

---

**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

# AGENDA

Meeting to be held in

The Ballroom,

Town Hall, Retford,

on

Tuesday 10th July, 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, 10th July 2012**

### **AGENDA**

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN
2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
5. MINUTES OF MEETING HELD ON 17<sup>TH</sup> APRIL 2012\* (pages 7 - 12)
6. MINUTES FOR ACTION \* (page 13)
7. OUTSTANDING MINUTES LIST \* (page 15)

### **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 +
  - (b) Flooding Issues Update +
  - (c) Health and Safety Policy Revision (pages 17 - 22)
  - (d) Accident Report for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2012  
(pages 23 - 32)
  - (e) Progress Report on Health, Safety and Emergency Planning Priorities  
(pages 33 - 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.

9. 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](mailto: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, 17<sup>th</sup> April 2012**

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):  
Councillors K Bullivant, I J Campbell and J B Rickells

Employee Safety Representatives:

A Dainty, P Rodgers, J Rose, P Thompson and G Watson

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

Others present: G Davies (Bassetlaw Contract Manager, Barnsley Premier Leisure)

**ACTION BY**

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

**24. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN**

Members were informed that P Rodgers has resigned as Vice-Chairman of the Health and Safety Committee.

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

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

**25. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs V A Bowles, B Hopkinson, C Palmer and J Scott.

Apologies for absence were also received from J Bowler, K Circuit and P Clark.

**26. 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.

27. MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> JANUARY 2012

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

28. MINUTES FOR ACTION

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

29. OUTSTANDING MINUTES LIST

**RESOLVED** that the Outstanding Minutes List be received.

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

**Key Decisions**

None.

**Other Decisions**

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

(a) Update from Barnsley Premier Leisure/ Leisure Manager

The Contract Manager for BPL informed the Committee regarding accidents and incidents, training and compliance audits.

He advised that first aid members of staff are provided at all premises during opening hours. The Committee were provided with details of reported injuries for the period April 2010 to March 2011 and a comparison with the same period in 2011/12 was given. There had been a total of 168 reported incidents in 2010/11 compared to 140 in the same period in 2011/12. There were a total of 500,000 visitors during 2010/11 giving an accident rate of 3.4 per 10,000 visitors. During 2011/12 there were 514,000 recorded visitors giving an accident rate of 2.8 per 10,000 visitors. BPL employs 150 staff across the leisure centres. There were 12 reported incidents during 2010/11 compared to 8 during 2011/12. BPL has seen a reduction in all reported accidents.

All BPL staff are subject to a corporate training plan. There are 12 subjects to be completed across 12 months; four of these are health and safety issues. Recent staff training included: first aid, emergency evacuation chair and defibrillator training. Health and safety representatives from each facility are part of a Health and Safety Sub Group.

BPL have performance measures in place and are part of the Quest Accreditation Scheme. They are working towards the Quest Plus level this year. The statutory requirements are met through assessments. The Health and Safety representatives carry out safety audits and Bassetlaw District Council inspects facilities at least twice a year.

Members and Employee Safety Representatives raised questions regarding claims for damages/ accidents, audits and defibrillator training for BPL staff working at the Town Halls.



In response to questions raised the Contract Manager advised that it was their priority to get the staff at the Town Halls first aid trained and that they will look into defibrillator training in the near future.

**RESOLVED** that the update be received.

(b) Update on PAT Testing

Members were informed of the progress made in carrying out the necessary Portable Appliance Testing (PAT testing). There have been a number of issues that have delayed PAT Testing. Since the officer who previously undertook PAT Testing retired, no PAT testing has been carried out. To address this it was decided that this work would be carried out by the Facilities Officer. However since his appointment to the post the officer has experienced difficulties in relation to the physical demands of the post. It is likely that a new Facilities Officer will be appointed to the post. External contractors have been appointed to clear the backlog of PAT testing work before the end of April.

Members and Employee Safety Representatives raised questions regarding the budget for PAT testing, defect reporting procedures and the Facilities Officers job description.

The A1 Housing Safety, Health and Environment Advisor suggested the possibility of shared working and a joint procurement exercise for PAT Testing.

**RESOLVED** that:

1. The progress made in carrying out Electrical Portable Appliance Testing be noted.
2. A further report be produced confirming the progress in relation to the PAT testing that has been carried out.

(c) Health and Safety Information Mapping System

Members were informed of the work being carried out to produce a health and safety mapping system.

The Principal Safety Officer informed Members that a health and safety 'Information Map' is being produced to simplify and speed up access to accurate and appropriate health and safety information. The system will be available on the Councils Intranet Site and be available for use by all employees. A draft of the home page was appended to the report.

Members and Employee Safety Representatives raised questions regarding the maintenance of the site and the possibility of other authorities using the system.

**RESOLVED** that the progress on improving access to health and safety information be noted.

(d) Accident Report for the period 1st October to 31st December 2011

The Committee was presented with details of all reported injuries for the period October to December 2011 and a comparison with the same period in 2010 was given. There had been a total of eleven injuries compared to fifteen in the same period in 2010.

There were four 'over 3 day' reportable injuries during this reporting period, compared with two during the same period in 2010. 98 working days were lost as a result of the accidents in this report period compared to 55 working days during the same period in 2010.

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. The Principal Safety Officer commented that on this occasion, the Councils accident rate for October to December 2011 was higher than the East Midlands Region average.

**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: Risk Assessments ie Hand Arm Vibration, Joint Safety Inspections at Leisure Facilities; Asbestos, Legionella, First Aid Procedures, McFarlane System, Dangerous Substances and Explosive Atmospheres Regulations, Training, Shared Health and Safety Services and Emergency Planning i.e. Emergency Plan and Emergency Planning Training.

The Safety Officer informed Members that it is not practical to put a rule into the McFarlane system for dial "0" calls to get priority. It is not the number that they are ringing that establishes the priority it is the number they are ringing from. She noted that she would enquire again regarding the possibility of a unique extension number.

Regarding SIA badge training the Safety Officer informed Members that she is hoping to set up a group to see if this is something that is needed and would be helpful. She advised that she will report back to the Committee.

Members and Employee Safety Representatives raised issues/ asked questions regarding the possibility of sending out an email to alert first aiders to an incident, setting up accident drills to assess response time, evacuation chair training, flood plans and shared working training opportunities. It was suggested that Ian Davies, Engineer should attend a future meeting to give a presentation regarding the flood situation in 2007 and what has been done since then.

**RESOLVED** that:

1. The progress on the health and safety priorities be noted.
2. An update regarding the possibility of a unique extension number for a first aider be given at the next meeting.
3. An update regarding SIA badge training be given at a future meeting.
4. Ian Davies, Engineer attend a future meeting to give a presentation regarding the flood situation in 2007 and what has been done since then.

**Principal Safety Officer**

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

### **Key Decisions**

None.

### **Other Decisions**

None.

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

The Chairman informed the Committee that he and V Bowles are up for Election. He informed Members that K Bullivant and J Scott are retiring; he thanked them for their contribution to the committee and wished them all the best.

**RESOLVED** that letters of thanks be sent to K Bullivant and J Scott.

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 17/04/12**

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 .

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

(b) **Update on PAT Testing**

**RESOLVED** that:

1. The progress made in carrying out Electrical Portable Appliance Testing be noted.
2. A further report be produced confirming the progress in relation to the PAT testing that has been carried out.

(d) **Accident Report for the period 1st October to 31st December 2011**

**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. An update regarding the possibility of a unique extension number for a first aider be given at the next meeting.
3. An update regarding SIA badge training be given at a future meeting.
4. Ian Davies, Engineer attend a future meeting to give a presentation regarding the flood situation in 2007 and what has been done since then.

**Principal Safety Officer**

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

**RESOLVED** that letters of thanks be sent to K Bullivant and J Scott.

**Democratic Services Officer**



**COUNCIL'S HEALTH AND SAFETY COMMITTEE****10th July 2012****OUTSTANDING MINUTES LIST**

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

<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>
30(b)	17.4.12	Update on PAT Testing	(2) A further report be produced confirming the progress in relation to the PAT testing that has been carried out.	PSO
<b>Verbal update to be given at the meeting</b>				
30(e)	17.4.12	Progress Report on Health, Safety and Emergency Planning Priorities	(2) An update regarding the possibility of a unique extension number for a first aider be given at the next meeting. (3) An update SIA badge training be given at a future meeting. (4) Ian, Davies, Engineer attend a future meeting to give a presentation regarding the flood situation in 2007 and what has been done since.	PSO

**(4) See Agenda Item No. 8(b)**





**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**10<sup>th</sup> JULY 2012**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**HEALTH AND SAFETY POLICY REVISION**

Cabinet Member (Portfolio): Policy  
Contact: Mark Ladyman  
Ext: 4135

**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 changes to the Council's Health and Safety Policy and associated documentation following the recent revision.

**3. Background and Discussion**

- 3.1 Currently the Council's Safety Policy and supporting Codes of Practice and Guidance Notes are in paper format and are included in the Safety Manual folder. A number of copies of this Manual are held within each Service.

- 3.2 There are at present nearly 100 copies of this document stored throughout the Council. Maintaining each to ensure that the information contained in it is up to date and accurate is difficult.

- 3.3 The Council's Safety Policy consists of 5 Parts:

- Safety Policy Statement
- Summary of Main Safety Legislation
- Council's Organisation of Safety Management Responsibilities
- Council's Arrangements for Managing Safety
- Specific Codes of Practice & Guidance.

- 3.4 Every individual policy document, Code of Practice and Guidance Note within the policy has been reviewed and revised by the Safety Officers over the last few months. The main changes to each document are outlined at Appendix 1.

- 3.5 The timing of the revision is to coincide with the introduction of the new Safety Information Mapping System (reported to the April 2012 meeting). The revised safety policies have been added to the mapping system and will be available to all through the Council's Intranet site.
- 3.6 All future versions of the policy will be made available through this route, enabling greater control over the quality and accuracy of the content and ensuring employees have access to current procedures and documentation. Managers will be requested to dispose of all existing paper copies of the Safety Manual to avoid confusion and ensure that the correct health and safety standards are applied.
- 3.7 Once the Safety Map and Policies are added to the Intranet the Council will have a "single point of access" to the most frequently requested health and safety information and management tools.

#### **4. Implications**

- a) For service users

Access to information is a key element to effective health and safety at work and 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 Act.

- c) Financial Ref: 13 283

The policy revision and mapping system has been contained within existing budgets.

- d) Legal Ref: 216 / 07 /12

As b) above

- e) Human Resources

The above actions will further protect the health and safety of employees

- f) Community Safety, Equal Opportunity, Environmental

Not applicable.

- 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 revision of the Council's Health and Safety Policy be approved by the Safety Committee.
- 6.2 That the Committee approve the inclusion of the Safety Policy on the Council's Intranet and the withdrawal of all existing paper copies of the Safety Manual.

**Background Papers**

**Location**

**Policy Revision 2012 – Summary of Main Changes**

<b>DOCUMENT</b>	<b>MAIN CHANGES</b>
1. Safety Policy Part 1 - 4	Policy Statement signed by new Leader. Updated to reflect current management structure Layout modified to aid navigation through document (links etc) Electronically stored and accessed through Intranet Large number of Appendices removed (18 Codes of Practice) Linked to 3 main Codes (Risk, Accident, Construction)
2. Safety Policy Part 5	Part 5 now includes only 3 Codes of Practice - Health & Safety Risk Management - Accident Reporting - Construction & Contractors
3. General Health & Safety Risk Management Code.	The H&S Risk management code includes generic risk assessment guidance and arrangements and the requirement to use the SHE System for relevant risk assessments. This avoids repetition of these basic principles within each of the specific supporting guidance (see points 4 – 18 below).
4. Asbestos Code.	Improved layout, links directly to HSE documentation, clarification of all asbestos management responsibilities, inclusion of new control limits etc.
5. Bomb Threat Code	New code - previously included within Fire Safety Code.
6. COSHH Code	Improved layout, links directly to SHE System, clarification of all COSHH management responsibilities etc.
7. Display Screen Equipment (DSE) Code	Improved layout, links directly to HSE documentation, SHE System and BDC User Guide. Clarification of all DSE responsibilities etc.
8. Fire Safety Code	Improved layout, links directly to DCLG documentation and SHE System. Clarification of all fire safety responsibilities. Inclusion of better guidance for Personal Emergency Evacuation Plans etc.
9. First Aid Code	New Code – Includes details of all responsibilities and arrangements for compliance with first aid at work regulations. Guidance on assessing first aider numbers and recording of defibrillator interventions.
10. Legionella Code	Improved layout. Removes unnecessary guidance and checklists. Clarification of all legionella management responsibilities etc.
11. Manual Handling	Improved layout, links directly to HSE documentation and SHE System. Clarification of all Manual Handling responsibilities etc.
12. Needles & Sharps	Improved layout, links directly to sharps assessment on SHE System. Clarification of all Sharps / Needles responsibilities etc.

13. Noise	Improved layout, links directly to HSE documentation, clarification of all Noise at Work management responsibilities. Includes new control limits and a Noise exposure "Ready Reckoner".
14. Pregnant Employees	Improved layout, links directly to pregnancy risk assessment on SHE System.
15. SHE System Guide	A new step by step guide to the use of the SHE system and how it fits into the Councils Risk Management Policies and procedures.
16. Vibration	New Code which links directly to HSE documentation, clarification of all Vibration at Work management responsibilities. Includes new control limits, access to "OPERC" vibration data and the HSE's Online Vibration exposure "Ready Reckoner". Includes the use of the "Reactec" Vibration Monitoring System.
17. Violence	Improved layout, links directly to SHE System and PVP Database, clarification of all Violence management responsibilities etc. Includes a step by step guide to using the PVP Database.
18. Young People assessments	Improved layout, which clarifies responsibilities for assessing risks to young people at work.
19. Accident Code of Practice	Improved layout, links directly to HSE documentation and SHE System, clarification of BDC Accident Reporting and Investigation management responsibilities etc.
20. CDM and Contractors Code	Improved layout, links directly to HSE documentation, clarification of BDC Construction management responsibilities etc.



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**10<sup>th</sup> July 2012**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**ACCIDENT REPORT FOR THE PERIOD  
1<sup>ST</sup> JANUARY 2012 TO 31<sup>ST</sup> MARCH 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 January to March 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 January to March 2012 there were a total of 11 injuries reported. This compares with 7 injuries reported during the same period in 2011.
- 3.2 There were 4 "over 3 day reportable injuries" during this reporting period, compared with 3 during the same period in 2011.  
103 working days have been lost as a result of the accidents in this report period compared with 42 working days lost during the same period in 2011.  
Details of the 4 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 injuries during this report period. Back injuries also accounted for 50 of the 103 lost working days for this period.

The most significant single incident was the fall from height which resulted in bruising and 48 working days absence from work.

The biggest causes of injury during this period were being struck by moving objects and striking against fixed objects.

Table 3 Shows a summary of all accidents by Service. The table indicates an increase in incidents within Environment & Leisure and Community Prosperity.

- 3.4 In order to provide a comparison between the number of accidents occurring at Bassetlaw District Council (BDC) and other 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, Appendix 4 provides details of the quarterly accident figures from January 2009 to March 2012. This table demonstrates that although the total number of accidents for this current quarter is below the "3 Year Average" (12.38), the number of lost time accidents for the quarter is above the "3 Year Average" (2.54).

#### 4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.



b) Strategic & Policy

Nil

c) Financial Ref: 13 527

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: 218 / 07 / 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 January to March 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**

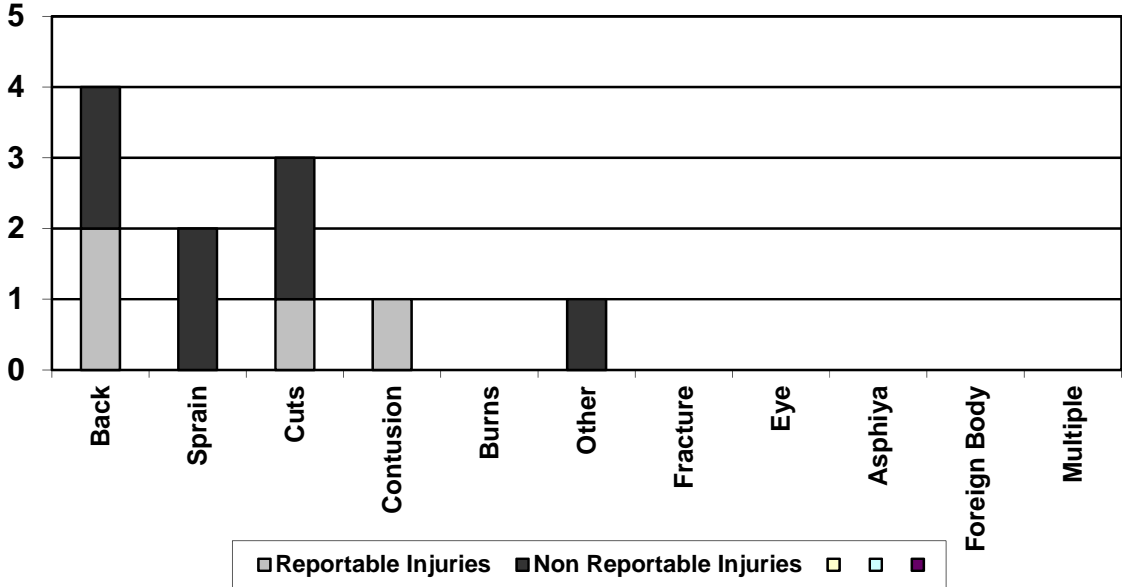
**BASSETLAW DISTRICT COUNCIL**

**REPORTABLE "OVER 3 DAY" INJURIES FOR THE PERIOD  
1<sup>ST</sup> JANUARY 2012 TO 31<sup>ST</sup> MARCH 2012**

<b>DATE OF ACCIDENT</b>	<b>SERVICE</b>	<b>JOB TITLE</b>	<b>DETAILS OF INJURY</b>	<b>DETAILS OF ACCIDENT</b>
17/01/2012	Environment & Leisure	Other Cleaning Operative	Back Sprain	Trying to climb up the banking out of a dyke when his foot slipped causing him to fall backwards 'jarring' his back.
26/01/2012	Environment & Leisure	Other Cleaning Operative	Back Sprain	Whilst loading his vehicle with fly-tipped materials he injured his back.
29/02/2012	Community Prosperity	Building Control Officer	Bruising	When inspecting works at a property, he had to gain access to look in the roof space; the owner provided a set of aluminium step ladders which the injured person placed on thick carpet and underlay. He ascended the steps carefully, put his head and shoulders through the trap door. He then turned to look inside the roof space and the step ladders moved sideways causing him to fall to the ground onto the carpet.
01/03/2012	Environment & Leisure	Grounds Maintenance	Cuts & Abrasions	Whilst using a hedgecutter at Kilton Forest Golf Course he slipped on the wet ground. He released the hedgecutter. On releasing the equipment the blades stopped immediately. The hedgecutter struck his right knee and the weight of it caused his injury. He was taken to Hospital where he had 7 stitches in his knee.

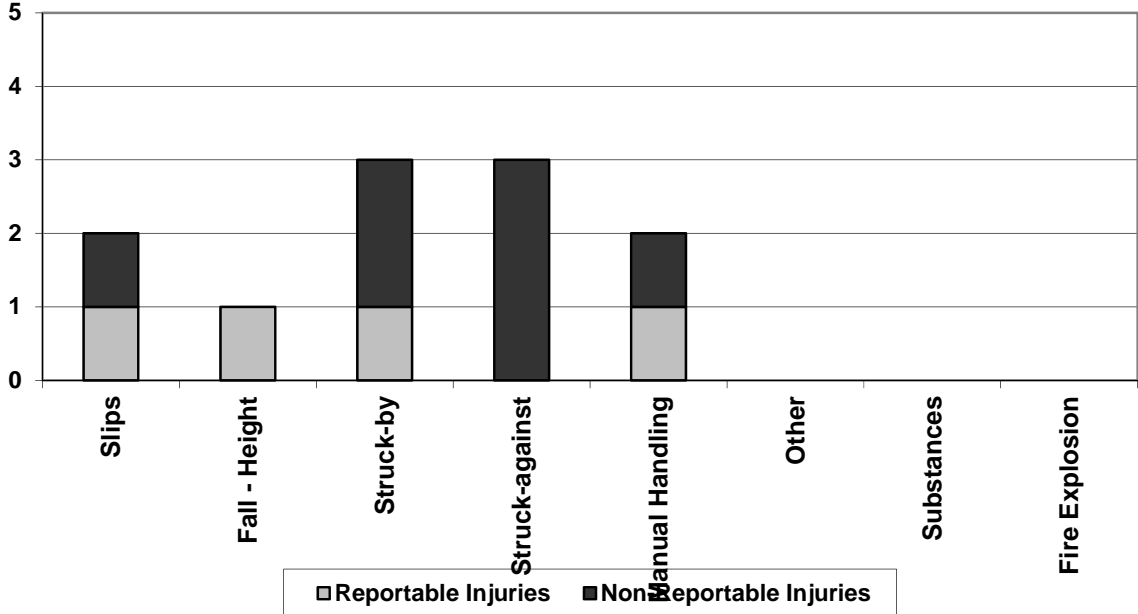
**Table 1**

**Summary of all accidents by injury type for the period  
1<sup>st</sup> January – 31<sup>st</sup> March 2012**



**Table 2**

**Summary of all accidents by type of accident for the period  
1<sup>st</sup> January – 31<sup>st</sup> March 2012**



**Table 3****Summary Of All Accidents By Service For The Period  
1<sup>st</sup> January to 31<sup>st</sup> March 2012**

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Leisure	2	3	3	5	+3
Community Prosperity		1	1	2	+2
Revenue & Customer Services	1				-1
Support Services					
Finance & Property					
Community Engagement & Performance					
Human Resources					
Contractors etc					
Total No Of Accidents	Previous Year		This Year		+4
	7		11		

**APPENDIX 3**

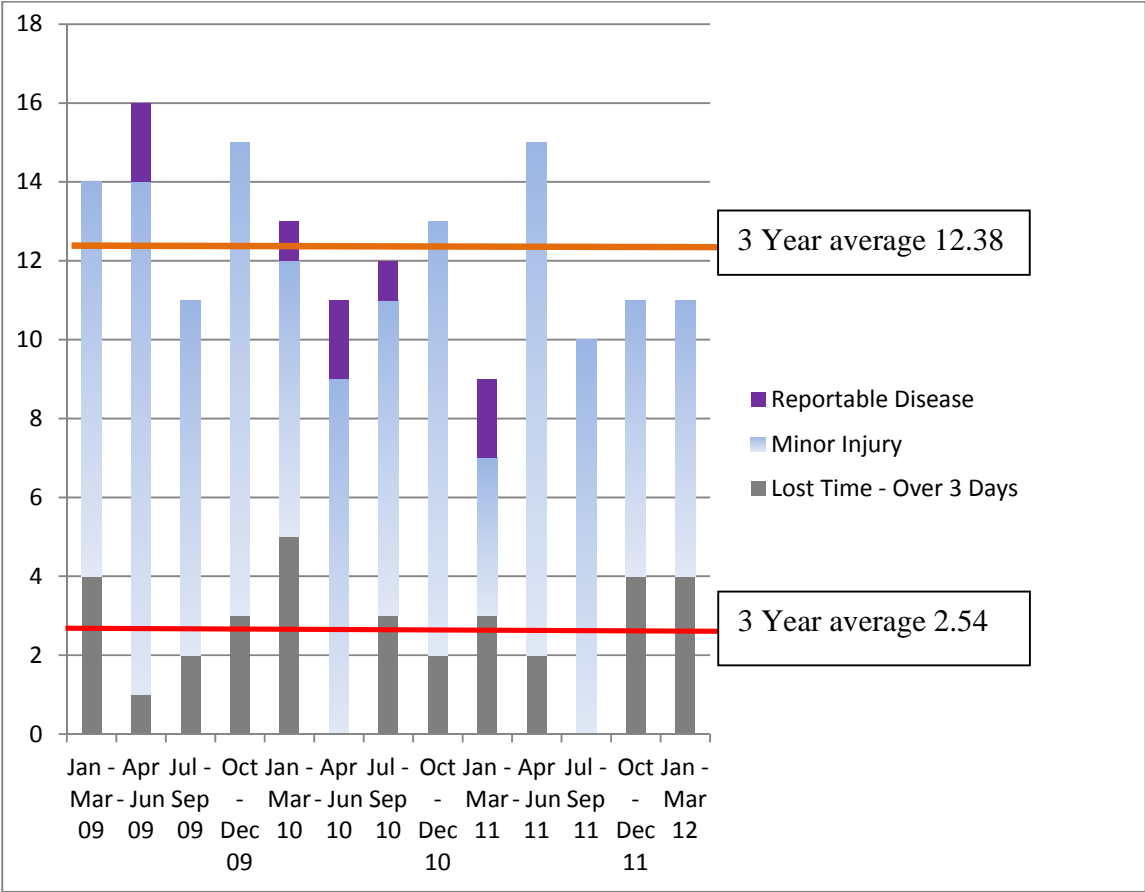
**Comparison of Accident Incidence Rates (Per 1,000 Employees)**  
**Between Bassetlaw District Council (BDC) & Other District Local Authorities**  
**Within the East Midlands Region (EMR)**

**January – March 2012**

**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>4.7</b>	<b>2.3</b>	<b>4.3</b>	<b>5.7</b>	<b>4.0</b>	<b>21.00</b>
<b>BDC</b>	<b>3.95</b>	<b>5.93</b>	<b>5.93</b>	<b>5.93</b>	<b>0</b>	<b>21.74</b>
<b>Variation +/-</b>	<b>-0.75</b>	<b>+3.63</b>	<b>+1.63</b>	<b>+0.23</b>	<b>-4.0</b>	<b>+0.74</b>

**LONG TERM QUARTERLY ACCIDENT STATISTICS COMPARISON**  
**JANUARY 2009 TO MARCH 2012**







**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**10 July 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 Refuse rounds risk assessments are currently being reviewed and updated. In addition to this each round is now receiving a procedural audit four times per year.

3.2.2 Generic refuse and manual handling risk assessments have been reviewed and updated.

3.2.3 Meetings have been held with the Refuse Management team to review the Driver / Loader handbook and Management of Refuse Operations Manual. Changes will also incorporate best practice guidance issued by the Waste Industry Safety & Health group (WISH). Once they are fully reviewed they will be re-printed and distributed to relevant employees.

## Fire Risk Assessments

- 3.2.4 Fire risk assessment reviews have been carried out at Queens Buildings, Worksop Town Hall, and West House at Carlton Forest.

A meeting has been held with the Council's Property Manager to discuss issues raised and allocations of actions. The fire risk assessments have been put onto the SHE<sup>®</sup>enterprise system along with the actions. The progress of actions will be monitored and followed up on a 3 monthly basis with the property team.

### **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 Following a request from Employee Safety Representatives, further tests have been carried out to establish response times for a) making initial contact with switchboard and b) obtaining a first aider to the scene of an accident.

- a) First Aiders were invited to make calls to switchboard (dial 0). Six calls were made during this test.  
The average length of wait was 15 seconds  
The shortest wait was 10 seconds  
The longest wait was 20 seconds

- b) Only 2 tests to summon first aiders to an accident scene have been made to date. The results were:  
17b Retford – The first aider was at the scene in 30 seconds from dialling switchboard.

Queens Buildings - The first aider was at the scene in 6 minutes and 50 seconds from dialling switchboard.

This test identified issues relating to:

- The communication of the message between switchboard and First Aider.
- The office numbering system at Queens Buildings and the old County Wing are duplicated (ie we have two office No 311 etc)

Work has already begun to address both of these problems.

More tests will be carried out before the committee date and the results of these will be verbally reported by the Safety Officers.

- 3.5.2 The Defib machines are currently being checked monthly to ensure that they are fully functioning and in good working order. As an added control measure the safety officer signs the sheet every six months. The six monthly checks have now been completed.

The Defib machine that was located at 18 The Square Retford has been relocation to Retford Town Hall.

### **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. 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.

### **4. Training**

- 4.1 One more session of fire training has been completed for Refuse staff. Emergency pump training is currently being organised for July.
- 4.2 Further discussions between BDC and A1 Housing have taken place to identify possible improvements in the way that health & safety and emergency planning training courses can be delivered in future. More sharing of training events between the 2 organisations will lead to more efficient use of training resources. Safety Officers are also working with the Learning & Development Officer to provide advice and direction to managers to assist them in the identification of appropriate safety training needs during annual appraisals.

### **5. Health and Safety Information Mapping**

- 5.1 A user group that was set up including representatives from A1 Housing, Mansfield DC and Bolsover DC. The group has reviewed the final version of the health and safety information mapping system. The H&S Information Mapping system is also to be presented at CMT and will now be rolled out and communicated to staff by various means, intranet, newsletters, leaflets and emails.

### **6. 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.

#### Olympic Torch Relay

The Olympic Torch Relay arrives in Bassetlaw on 28<sup>th</sup> June. The arrangements for managing Bassetlaw District Council's involvement in the

event have been led by the Leisure & Cultural Services Manager. The torch is scheduled to pass through Bassetlaw between 08.50am and 09.44am.

### Emergency Pump Procedure

A meeting between BDC and A1 Housing has taken place to clarify the protocol for mobilisation of the emergency pump during an emergency. It was agreed that out of hours contact lists would be updated and distributed, key-holders in both organisations would be identified, communication during an incident would be improved and that further training in operation of the pump would be carried out.

Following a weather forecast for severe rainfall in the early hours of Friday 15<sup>th</sup> June, a joint BDC / A1 exercise was carried out to simulate a response to localised surface water flooding. The exercise scenario was to address localised flooding issues at Claters Close, Retford following the severe rainfall and subsequent pumping station failure. A small number of practical lessons were learned from the exercise. These will be incorporated in the Emergency Pump Procedure.

## **7. 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: 13 558

The above actions will be funded from existing budgets.

d) Legal Ref: 217 / 07 /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

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

Not applicable

**9. Recommendations**

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

**Background Papers**

**Location**

