

BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

AGENDA

Meeting to be held in

The Ceres Suite,

Town Hall, Worksop,

on

Tuesday 9th October, 2012

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, 9th October 2012

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 10TH JULY 2012* (pages 7 - 12)
4. MINUTES FOR ACTION * (page 13)
5. OUTSTANDING MINUTES LIST * (page 15)

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 April to 30th June 2012
(pages 17 - 26)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities
(pages 27 - 38)

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, Retford, on Tuesday, 10th July 2012

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):
Councillors A Battey, C Entwistle, B Hopkinson, J B Rickells and Mrs A Simpson.

Employee Safety Representatives:

K Circuit, A Dainty, P Rodgers and G Watson

Officers in attendance: J Bowler, C Crossland, I Davies, S Meakin and J Moran

Others present: Mrs J Howe-Shilton (Orchard Health)

ACTION BY

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN

RESOLVED that Councillor D Challinor be elected Chairman of the Council's Health and Safety Committee for the ensuing year.

(Councillor B Hopkinson entered the meeting)

2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that A Dainty be appointed Vice-Chairman of the Council's Health and Safety Committee for the ensuing year.

The Chairman thanked P Rodgers on behalf of the Committee for his work as Vice-Chairman during the previous year.

(Councillor D Challinor and A Dainty took their places as Chair and Vice. The Chairman read out the Fire Alarm/Evacuation Procedure.)

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B A Bowles, A Mumby and M Storey.

Apologies for absence were also received from J Rose, P Thompson and A Porter.

4. 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.

5. MINUTES OF THE MEETING HELD ON 17TH APRIL 2012

RESOLVED that the Minutes of the meeting held on 17th April 2012 be approved.

6. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

7. OUTSTANDING MINUTES LIST

In regards to Outstanding Minute number 30(b), Update on PAT Testing, the Principal Safety Officer informed the Committee that all PAT testing has now been completed and certification for the testing has been received.

In relation to Outstanding Minute number 30(e), Progress Report on Health, Safety and Emergency Planning Priorities, the Principal Safety Officer informed Members that he had asked other Councils in the area and none offer SIA badge training for employees. It is felt that SIA badge training is not an option and would not be practical based on the level of risk.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Update on Health Monitoring from Orchard Health

Mrs J Howe-Shilton from Orchard Health gave a verbal update to Members regarding: health surveillance; areas of health surveillance being carried out on behalf of the Council; current database statistics; audiometry analysis; employment issues; management of nurse clinic appointments; health promotion and sickness absence monitoring.

The Committee were informed that as of April 2012 occupational health provision has been reduced by 50%. The current level of provision is 16 nursing hours per month and 3 doctor's hours per month.

The Chairman thanked Mrs J Howe-Shilton for her update.

RESOLVED that :

1. The update be received.

2. Information regarding why the occupational health provision has been reduced be reported back to the next meeting.

(b) Flooding Issues Update

I Davies, the Council's Engineer and J Bowler, Facilities Manager gave a slideshow presentation to the Committee regarding flooding issues. Members were updated on defra funding and schemes; Treswell overflow scheme; North Wheatley culvert replacement scheme; River Ryton flood mitigation and regeneration; actions to address flooding since 2008; Parish Council flood resilience packs; partnership working; current work; developing Bassetlaw's flood response plan and future aims.

Members and Employee Safety Representatives raised issues/ asked questions regarding: JBA Consulting; flooding in Gringley; highway drainage; Worksop Canal; drainage boards and funding.

In response to issues raised I Davies advised Members that they are aware of issues with highways and drainage and will be having a debrief with Notts County Council regarding local issues and will flag up the Council's concerns. He also advised that they will work with Notts County Council and investigate what the problem was in Gringley in relation to recent flooding.

The Chairman thanked I Davies and J Bowler for their update.

RESOLVED that:

1. The update be received.
2. A copy of the presentations regarding flooding issues be circulated to all Members.

DSO

(c) Health and Safety Policy Revision

Members were informed of the changes to the Councils Health and Safety Policy and associated documents following recent revisions. The main changes to each document were appended to the report.

The timing of the revision is to coincide with the introduction of the new Safety Information Mapping System which will be available through the Council's Intranet site. This will be a single point of access for health and safety information and management tools. A demonstration of the system was given.

(P Rodgers left the meeting)

Members and Employee Safety Representatives raised issues/ asked questions regarding computer risk assessments, health and safety e-learning and website and IT restrictions.

(Councillor J B Rickells left the meeting)

RESOLVED that:

1. The revision of the Councils Health and Safety Policy be approved.
2. The inclusion of the Safety Policy on the Council's Intranet and the withdrawal of all existing paper copies of the safety manual be approved.

(d) Accident Report for the period 1st January to 31st March 2012

The Committee was presented with details of all reported injuries for the period January to March 2012 and a comparison with the same period in 2011 was given. There had been a total of eleven injuries compared to seven in the same period in 2011.

There were four 'over 3 day' reportable injuries during this reporting period, compared with three during the same period in 2011. 103 working days were lost as a result of the accidents in this report period compared to 42 working days during the same period in 2011.

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.

Members and Employee Safety Representatives raised issues/ asked questions regarding an accident whilst using a hedge cutter and first aid training for grounds maintenance employees.

RESOLVED that:

1. 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
2. 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
3. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.
Unit Managers/Principal Safety Officer

(e) 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, Health and Safety Information Mapping and Emergency Planning i.e. Emergency Plan, Olympic Torch Relay and Emergency Pump Procedures.

Members were informed that a fire drill has been carried at Queens Buildings following concerns regarding the main stairway. The building was vacated in 3 ½ minutes and there was no issue regarding the stairway. There were concerns regarding contractors and new staff not being aware of fire points.

Following a request from an Employee Safety Representative further tests have been carried out to establish first aid response times. Six calls were made to switchboard during the test; the average length of wait was 15 seconds. Tests have also been carried out to summon first aiders to an accident scene. Safety Representatives are now satisfied with the first aid response times and procedure.

Members were informed that future minutes of the first aid group meetings will be presented to the Committee.

Members and Employee Safety Representatives raised issues/ asked questions regarding contractors signing in on arrival and the First Aid Group.

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. The locations of the Defibrillator machines be communicated to staff.

SO

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

9. 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 10/07/12

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 .

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

(b) Flooding Issues Update

RESOLVED that:

1. The update be received.
2. A copy of the presentations regarding flooding issues be circulated to all Members.

Democratic Services Officer

(c) Health and Safety Policy Revision

RESOLVED that:

1. The revision of the Councils Health and Safety Policy be approved.
2. The inclusion of the Safety Policy on the Council's Intranet and the withdrawal of all existing paper copies of the safety manual be approved.

Principal Safety Officer

(d) Accident Report for the period 1st January to 31st March 2012

RESOLVED that:

1. 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

2. 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

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

Unit Managers/Principal Safety Officer

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

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. The locations of the Defibrillator machines be communicated to staff.

SO

COUNCIL'S HEALTH AND SAFETY COMMITTEE

9th October 2012

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>
8(a)	10.7.12	Update on Health Monitoring from Orchard Health	(2) Information regarding why the occupational health provision has been reduced be reported back to the next meeting.	PSO

Verbal update to be given at the meeting

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

9th October 2012

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

ACCIDENT REPORT FOR THE PERIOD

1st APRIL 2012 TO 30th JUNE 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 April to June 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 April to June 2012 there were a total of 9 injuries reported. This compares with 15 injuries reported during the same period in 2011.
- 3.2 There were 3 "over 7 day reportable injuries" during this reporting period, compared with 2 "over 3 day reportable injuries" during the same period in 2011. At 31st August, 102 working days have been lost as a result of the accidents in this report period compared with 7 working days lost during the same period in 2011. One employee is still absent following an injury sustained on 31st May 2012.
Details of the 3 reportable incidents 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 injuries were the most common “reportable injury” during this report period. Back injuries also accounted for 92 of the 102 lost working days for this period.

The most significant single incident was the road traffic incident which occurred on 31st May which resulted in back strain injuries to 2 employees. The injuries from this incident have been classified as “Over 7 Day Injuries” although they are not considered to be reportable to the HSE under RIDDOR.

Once again the biggest causes of injury during this period were being struck by moving objects.

Table 3 Shows a summary of all accidents by Service. The table indicates a decrease in incidents within all Services 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 506.

- 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 October to December 2011.
- 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 July 2009 to June 2012. This table illustrates that although the total number of accidents for this current quarter is below the “3 Year Average” (11.66), the number of lost time accidents for the quarter is above the “3 Year Average” (2.58). 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: 13 471

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 333/10/12

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 April to June 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 within their areas of responsibilities 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 APRIL 2012 TO 30TH JUNE 2012**

DATE OF ACCIDENT	SERVICE	JOB TITLE	DETAILS OF INJURY	DETAILS OF ACCIDENT
16/05/2012	Environment & Leisure	Refuse Collection Operative	Knee Sprain	The injured person ran and tried to jump over a decorative chain around the Village Hall Car Park. He tripped and fell onto his knee.
31/05/2012	Environment & Leisure	Street Cleaning Operative	Back Sprain	While travelling back to Carlton Forest Depot in one of the Council's Transit Vans, the vehicle was struck by another vehicle travelling in the opposite direction. Both the driver and passenger were injured in the collision. (see below)
31/05/2012	Environment & Leisure	Street Cleaning Operative	Back Sprain	While travelling back to Carlton Forest Depot in one of the Council's Transit Vans, the vehicle was struck by another vehicle travelling in the opposite direction.

Table 1

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

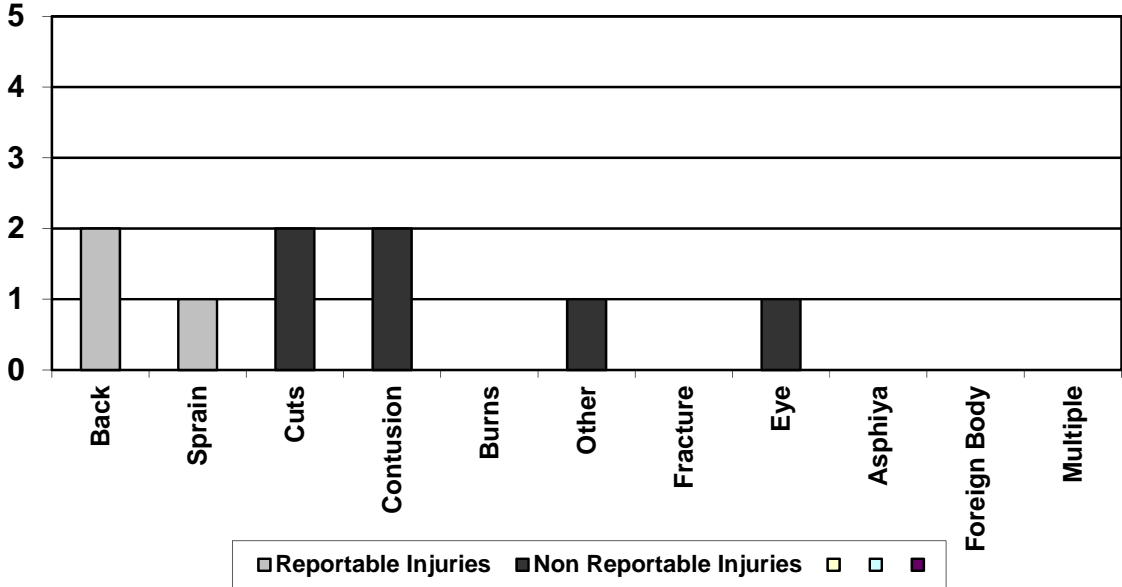


Table 2

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

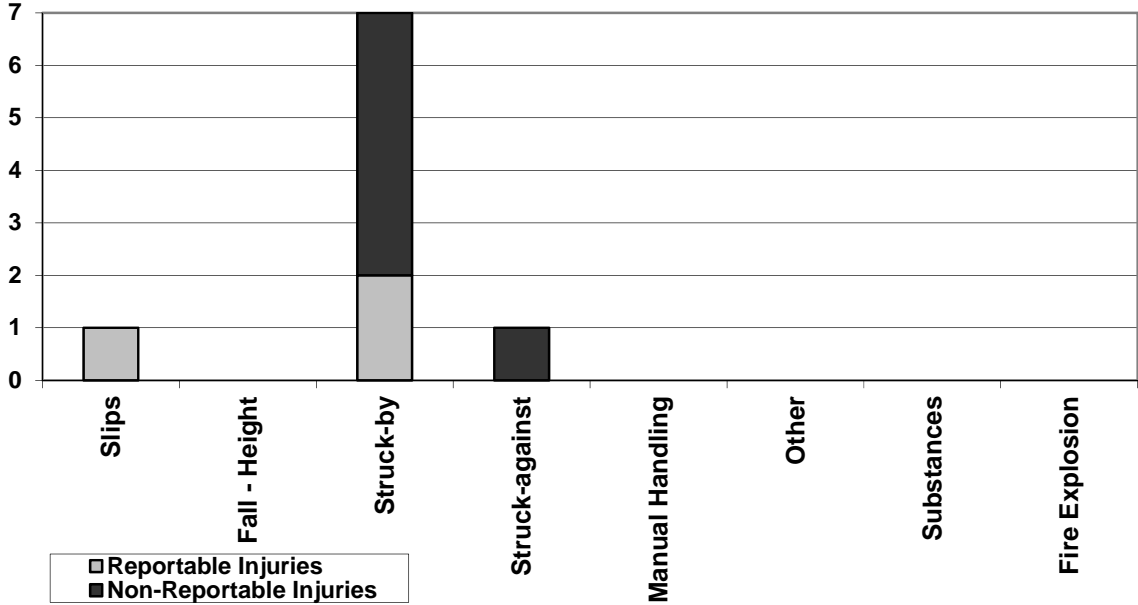


Table 3**Summary Of All Accidents By Service For The Period**
1st April to 30th June 2012

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Leisure	2	3	8	4	-3
Community Prosperity			2	2	
Revenue & Customer Services					
Support Services			2		-2
Finance & Property					
Community Engagement & Performance			1		-1
Human Resources					
Contractors etc					
Total No Of Accidents	Previous Year		This Year		-6
	15		9		

APPENDIX 3

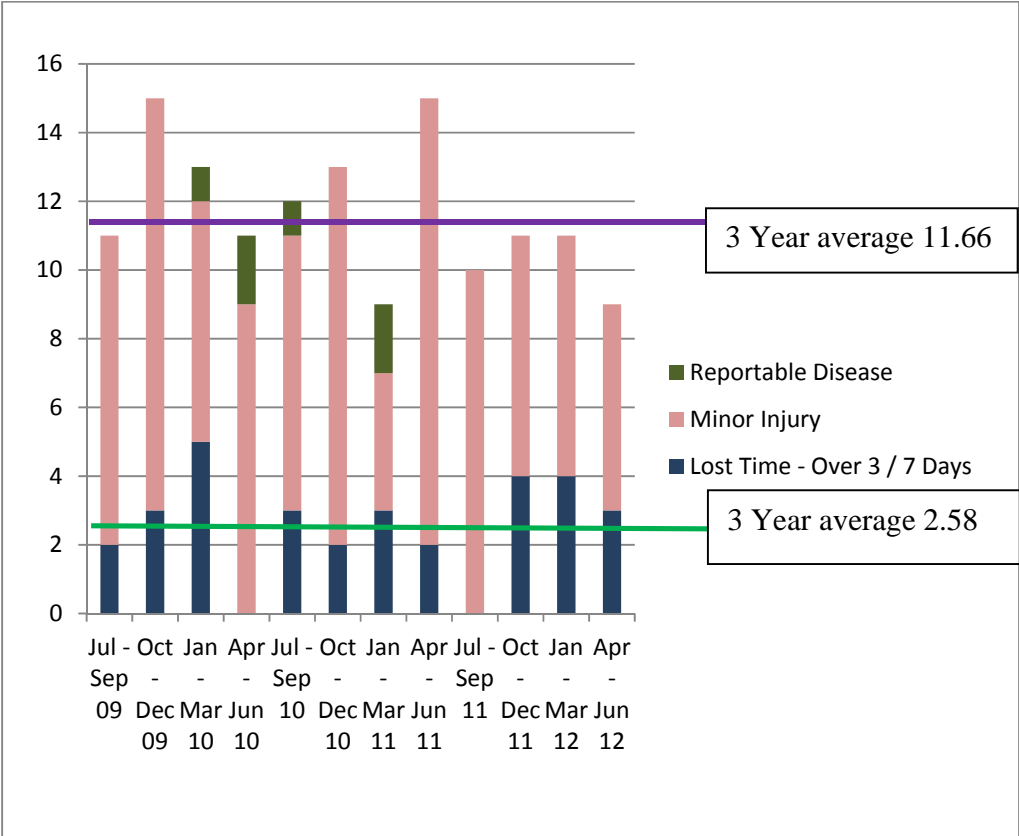
Comparison of Accident Incidence Rates (Per 1,000 Employees)
Between Bassetlaw District Council (BDC) & Other District Local Authorities
Within the East Midlands Region (EMR)

April – June 2012

Table 1 – All Accidents

	<u>ACCIDENT CAUSES</u>					
	Manual Handling	Strike Against	Struck By	Slips, Trips, and Falls	Others (Include Violence)	Total
EMR	4.7	2.3	4.3	5.7	4.0	21.00
BDC	0	1.97	13.8	1.97	0	17.74
Variation +/-	-4.7	-0.33	+9.5	-3.73	-4.0	-3.26

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
JULY 2009 TO JUNE 2012



BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

9 October 2012

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 Risk Assessments

Refuse Rounds Risk Assessments

3.2.1 All the Refuse rounds risk assessments have been reviewed, printed and re-issued to the Drivers and crews.

3.2.2 The Driver / Loader handbook and Management of Refuse Operations Manuals have been updated, printed and re-issued to Management, Drivers and Crew Members.

Fire Risk Assessments

3.2.3 Fire risk assessment work continues to take place. Remedial works at West House are almost complete with the exception of the compartmentation on the 1st floor.

Remedial works needed at Queens Buildings and Worksop Town Hall have been delayed due to reduced resources within the Property Team. The Safety Officers and Property team are discussing the options going forward to enable them to get the actions programmed in.

Actions arising from Retford Enterprise Centre Fire Risk Assessment are being progressed now that the "As Built" drawings are available.

3.2.4 SHE Enterprise System Risk Assessment Review

The following risk assessments on the SHE Enterprise system have been reviewed since 30th June 2012 in line with the review cycle in the Safety Policy.

Display screen equipment 16

Activity Risk Assessments 39

General Assessments e.g. Fire Risk Assessments 3

Manual Handling 10

The Safety Officers will check all assessments on the system to ensure that risk assessment review dates have been assigned to all assessments.

3.3 Asbestos

3.3.1 No new issues to report.

3.4 Legionella

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

3.5 First Aid Procedures

3.5.1 A First Aid meeting took place on Monday 10th September see minutes attached (appendix 1). The meeting was well attended and the members voted to keep the meetings every six months.

3.5.2 As part of the McFarlane telephone system, the Council has now acquired a speech enabled call routing system, so instead of asking for an extension number you ask for the person by name or department and it will put you through.

3.5.3 Discussions are taking place with the Customer Services Manager to establish what needs to happen to get a first aider to an incident as quickly as possible. Once a group or system has been set up it will be communicated to all staff.

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

- 3.5.5 The location of the Defib machines has been communicated via the weekly newsletter. This will be carried out at regular intervals to ensure that staff are reminded of the locations.

3.6 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Air Source Pump

- 3.6.1 The action outstanding on the DSEAR risk assessment is the LPG storage tank located at Carlton Forest Depot. Quotes for works have been received however this is currently on hold after a site meeting where discussions centred on utilising the 2 spare Air Source units that are currently in stores. If successful this will then enable the Council to remove the LPG storage tank, reducing the risk on site, freeing up space and supporting the environmental policy.

3.7 Training

- 3.7.1 The Learning and Development Officer, has prepared a summary of completed and planned Safety and Emergency Planning training for the current year across BDC and A1 Housing (see Appendix 2). This training is in addition to that being arranged by the Safety Officer from the Council's Corporate Training Budget and that being delivered by multi-agency groups.

3.8 Health and Safety Information Mapping

- 3.8.1 The H&S Information Mapping system has now been launched and communicated via the newsletter and email. The mapping system is on the internal intranet system for Bassetlaw employees. Early indications are that users are commenting on its ease of use and being able to find information that they need quite quickly.

3.9 Erection of Market Stalls

- 3.9.1 The Safety Officers carried out an inspection of the market stall set up at Worksop on Tuesday 14th of August. The task is quite labour intensive and requires good physical strength and ability. A report was produced following the visit to ensure that all safety requirements are being met. A number of actions were identified and are being progressed by the Markets Manager.

3.10 HSE Visit 12 September 2012

- 3.10.1 The Health & Safety Executive (HSE) visited the Depot on 12th of September to review the health and safety management of waste and recycling services.
- 3.10.2 This is in line with HSE's priority risk areas of reducing high rates of fatal incidents and associated injuries in the waste and recycling industry. He looked at the procurement process, visited a refuse round and talked to the crew and service managers. Initial feedback was positive. However he did suggest that:

- a. BDC invest in “in cab” technology for the refuse vehicles
- b. the “bring sites” for glass collection that BDC collect from have a noise assessment carried out
- c. BDC look at the WISH forum agreed matrix for sickness absence.

The Refuse Manager and Safety Officers will ensure that these issues are adequately addressed.

3.11 Lone Worker Devices

- 3.11.1 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.
- 3.11.2 Managers should carry out a violence / lone worker risk assessment on the SHE System to establish if the lone worker device is necessary. Some concerns from Managers centred on the funding of the devices. These as for any other safety equipment have to be funded from service budgets and therefore appropriate provision should be made.
- 3.11.3 A further awareness session and demonstration of the device will be taking place during October. The Safety Team are also looking at introducing a new Potentially Violent Person Database currently used by Mansfield District Council. The system has been previewed by selected managers and initial feedback was positive. The system is user friendly and will ensure that all relevant information and follow-up information is in one place and not held by individual departments.

4 Emergency Planning

Emergency Plan

Work with the Environment Agency (EA) has started to produce the Local Community Flood Plans for Bassetlaw. The work plan for completion is by the end of 2012.

Bassetlaw’s Emergency Planning Officers and Drainage Engineer have met with the EA to scope the extent of the plan and identify and prioritise the communities where local plans are to be put in place. There may be some delay in producing the final document due to current resource issues within the EA.

Training and Exercises

Two Heads of Service have now received training in the operation of a multi-agency Tactical Coordination Group “Silver Control”.

Three emergency planning exercises involving Bassetlaw District Council will be taking place during October:

- Exercises “OVER” and “OUT” will take place on 10th October and will aim to test the multi-agency “Off Site Plans” in response to major Industrial Incidents at Harworth and Misterton respectively. A number of Officers from Environmental Health, Engineers, Public Relations

and Safety & Emergency Planning will take part. Two Elected Members have also been invited to attend this event as “Observers”.

- Training and exercising of the multi-agency Recovery Plan will take place on 16th October. District Council's will have significant involvement in the recovery from a major incident within their boundaries. The event will be attended by the Head of Community Prosperity and Safety Officer.

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: 13 533

The above actions will be funded from existing budgets.

- d) Legal Ref: 334/10/12

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

First Aid Meeting 10 September 2012

Ceres Suite Worksop Town Hall

Meeting Minutes 10 September 2012

Attendees: Jim Moran (JM)
 Sue Meakin (SM)
First Aiders in attendance
 Louise Anderson (LA)
 Marie Pearson (MP)
 Terence Croden (TC)
 David Doolin (DD)
 Andrew Smith (AS)
 Rob Mentz (RM)
 Steve Walker (SW)
 Pete Rodgers (PR)
 Angela Dainty (AD)
 Wendy Pigott (WP)
 Alex Porter (AP)
 Philip Moore (PM)

Item		Action
1.	<p>Heart Start Alex Porter from Sports development kindly gave a brief overview and information to the group regarding British Heart Foundations Heart Start Training programme. He stated that you don't need to be a first aider to do the training which gives you a certificate of attendance once you have completed the session. It will last approximately 2 hours and is a mix of DVD, and Resusci Annie.</p> <p>It gives you skills on assessing the unconscious patient, performing CPR, what to do if someone is choking, serious bleeding or helping someone who may be having a heart attack. Being able to carry out CPR almost doubles the chance of survival of a heart attack. These schemes are open to members of the public and community groups. AP has been trained to deliver the programme and is happy to deliver it to employees if there is interest.</p>	
01/09/2012	<p>If anyone is interested in taking part in the heart start training sessions let me know and I will liaise with AP. Sessions can be set up anywhere as long as there are enough people to make it viable. Information on the heart start programme to be communicated to all staff for nominations. This type of training can benefit anyone in and outside work.</p>	<p>First Aiders/ SM</p>
2.	<p>Dial "0" for first aid Different methods of summoning first aiders to an incident have been explored such as pagers, mobile phones, and email alerts. None of these possibilities seem to be viable or quicker than the method already in use. There have been several tests carried out at both Retford and Worksop on the response times of first aiders after dialling "0" the times were excellent. Tests were undertaken independently between Safety Advisors and Employee Representatives. However, there was one exception whereby a test carried out on County Wing</p>	

	3 rd floor got confused with 3 rd Floor QB. This raised issues around response times, communication and numbering of offices. Estates are looking into the numbering of offices. Communication issues have been discussed with Customer Services. All these findings of the tests have been discussed at Safety Committee. It has now been agreed at the moment between the Safety Advisors and Employee Representatives to keep the dial "0" method.	NFA
10/09/2012	TC stated that Bassetlaw has acquired a speech-enabled call routing system that is being developed to work with the Macfarlane telephone system. So instead of asking for an extension number you ask for the person by name or department and the system will automatically put you through.	
02/09/2012	Contact Adele Watson to establish what can be set up with regard to getting a quick first aid response on the new voice recognition system.	SM
	3. Additional First Aid – Ground Floor QB	
02/12/2011	Due to the number of first aid incidents that staff attend to in the reception area at Queens Buildings, who are predominately members of the public it was agreed to increase the number of first aiders in that area from 2 to 3.	
03/09/2012	Arrange for an additional person off the waiting list to become a first aider on ground floor at QB. (post meeting note: Robert Mentz has agreed to be trained)	SM
	4. First Aid Stocks	
	First aid stocks were requested by LA, a plastic first aid box was requested by WP. Please be reminded that it is the first aiders responsibility to audit the first aid box on a monthly basis. Please send any requests to replenish the first aid boxes to SM.	First Aiders
	5. De-Fib Machines	
04/12/2011	Monthly checks on the battery life of the Defib Machines are taking place. A recent audit by the Safety Officer in June established that checks were being carried out by relevant personnel who were previously nominated. This will continue on a six monthly basis.	SM
06/12/2011	A training de-fib unit has been purchased by the Safety Dept. It is envisaged that some drop in sessions will be set up this year in conjunction with Lindsay Bradshaw who is delivering some H&S training for BDC and A1 housing.	
04/09/2012	Once De-Fib drop in sessions have been organised into the diary details to be communicated to all staff. The training can be carried out at Worksop, Retford, and Carlton Forest	SM
05/09/2012	The location of de-fib machines to be communicated to all staff at regular intervals via the newsletters and notice boards.	SM
	6. Frequency of Meetings	
	The group were asked about the frequency of first aid meetings. It was suggested that the meetings could move to one per annum. However the group decided that six monthly would be better.	
05/12/2011	Meetings are to be scheduled every six months. Ensure that reminders are sent prior to the meeting.	SM

7.	Any Other Business	
	Post Meeting Note: DD advised that IT will soon have a screen saver page on all computers and he thought that it could be a possibility to have all the first aiders on one of the pages that scroll around on your desktop.	
06/09/2012	DD to establish if a screen saver page could be created with first aider information.	DD
07/09/2012	DD advised that on the telephones with caller display he was going to investigate if it was possible to add a floor number to the caller ID display to make it easier to see where the call originated from.	DD
7.1	Ideas for next Meeting	
	Any ideas for topics or speakers for the next first aid meeting will be welcome please let me know.	First aiders
08/09/2012	AD suggested at the next meeting to have a familiarisation session on the SHE enterprise system on incident reporting.	SM
7.2	New Legislation	
	As part of the Lfstedt review of current H&S Legislation it has been recommended that HSE amends the Health and Safety (first aid) Regulations 1981 to remove the requirement for HSE to approve training providers to reduce the burden on business. Also to ensure that businesses can satisfy themselves that the first aid courses are appropriate for the workplace and select suitable trainers.	
	A discussion took place regarding Direct Training. The first aiders agreed that the trainer that we currently use is excellent. If there was a business need to move away from Direct Training then the First Aiders would be consulted.	INFO
7.3	Incidents	
	1) There was an incident in reception where someone collapsed. First aid was called for and an ambulance was called to take the IP to hospital. It was unknown why this person collapsed but was seen to almost immediately.	
	2) There was an incident at Retford Enterprise centre where a person on training course lifted their chair and put it down on someone toe. This incident has been reported on the SHE enterprise system.	
09/09/2012	Please Note: any incident that requires first aid treatment should be recorded on the SHE Enterprise System.	First Aiders
10/09/2012	Post Meeting Note: I received an email from Gemma French saying that they once had a DVD on current first aid issues in particular someone having a heart attack. SM to make some enquires to see what is available and of interest for the next meeting.	SM
11/09/2012	The next meeting is scheduled for 4 th March 2013 at 10.00am in the Ceres Suite Worksop Town Hall	SM

Health & Safety Training Update

Quarterly Review

Training that is due to be delivered or has been delivered

To make it easier for staff planning, I have scheduled training dates throughout the year up to the end of March 2013 which staff members can book a place to attend. This has proved very effective with the following courses:

- Environmental Awareness – A1 Staff
- CIEH Level 2 Health & Safety in the Workplace – both the 1 day course for staff members who have not completed this course and the ½ day refresher – A1 Staff
- Fire Risk Training – A1 & Bassetlaw District Council Staff

Environmental Awareness – 60 members of staff have completed this training during the months of June, July and August. Training sessions have been scheduled throughout the year and all staff will have completed this training by the end of February 2013.

Emergency Pump Training – 7 members of staff from Bassetlaw District Council and 12 members of staff from A1 Housing completed Emergency Pump training on Thursday 5th July 2012. The training was held at Langold Lake and was delivered by Maris Pumps, the training couldn't have happened at better time due to the amount of rain we have had during the Summer period.

CIEH Level 2 Health & Safety in the Workplace – 22 members of staff from A1 Housing have completed the 1 day course during the months of May, June and July. All have successfully passed the assessment to achieve the CIEH qualification. A number of half day refresher training sessions have been booked from November 2012 to February 2013.

Fire Risk Training – 87 members of staff have booked places on Fire Risk Training which I have negotiated free of charge from Notts Fire Brigade. The training is being delivered in the Training & Development Centre during September. This training has also been offered to the following departments within Bassetlaw District Council, Housing Needs, Building Control, Environmental Health and Community Safety.

NPTC Certificate of Competence in the Safe Use of Pesticides PA1 and PA6 – 3 members of the estate based caretaking staff have attend a two day training course at Slic training followed by an assessment to complete and achieve the PA1/PA6 accreditation. I have managed to negotiate a discount of £75 per person on the training course which would normally cost £395 per person, this represents a saving of £225.00. In addition a number of staff members from Branching Out will also be completing this qualification as part of the NVQ level 2 Diploma in Horticulture which they are due to start in September.

Level 3 NVQ Certificate in Occupational Health and Safety – The opportunity to undertake this qualification with Wigan and Leigh College free of charge was offered to me by the union UCATT, I have been able to offer the opportunity to undertake this qualification to both A1 Housing and Bassetlaw District Council, in addition it has also be offered to Hornes Construction and also both Mansfield and Bolsover District Councils. The qualification will be delivered in the Training & Development Centre by Wigan and Leigh College and staff will be required to attend 1 day per month, over a period of 11 months. 14 people have completed enrolment forms to complete this qualification, which include 5 staff members from A1 Housing, 4 staff members from Bassetlaw District Council, 2 staff members from Hornes Construction and 3 staff members from Bolsover District Council. The training is due to start at the beginning of October. The cost for each person to complete this qualification would be approx. £1500.00, by securing free training this has saved both A1 Housing and Bassetlaw District Council over £13500.00 and has given us the opportunity to offer the training to other partners we work closely with.

SHE Training – A schedule of training sessions are being planned at the moment which will cover accident reporting, accident investigation and risk assessment, this training will be offered to A1 Housing and Bassetlaw District Council, in addition the training will also be offered to Bolsover and Mansfield District Councils at a charge. The training for all organisations will be delivered within the Training & Development Centre.

Future plans for training

In addition to the training that has been delivered and planned during this quarter it is envisaged that the following training will be delivered during the next 2 quarters:

- Fire Warden/Fire Marshall – A1 Housing & Bassetlaw District Council
- Fire Safety – A1 Housing & Bassetlaw District Council
- Evac Chair – A1 Housing & Bassetlaw District Council
- Working with non-licensed Asbestos – A1 Housing
- Asbestos Awareness – A1 Housing
- AIMS (Emergency Planning) Database - Bassetlaw District Council
- IOSH Managing Safely – A1 Housing & Bassetlaw District Council, this will also be offered to external customers at a charge
- Needle Stick – A1 Housing & Bassetlaw District Council

Prepared by Lindsay Bradshaw – Learning & Development Officer

