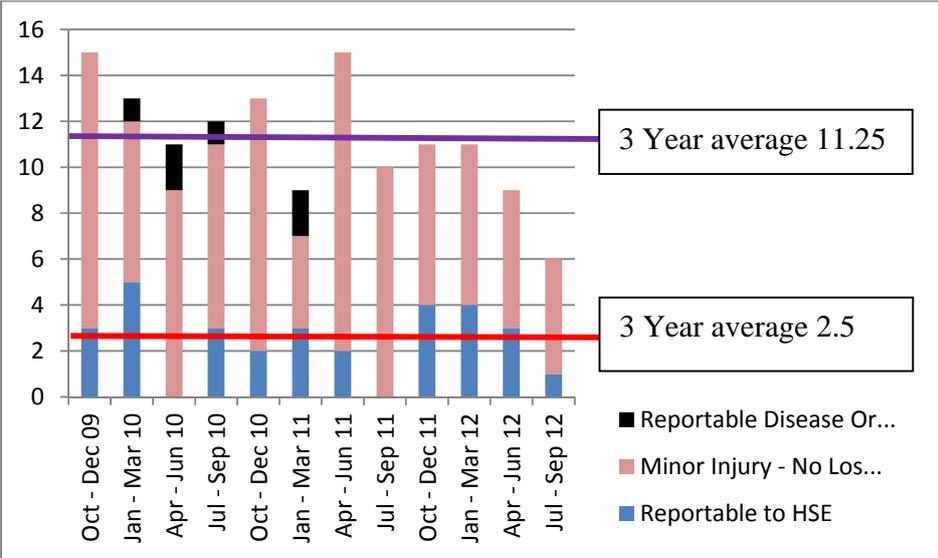
Comparison of Accident Incidence Rates (Per 1,000 Employees)
Between Bassetlaw District Council (BDC) & Other District Local Authorities
Within the East Midlands Region (EMR)

July – September 2012

Table 1 – All Accidents

	<u>ACCIDENT CAUSES</u>					
	Manual Handling	Strike Against	Struck By	Slips, Trips, and Falls	Others (Include Violence)	Total
EMR	4.9	1.4	5.7	4.7	3.1	19.80
BDC	4.26	6.4	0	0	2.13	12.79
Variation +/-	-0.64	+5.0	-5.7	-4.7	-0.97	-7.01

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
OCTOBER 2009 TO SEPTEMBER 2012



BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

15 January 2013

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 Refuse Rounds Audits

- 3.2.1 Another round of quarterly refuse rounds audits has taken place. These are designed to continually monitor the level of compliance with the work being carried out by our refuse teams.
- 3.2.2 Only small items were found to be missing such as brush/shovel and cleaning poles for CCTV camera lenses. Procedures are being followed that have been put in place along with training.

3.3 Fire Risk Assessments

- 3.3.1 Fire risk assessment work continues to take place. Remedial works at West House are waiting to be completed which will take place following office moves in early 2013.
- 3.3.2 Remedial works on the fire risk assessments have now started at Queens Buildings and Worksop Town Hall. Works have been scheduled in to take place and are expected to be completed soon.

3.3.3 Actions arising from Retford Enterprise Centre Fire Risk Assessment are being progressed now that the “As Built” drawings are available. The Manager at Retford Enterprise Centre is obtaining quotes for works to be carried out to comply with the recommendations of the fire assessment.

3.4 Asbestos

No new issues to report.

3.5 Legionella

Monitoring is on-going and any issues will be reported to the Committee.

3.6 First Aid Procedures

3.6.1 The next first aid meeting has been scheduled for Monday 4th March 2013. To discuss on going issues, staff training and awareness.

3.6.2 The Customer Services Manager has been speaking to McFarlane Telecoms to establish how a first aider can be contacted when the new voice recognition system goes live. In the meantime dial “0” will remain as the means of contact which goes through to Reception.

3.6.3 Once a system has been established more tests will be carried out to time the responses.

3.6.4 The location of the Defib machines has been communicated via the weekly newsletter. The list is also on the “what’s new” rolling page on the internal intranet system. In addition the first aid list has also been updated with the nearest location of the defib machine.

3.6.5 The six monthly sign off of the defib machines has been completed by the Safety Officer with no issues to report.

3.7 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Air Source Pump

3.7.1 The action outstanding on the DSEAR risk assessment is the LPG storage tank located at Carlton Forest Depot. A1 Housing are currently investigating availability of funding to install the air source pumps to enable removal of the Gas cylinder at Carlton Forest Depot.

3.8 Training

3.8.1 Risk Assessment Training is ongoing on the SHE Enterprise system for all personnel who have been identified to undertake the training across BDC/A1.

3.8.2 Needlestick Injury Training has been delivered to Grounds Maintenance, Street Cleaning, Other Cleaning and A1 Branching out Staff.

- 3.8.3 Manual Handling training has taken place for Refuse, Grounds Maintenance, Street Cleaning, Caretakers, Markets, A1 Housing and Branching staff.
- 3.8.4 Lift Entrapment & Lift Wind-Down Training has taken place for Caretakers at Retford and Worksop.
- 3.8.5 First Aid: We have trained 2 new first aiders, with refresher training for others. A defib course has also taken place. An Emergency First Aid course has also been completed for BDC and A1 Housing staff.
- 3.8.6 Conflict Management Training – has been organised for staff on the 7th March 2013 from 9 am to 12.00 and for Members in the afternoon 2pm – 4pm Assembly Rooms, Worksop Town Hall.

3.9 HSE Visit 12 September 2012

- 3.9.1 The Health & Safety Executive (HSE) visited the Depot on 12th of September to review the health and safety management of waste and recycling services.
- 3.9.2 A noise assessment at the “bring sites” is required to be completed. This is on the priority list to be completed early 2013. The Refuse Manager and Safety Officers will ensure that these issues are adequately addressed.

3.10 Lone Worker Devices

- 3.10.1 The Council’s preferred option for the provision of lone worker device is the “Identicom” from Connexions 2 as stated in the Violence at Work Policy and agreed by the Safety Committee and CMT.
- 3.10.2 Managers should carry out a violence / lone worker risk assessment on the SHE System to establish if the lone worker device is necessary. These, as for any other safety equipment have to be funded from service budgets and therefore appropriate provision should be made.
- 3.10.3 Further to the awareness session and demonstration of the device in October, Environmental Health and Planning have agreed to undertake a trial of the lone worker device. A training session on the device has been arranged for 11th January 2013 for staff who may be working alone or working with challenging people.

3.11 Fire Marshal

- 3.11.1 It was raised at the last Safety Committee that there didn’t appear to be a procedure for the Fire Marshal at the depot, Carlton Forest. The fire evacuation procedure is up to date, with Tim Andrew as Fire Marshal. Floor wardens are also nominated and detailed on the fire procedure.

3.12 Reactec System – Vibration Monitoring

- 3.12.1 Since the implementation of the Reactec System earlier this year it has become a valuable tool to monitor hand arm vibration exposure to the Grounds Maintenance staff. These devices ensure that we know who is working with what machinery and for how long. The system provides us with accurate and detailed records of what vibration exposure the teams are exposed to. The Exposure Action Value (EAV) is 100 HSE daily exposure

points. If this is likely to be exceeded a programme to reduce the risk *so far as is reasonably practicable* must be implemented, such as work rotation, using other items of lower vibrating equipment, other duties, rest breaks and a purchasing policy of buying the lowest vibrating equipment currently available on the market.

3.12.2 Attached at Appendix 1 is a report which identifies occasions where the EAV was exceeded between April and August 2012. It should be noted that this period is the busiest time for Grounds Maintenance staff using mowers, hedge cutters and strimmers.

3.12.3 We have 3 operatives who have exceeded the EAV in that time frame but not the Exposure Limit Value (ELV) which is 400 HSE points per day. We are operating within the Control of Vibration at Work Regulations 2005, and associated guidance and good practice.

4. Emergency Planning

4.1 Emergency Plan

The Local Community Flood Plans for Bassetlaw have now been agreed and are now with the Environment Agency (EA) for minor amendments prior to publication and distribution amongst our Emergency Planning partners in Nottinghamshire. Bassetlaw's Emergency Planning Officers and Drainage Engineer have worked with the EA to produce the plan.

4.2 Training and Exercises

Exercises "OVER" and "OUT", designed to test the multi-agency response to an incident at Bassetlaw's 2 Top Tier COMAH sites at Harworth and Misterton took place on 10th October. A number of Members and Officers were involved in the exercises.

A number of minor improvements were identified by participants for inclusion in future plans. These included, linking the plans to other supporting plans (eg emergency transport etc), updating organisational contact details, inclusion of drainage details within plan etc.

The Head of Community Prosperity and Safety Officer attended a multi-agency Recovery Plan training session on 16th October.

4.3 Winter Maintenance Agreement

All Councils within Nottinghamshire have agreed to a memorandum of understanding for winter maintenance issues. The aim of the understanding is to improve coordination and communication between each of the Districts and the County Council on the use of resources and improved communication during periods of prolonged severe winter weather.

4.4 Incidents

A number of flood warnings were issued by the Environment Agency during November to Bassetlaw communities on their Flood Watch scheme.

The Council's Senior Management Team, Drainage Engineers and Emergency Planning Officers were on a heightened level of awareness as was Retford Leisure Centre for the duration of the warnings.

The risk level to communities was being monitored regularly by our Drainage Engineer on site.

Residents requesting sandbags were informed of the need to ensure self-help and that the Council would only provide on a risk based approach and subject to resources.

150 sandbags were prepared for distribution but were in the end not required for this incident.

5. 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: 13/794

The above actions will be funded from existing budgets.

d) Legal Ref: 429/01/13

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

6. Options, Risks and Reasons for Recommendations

Not applicable

7. Recommendations

- 7.1 That the progress on the health & safety priorities be noted.

Background Papers

Location

	Date	Person Id	Points	Unit Collected	Unit Returned	Notes
EAV	03/05/2012	22315	100.6	03/05/2012 06:52	03/05/2012 15:15	Dennis Pedestrian Mower 4541 & 4617
EAV	23/05/2012	A002011000	118.9	23/05/2012 06:58	23/05/2012 15:19	Dennis Pedestrian Mower 4543
EAV	30/05/2012	A002011000	141.6	30/05/2012 06:53	30/05/2012 15:17	Dennis Pedestrian Mower 4541 Stihl FS460 Strimmer 4729
EAV	12/06/2012	22315	109.7	12/06/2012 06:47	12/06/2012 15:17	Dennis Pedestrian Mower 4541 Stihl FS460 Strimmer 4729
EAV	13/06/2012	22264	129.5	13/06/2012 06:58	13/06/2012 15:22	Dennis Pedestrian Mower 4541
EAV	20/06/2012	A002011000	177.2	20/06/2012 06:52	20/06/2012 15:21	Dennis Pedestrian Mower 4543 Stihl Back Pack 4561
EAV	01/08/2012	22315	124.5	01/08/2012 06:55	01/08/2012 15:24	Sisi Scarifyer 4602 Dennis Pedestrian Mower 4541 & 4617 Stihl FS460 Strimmer 4729
EAV	15/08/2012	A002011000	117.9	15/08/2012 07:02	15/08/2012 15:21	Dennis Pedestrian Mower 4543
EAV	30/08/2012	A002011000	108.9	30/08/2012 07:02	30/08/2012 15:58	Dennis Pedestrian Mower 4543

