

BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

AGENDA

Meeting to be held in
The Assembly Room,
Town Hall, Worksop,

on

Tuesday 17th April, 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 2011/12

Councillors Mrs. V. A. Bowles, K. Bullivant, D. Challinor, B. Hopkinson, I. Jones, C. Palmer, J. B. Rickells and J. Scott

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, 17th April 2012

AGENDA

1. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
4. MINUTES OF MEETING HELD ON 17TH JANUARY 2012* (pages 7 - 10)
5. MINUTES FOR ACTION * (page 11)
6. OUTSTANDING MINUTES LIST * (page 13)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

7. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES *
 - (a) Update from Barnsley Premier Leisure/ Leisure Manager +
 - (b) Update on PAT Testing (pages 15 - 18)
 - (c) Health and Safety Information Mapping System (pages 19 - 22)
 - (d) Accident Report for the period 1st October to 31st December 2011
(pages 23 - 30)
 - (e) Progress Report on Health, Safety and Emergency Planning Priorities
(pages 31 – 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.

8. 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 INTEREST

COMMITTEE

DATE

NAME OF MEMBER :

Levels of Interest

- 1. Personal
- 2. Personal and prejudicial

Agenda Item No.	REASON *	Level of Interest (1 or 2)
Signed		
Dated		

Note:

* When declaring an interest you must also state clearly the reason for your declaration.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

DECLARATION OF INTERESTS

HOW TO USE THIS FORM

There are now only two types of Declaration of Interest:

Level 1 – Personal)	Details can be found in the Councillors
)	Code of Conduct which is contained in
)	the Council's Constitution (a summary is
Level 2 – Personal and Prejudicial)	printed below)

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** level 1 if you are declaring a personal interest, **or** level 2 if you are declaring a personal and prejudicial 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.

Personal Interests

May relate to employment or business interests

May relate to property interests

May relate to contents

May relate to interests in other bodies

OR if a decision on the matter to be discussed:

MIGHT REASONABLY BE REGARDED AS AFFECTING (A MEMBER OR OFFICER) TO A GREATER EXTENT THAN OTHER COUNCIL TAX PAYERS, RATEPAYERS OR INHABITANTS OF THE AUTHORITY'S AREA, the well being or financial position of himself, a relative or a friend or any employment, business, interest, etc. of such a person.

Action to be Taken – Personal Interests

Must disclose to the meeting

- existence of the interest

- the nature of the interest

Prejudicial Interests

A Member with a personal interest ALSO has a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members judgement of the public interest.
(Note – there are special provisions which may exclude the above provisions in certain circumstances.)

Action to be Taken – Personal and Prejudicial Interests

Must:-

- declare existence and nature

- withdraw from the room

- not seek improperly to influence a decision on the matter.

(Note – there are some exceptions when acting in a scrutiny capacity.)

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Retford, on Tuesday, 17th January 2012

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):

Councillors B A Bowles, K Bullivant, I J Campbell, B Hopkinson, J B Rickells and J Scott

Employee Safety Representatives:

A Dainty, K Circuit and P Rodgers

Officers in attendance: C Crossland, S Meakin, J Moran and J Proudman.

ACTION BY

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

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs V A Bowles, I Jones and C Palmer

18. 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.

19. MINUTES OF THE MEETING HELD ON 4TH OCTOBER 2011

RESOLVED that the Minutes of the meeting held on 4th October 2011 be approved.

20. MINUTES FOR ACTION

In relation to Minute Number 15 (a), Prosecution by the Health and Safety Executive, Members were informed that the hearing has been deferred until the 11th April 2012.

RESOLVED that the Minutes for Action be received.

21. OUTSTANDING MINUTES LIST

In regards to Minute Number 15 (c), Verbal Update from Barnsley Premier Leisure, the Principal Safety Officer informed Members that a representative from Barnsley Premier Leisure would be attending the next meeting in April to give an update.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st July 2011 to 30th September 2011

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

There were zero 'over 3 day' reportable injuries during this reporting period, compared with three during the same period in 2010. No working days were lost as a result of the accidents in this report period compared to 37 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 Council's accident rate for July to September 2011 was lower than the East Midlands Region average.

In response to a question from an Elected Member, the Principal Safety Officer advised that accidents categorised as 'other' in the summary of accidents includes any incidents that do not fall within the other categories and during this period included two wasp stings.

The Principal Safety Officer informed Members that the 'over three day reportable injuries' period is changing to a seven day period. He commented that this would affect the number of accidents reported to the Committee and suggested that Members consider other reporting criteria.

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

(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: Risk Assessments ie Hand Arm Vibration, Joint Safety Inspections at Leisure Facilities; Legionella, First Aid Procedures, Dangerous Substances and Explosive Atmospheres Regulations, Sports Development Paintball Arena, Training and Emergency Planning i.e. Emergency Plan and Business Continuity Management. The minutes from the First Aid meeting held on the 20th December 2011 were appended to the report for Members information.

Members and Employee Safety Representatives raised issues/ asked questions regarding: the number of accidents on Retford Market Square; the frequency of first aid meetings; poor attendance at the first aid meeting; how many staff are defibrillator trained; the location of defibrillators; dial "0" for first aid; the possibility of first aiders using pagers and if BPL staff are defibrillator trained.

RESOLVED that:

1. The possibility of first aiders having pagers be investigated and reported back to a future meeting.
2. Enquiry's be made regarding whether BPL Staff working at functions at the Town Halls are defibrillator trained
3. The report on the health and safety priorities be noted.

Principal Safety Officer

(c) Verbal Update on Pigeon Control

The Principal Environmental Health Manager advised that he has looked into the legal issues of people feeding pigeons and issuing fixed penalty notices. In Wiltshire two residents have been issued with anti-social behaviour orders which prevent them from feeding the pigeons and buying large amounts of bird seed. He advised that a more informal approach would be trying to identify the individuals and asking them to stop.

He informed Member's that one resident has already been identified and has agreed to stop feeding the pigeons; however other residents are still feeding the pigeons. He advised that the plans to install a trap to catch pigeons on the flat roof area above the Bar at Retford Town Hall has been delayed but will still be implemented.

Elected Members suggested putting up signs around the Town Centre to warn resident's against feeding the pigeons, it was suggested to use similar signs displayed by Doncaster Metropolitan Borough Council as an example.

RESOLVED that the update be received.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

(a) PAT Testing

Issues were raised regarding the PAT testing of equipment at the Council and A1 Housing and concerns that PAT testing has not be carried out for some time.

The Principal Safety Officer advised that A1 Housing have employed an external company and that their PAT Testing is now up to date. In regards to PAT testing at the Council Members were informed that the role of Facilities Officer will cover PAT Testing and discussions have been held with management to discuss the risk assessment, priorities and a programme of work.

RESOLVED that PAT Testing be included in future quarterly progress reports.

Principal Safety Officer

(b) Incidents at Queens Buildings

Members were advised regarding an incident at Queens Buildings where a couple refused to leave the premises.

The Principal Safety Officer advised that it is the line manager's responsibility to deal with a situation and then it would go up the chain to their line manager. He added that if customers are being difficult and need to be ejected from the building then the police should be contacted.

An Employee Safety Representative suggested that a member of staff obtain a SIA badge which would give them the knowledge to deal with difficult situations and asking someone to leave the premises.

RESOLVED that:

1. The option of SIA badge training be explored and reported back to a future meeting.
2. The possibility of the Police including Queens Building on their rounds be looked into and reported back to a future meeting.

Principal Safety Officer

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 17/01/12

FROM: Senior Democratic Services Officer TO: Principal Safety Officer
(for forwarding to Unit Managers)
Director of Community Services
Leisure and Cultural Services Manager

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

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

(a) Accident Report for the period 1st July 2011 to 30th September 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

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

RESOLVED that:

1. The possibility of first aiders having pagers be investigated and reported back to a future meeting.
2. Enquiry's be made regarding whether BPL Staff working at functions at the Town Halls are defibrillator trained
3. The report on the health and safety priorities be noted.

Principal Safety Officer

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

(a) PAT Testing

RESOLVED that PAT Testing be included in future quarterly progress reports.

Principal Safety Officer

(b) Incidents at Queens Buildings

RESOLVED that:

1. The option of SIA badge training be explored and reported back to a future meeting.
2. The possibility of the Police including Queens Building on their rounds be looked into and reported back to a future meeting.

COUNCIL'S HEALTH AND SAFETY COMMITTEE**17th April 2012****OUTSTANDING MINUTES LIST**

Members please note that the updated positions are shown in bold type following each item.
 (PSO = Principal Safety Officer) (LCSM = Leisure and Cultural Services Manager)

<u>Min No</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
15(c)	4.10.11	Verbal Update from Barnsley Premier Leisure	(2) An update on health and safety matters at the Council's leisure centres and Kilton Forest Golf Course be presented to the Health and Safety Committee on a twice per year.	PSO/LCSM
		See Agenda Item No. 7 (a)		
22(b)	17.1.12	Progress Report on Health, Safety and Emergency Planning Priorities	(1) The possibility of first aiders having papers be investigated and reported back to a future meeting. (2) Enquiry's be made regarding whether BPL Staff working at functions at the Town Halls are defibrillator trained	PSO
		See Agenda Item No. 7 (e)		
23	17.1.12	Incidents at Queens Buildings	(1) The option of SIA badge training be explored and reported back to a future meeting. (2) The possibility of the Police including Queens Building on their rounds be looked into and reported back to a future meeting.	PSO
		Update to be presented to a future meeting		

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

17th APRIL 2012

REPORT OF THE DIRECTOR OF RESOURCES

ELECTRICAL PORTABLE APPLIANCE TESTING (PAT)

Cabinet Member: Finance and
Property
Contact: John Bowler
Ext: 4460

1. Public Interest Test

John Bowler 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 in carrying out the necessary Portable Appliance Testing.

3. Background and Discussion

- 3.1 PAT testing comes within the remit of the Facilities Officer within Finance and Property who has been preparing a schedule and work- plan to address outstanding PAT testing previously undertaken by an officer within A1 Housing.

- 3.2 Since that officer has retired no PAT testing has been undertaken and there was a need to address this matter. It was agreed by Cabinet that this work would be undertaken by the Facilities Officer who has a PAT Testing qualification.

However, since his appointment to the post, this officer has experienced difficulties in relation to the physical demands of the Facilities Officer post. This has resulted in a recommendation by HR that the officers duties be altered to ensure a reduced requirement to lift and carry items.

It is likely that a new Facilities Officer will be appointed into this post, following an assessment made by Occupational Health as to the medical fitness of the existing post holder's ability to undertake the duties of the post.

3.3 In view of the above, a revised work-plan has been prepared that will clear the backlog of PAT testing work before the end of April by using external electrical contractors. With the backlog dealt with this will then allow the new Facilities Officer to pick up on testing on a scheduled basis. There are approximately 1,537 tests that need to be undertaken at satellite locations and at Queens Buildings a total of 1,723 tests to be completed.

3.4 The programme is for:

- Higher risk areas and properties to be completed first, based on the state of the electrical installation, type of premises and user.
- PAT testing started at Bassetlaw Museum on the 19th March 2012 and is completed.
- The remaining 35 satellite locations will commence thereafter and subject to access to these locations being gained as they are not always occupied, this work will be completed over a 22 day period.
- Testing at Queens Buildings commenced on 2nd April 2012 and works, progressing well , will take an estimated 5 days to complete

4. **Implications**

a) For service users

Pat testing in accordance with I.E.E. approved code of practice will help protect the health and safety of service users.

b) Strategic & Policy

The above actions will assist the Council's compliance with the Health & Safety at Work Act.

c) Financial Ref: 13/271

The cost of the works will be contained within the service revenue budgets

d) Legal Ref: 140/04/12

As d) 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 progress in carrying out Electrical Portable Appliance Testing be noted.
- 6.2 A further report will be produced confirming progress in relation to the PAT testing that has been undertaken.

Background Papers

Location

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

17th APRIL 2012

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

HEALTH AND SAFETY INFORMATION MAPPING SYSTEM

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 work being carried out to produce a health and safety information mapping system.

3. Background and Discussion

- 3.1 Following the introduction of the SHE Safety Management System, the Safety Officers have been investigating methods of simplifying the health and safety information that is made available to managers and employees.

- 3.2 There is at present a significant number of health and safety documents available, covering the responsibilities and arrangements in place at Bassetlaw District Council to effectively manage its health and safety responsibilities. This level of documentation is essential for us to demonstrate compliance with our statutory responsibilities and deliver our duty of care to employees and others.

- 3.3 The volume of documentation, breadth of subject matter and in some cases technical nature of the documentation can sometimes result in delays in locating appropriate information on safety arrangements or responsibilities.

- 3.4 A Health and Safety "Information Map" is being produced to simplify and speed up the access to accurate and appropriate health and safety information.

- 3.5 The first draft of the “home page” of this map is attached at Appendix 1. The map clearly identifies the main areas of information that managers etc will need to access (ie Responsibilities, Policy, Accidents, Document Library Risk Management and Hazards).
- 3.6 Under each heading will be a series of sub menus that will effectively take the user to the information they are seeking from their computer within 3 or 4 click of their mouse.
- 3.7 The system will be located on the Councils Intranet site and as such available for use by all employees. The target date for completion of the project is July 2012.
- 3.8 The committee will be updated on the progress at future meetings.

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: 13 497

The production of the information system is being contained within existing budgets.

- d) Legal Ref: 123/04/12

- 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 progress on improving access to health and safety information be noted.

Background Papers

Location

HEALTH AND SAFETY INFORMATION MAP – HOME PAGE



BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

17th April 2012

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

**ACCIDENT REPORT FOR THE PERIOD
1ST OCTOBER 2011 TO 31ST DECEMBER 2011**

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

1. Public Interest Test

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

2. Purpose of the Report

- 2.1 To provide the Council's Safety Committee with details of all reported injuries for the period October to December 2011 and to provide a comparison with the same period in 2010.
- 2.2 To also provide the Council's Safety Committee with a summary of all accidents by injury type, accident cause and a summary of all accidents occurring within each Service during the above period.

3. Background and Discussion

- 3.1 For the period October to December 2011 there were a total of 11 injuries reported. This compares with 15 injuries reported during the same period in 2010.
- 3.2 There were 4 "over 3 day reportable injuries" during this reporting period, compared with 2 during the same period in 2010. 98 working days have been lost to date (end of Feb 2012) as a result of the accidents in this report period compared with 55 working days lost during the same period in 2010.

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 cuts and abrasions and “non-back” sprains were the most common injuries during this report period.

The biggest causes of injury during this period were manual handling and being struck by.

Table 3 Shows a summary of all accidents by Service. The table indicates a decrease in incidents within Environment & Housing.

- 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 July to September 2011.

4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial Ref: 13 111

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: 122/04/12

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 October to December 2011, 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
1ST OCTOBER 2011 TO 31ST DECEMBER 2011**

DATE OF ACCIDENT	SERVICE	JOB TITLE	DETAILS OF INJURY	DETAILS OF ACCIDENT
24/11/2011	Environment & Leisure	Other Cleaning Operative	Bruising to Ankle	The injured person went over on his ankle when getting out of his van. He continued to work until Monday 28th November then went off work until 5th December.
28/11/2011	Environment & Leisure	Other Cleaning Operative	Back Injury	The injured person was stepping out of a van and slipped on the step. This resulted in a twisted back. He returned to work the following Monday but unable to carry out his duties and went home after approximately 2 hours.
05/12/2011	Environment & Leisure	Other Cleaning Operative	Back Injury	Injured Person was loading bags into a vehicle from litter bins. She is not sure exactly when the injury first occurred but it is likely to have been between the 5 th and 9 th of December.
30/12/2011	Environment & Leisure	Refuse Operative	Back Injury	Injured his back whilst moving wheeled refuse bins

Table 1

**Summary of all accidents by injury type for the period
1st October – 31st December 2011**

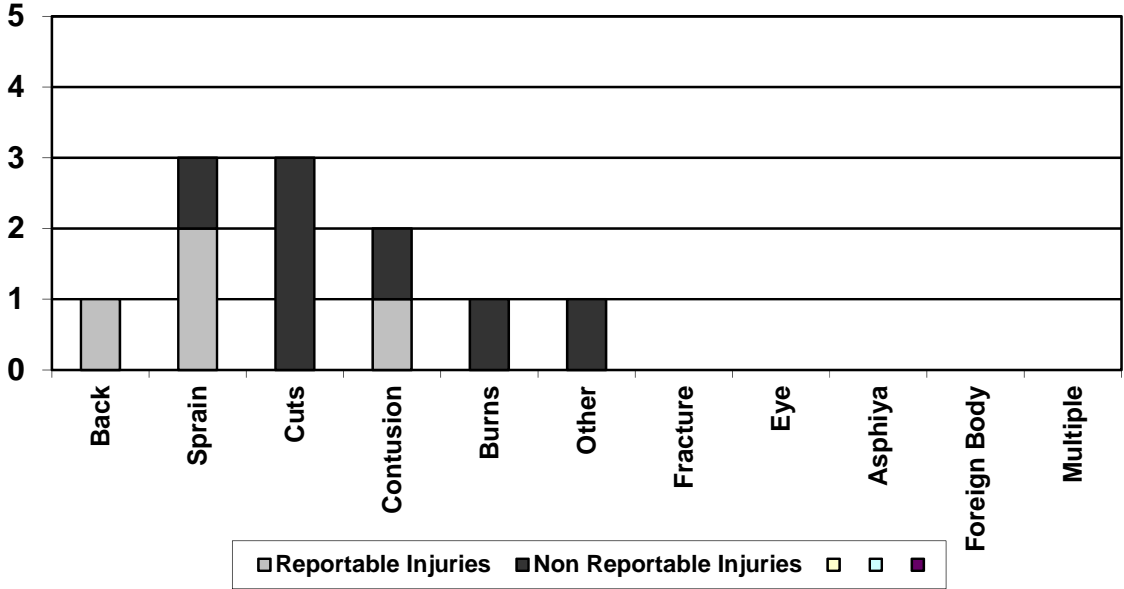


Table 2

**Summary of all accidents by type of accident for the period
1st October – 31st December 2011**

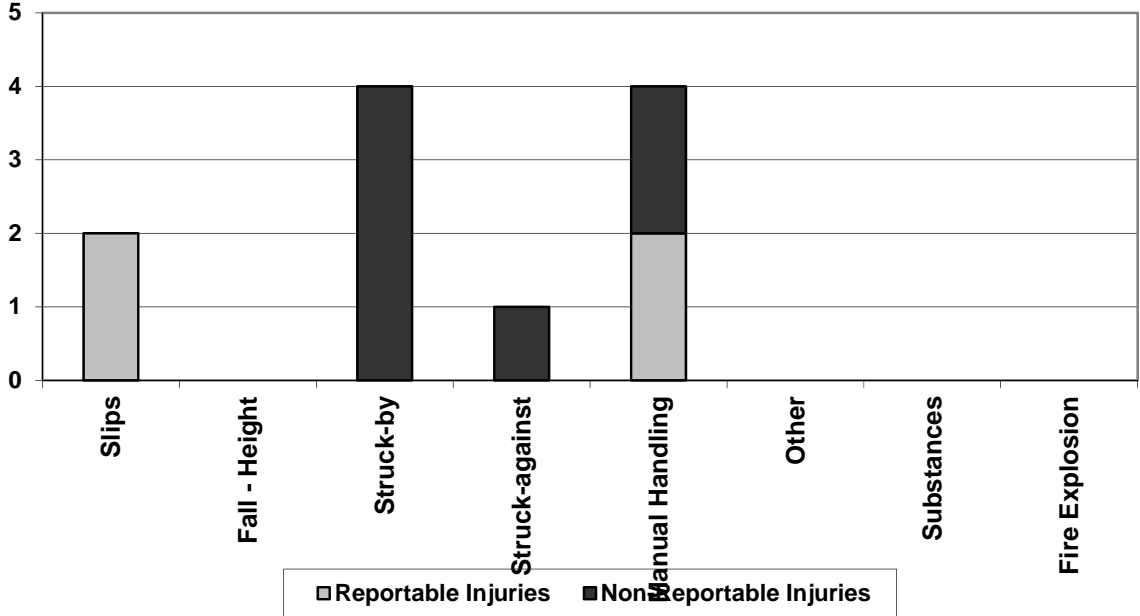


Table 3

Summary Of All Accidents By Service For The Period
1st October to 31st December 2011

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Leisure	2	4	11	4	-5
Community Prosperity			1	2	+1
Revenue & Customer Services					
Support Services					
Finance & Property				1	+1
Community Engagement & Performance			1		-1
Human Resources					
Contractors etc					
Total No Of Accidents	Previous Year		This Year		-4
	15		11		

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

October – December 2011

Table 1 – All Accidents

	<u>ACCIDENT CAUSES</u>					
	Manual Handling	Strike Against	Struck By	Slips, Trips, and Falls	Others (Include Violence)	Total
EMR	4.6	3.1	4.6	2.1	2.8	17.2
BDC	7.9	1.97	7.9	3.95	0	21.72
Variation +/-	+3.3	-1.13	+3.3	+1.85	-2.8	+4.52

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

17th April 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

Vibration

- 3.2.1 Vibration monitoring and recording is on going within the Grounds Maintenance Department. The use of the system has been well accepted by the employees. The system will highlight any problems of over exposure to hand arm vibration to the Manager when the reports are downloaded.

Joint Safety Inspections at Leisure Facilities

- 3.2.2 Joint Safety Inspections at the Leisure Centres and Kilton Forest Golf Club were carried out in January 2012 (Appendix 1). The results of the audits showed improvement at Worksop and Retford Leisure Centres on last year. However the areas of the greatest improvement were at Kilton Forest Golf Club and Bircotes LC. BPL have put a lot of work into the H&S areas and as such must be recognised for all the hard work carried out to get to this standard.

3.3 Asbestos

- 3.3.1 The figures for dumped asbestos within Bassetlaw District are detailed at appendix 2. The graph identifies the locations of the “dump sites” and compares the number of incidents at each location between April and September 2011 with those for the same period in 2010.

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 Pagers – there are two types of pagers

- 1 Gives a Tone - £5.85 per quarter they just bleep then you have to ring a designated number for the message.
- 2 Sends words - £15 per quarter these have a line display which gives information from the sender and the number to ring.

We would need 37 pagers to give all first aiders one. Option 1 would cost £865.80 and option 2 would cost £2,220.00 per annum.

If pagers were accepted as a system they would still slow down the process of getting a first aider to the casualty. This is due to the fact that someone from the casualty site would need to dial a number to contact the first aiders' Pager and then, the First Aider would be required to dial another number to identify the location of the first aid incident.

McFarlane System

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 (ie 0) that establishes the priority it is the number they are ringing from.

As first aid assistance could be required from any location in the Council this would mean giving priority to all “in house” extension numbers. This is not a practical option.

4. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

- 4.1 There is only one outstanding item from the DSEAR risk assessment which is the work to the LPG bulk storage area.

A quote for works to the LPG bulk storage has been received. This is to make good the area around the cylinder, fencing, signage, anti-crash barriers etc. Work should commence shortly to comply with the regulations.

5. Training

- 5.1 Departmental Fire training has been completed for Refuse/Street cleaning staff.
There has been two Asbestos fly tip training sessions held for the Street Cleansing teams.
Evac chair training – train the Trainer for caretakers Retford Town Hall
Conflict Management training for new starters in the community safety team.
Refresher First Aid 2 day course. Appointed persons one day course, and a basic life support / defib training session.

6. **Shared Health and Safety Services**

- 6.1 As reported to the last meeting of the Safety Committee, the shared service agreement between Bassetlaw, Bolsover and Mansfield District Councils has commenced.
- 6.2 The Shared Safety Manager has identified priority areas of work to be carried out during the 12 month trial period to March 2013. These include extension of our SHE Safety Management System into the other 2 Councils, development of a modular training package for Users of the SHE System at all 3 Councils, the alignment of safety policies (precise policy areas to be identified) and arrangements for making the service at all 3 Councils more resilient.
- 6.3 In addition to the above arrangements BDC is working closer with A1 Housing, to identify ways in which the 2 organisations can achieve improved safety outcomes including the more efficient use of resources, pooling and sharing of expertise, delivering a joint health and safety training programme and any other identifiable service enhancement that service users can benefit from.

Initial indications are that a more resilient service can be delivered with savings on training and procurement.

7. **Health and Safety Information Mapping**

- 7.1 A health and safety information mapping system is currently being developed by the Safety Officers.
The

Emergency Planning

Emergency Plan

Site specific Flood Plans are to be drawn up in Bassetlaw in conjunction with the Environment Agency (EA). The process will commence on 10th April with a scoping meeting with EA and should be completed by the end of 2012.

Emergency Planning training

Seven Officers from Bassetlaw District Council and two from The National Trust at Clumber Park were invited to attend a training session being led by Nottinghamshire Police during March 2012. The training focussed on ensuring the safety and security of events being organised, licensed or otherwise run on behalf of the Council

Nottinghamshire Police have indicated that they would welcome Bassetlaw District Council's involvement in setting up and running a Safety Advisory Group for Events within the District. The constitution and purpose of the group will be established during 2012.

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: 13 269

The above actions will be funded from existing budgets.

d) Legal Ref: 121/04/12

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.

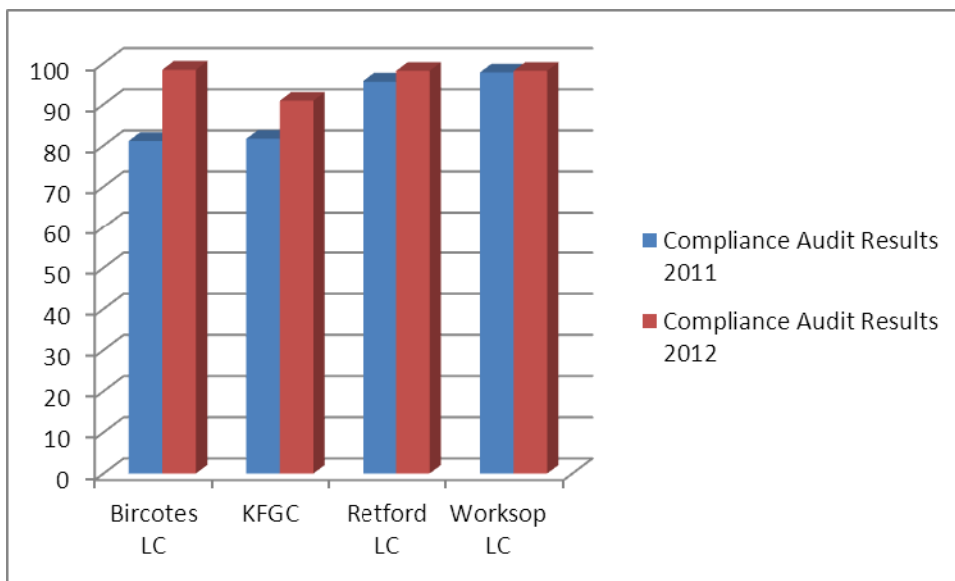
Background Papers

Location

APPENDIX 1

Compliance Audit Results

	2011	2012
Bircotes LC	81.13	98.44
KFGC	81.63	90.91
Retford LC	95.56	98.15
Worksop LC	97.78	98.15



Appendix 2 April - September Comparison 2010/2011

