



BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

AGENDA

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

on

Tuesday 17th January, 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 January 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 4TH OCTOBER 2011 * (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 July 2011 to 30th September 2011
(pages 17-22)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities
(pages 23-34)

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 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.)

DRAFT

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Worksop, on Tuesday, 4th October 2011

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):
Councillors Mrs V A Bowles, K Bullivant, G Freeman, B Hopkinson, C Palmer and
J B Rickells.

Employee Safety Representatives:

K Circuit, P Rodgers and J Rose.

Officers in attendance: P Clark, L Dore, M Ladyman, S Meakin, J Moran and
J Proudman.

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.

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors I Jones and J Scott and from Employee Safety Representatives A Dainty, P Thompson and G Watson.

11. DECLARATIONS OF INTERST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

12. MINUTES OF THE MEETING HELD ON 12TH JULY 2011

RESOLVED that the Minutes of the meeting held on 12th July 2011 be approved.

13. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

14. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Prosecution by the Health and Safety Executive

The Director of Community Services (DCS) attended the meeting to report that the Council had received a letter advising the Health and Safety Executive (HSE) are to prosecute the Council following the incident on 10th July 2008 when a member of the public was fatally injured by a reversing refuse collection truck. The Coroners Court at the time had determined that the Council and driver had not been responsible, however, the HSE has decided to prosecute under Section 3 of the Health and Safety at Work Act 1974.

The Principal Safety Officer (PSO) reminded the Committee that the driver of the vehicle had been sent alone to empty a missed bin when the accident occurred. The HSE considers that reversing a large vehicle is a hazard to the public and that Section 3, which requires employers to ensure that non employees do not have their health and safety adversely affected by the employer's actions, had been breached. A Hearing has been scheduled for 26th October 2011 at Worksop Magistrates Court, however, the Council Solicitor is to ask for the Hearing to be deferred to enable time to collate information and to determine whether the Council will plead guilty or not guilty.

In response to Member queries, the PSO advised that: the vehicle had been fully checked and tested at the time and all safety devices were fully operational; no blame had been attached to the driver; risk assessment on reversing procedures after the incident had been modified; every refuse collection round was now monitored twice annually. The Safety Officer added that driver and management handbooks had been updated and that charge-hands and been trained to deliver continual training.

The DCS advised that if found guilty, the Council could be fined. The Chair of the Committee sought reassurance that the driver would be given assistance through the Court process.

RESOLVED that

1. The verbal report be noted.
2. The Committee be provided with updates on developments of the case.

Director of Community Services

(b) Verbal Update on Pigeon Control at Retford Town Hall

The Principal Environmental Health Manager (PEHM) advised that there were plans to install a trap to catch pigeons on the flat roof area above the Bar at Retford Town Hall after a full risk assessment. Pigeons caught would be humanely dispatched. The

scaffolding currently situated to the front of Retford Town Hall had already enabled the removal of nests, eggs and the dispatch of older/slower pigeons. Netting to prevent nesting/roosting will be re-affixed to the frontage as soon as stonework repairs are complete, however, this would not prevent pigeons settling on pitched roofs. It is hoped that by using the trap that the pigeon population will be reduced to a manageable level.

In response to a Member query concerning members of the public feeding corn to pigeons in the Square, the PEHM advised that it was difficult to stop, however, if details of these people were known, the matter could be investigated and hopefully resolved. He commented that the corn was more likely to be eaten by rats than pigeons.

RESOLVED that the update be received.

(c) Verbal Update from Barnsley Premier Leisure

The Leisure and Cultural Services Manager (LCSM) reminded the Committee that the contract with Barnsley Premier Leisure (BPL) for the management of three leisure centres and Kilton Forest Golf Course had commenced in April 2010. Within the contract there is a requirement to forward monthly reports to the Council concerning Accidents/Incidents.

The Contract Manager for BPL explained to the Committee how health and safety matters were dealt with by site, area and collectively throughout the company. A high level of emphasis is placed on good practice with a sub-group carrying out regular internal inspections and an independent audit commissioned annually by an external health and safety specialist company. Health and safety is part of the company performance management framework with a benchmark of 75%.

There had been a problem sharing information on microbiological inspections between the Council and BPL but this now been resolved. The electrical installation certificates had been updated for all premises in August 2011 regardless of whether they were due for renewal or not.

The priority during the last year had been an induction training exercise for all staff in health and safety matters as part of working towards the attainment of 'Quest' accreditation and the Retford and Worksop centres had now achieved this. The future plan is to train more managers to a higher level in health and safety as part of a continuous improvement programme.

The LCSM agreed that a clear flow of information had been missing between BPL and BDC and from now on a report will be submitted by BPL to the Council's Health and Safety Committee twice per year. The Council will monitor the overall contract through audit on an annual basis.

In response to questions from Members, the Contract Manager for BPL explained that: the overall responsibility for health and safety matters at the Bassetlaw sites remained with one manager but that there were NEBOSH qualified staff on all sites; funding for any work required can be agreed quite quickly and a mobile technical team deals with issues that cannot be dealt with by on-site staff; Bircotes and Kilton Forest sites will be assessed for 'Quest' accreditation later this year; additional recruitment and training will ensure previous problems with monitoring water, asbestos etc. should not occur again in the future.

In response to questions from Members, the LCSM advised that: any claims for injury by the public against an employee would be referred to BPL and in the matter of the premises would be referred to the PFI and BPL; remedial works at the Bircotes site to further prevent any issues relating to Legionella will be subject to funds to support capital works following a new joint use agreement.

RESOLVED that:

1. The update be received.
2. An update on health and safety matters at the Council's leisure centres and Kilton Forest Golf Course as managed under contract by BPL be presented to the Health and Safety Committee twice per year.

Principal Safety Officer/Leisure and Cultural Services Manager

(d) Accident Report for the period 1st April 2011 to 30th June 2011

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

There were two 'over 3 day' reportable injuries during this reporting period, compared with none during the same period in 2010. Seven working days were lost as a result of two accidents in this report period compared to zero working days during the same period in 2010. The two reportable injuries were from the same incident.

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 April to June 2011 was slightly higher than the East Midlands Region average.

The Vice Chairman advised that a member of staff who had been involved in an incident with a member of the public had expressed dissatisfaction to the Union about how matters had been dealt with by the Council. The matter, which was being pursued through a private prosecution, is to be discussed at a meeting next week.

The PSO was unaware of the dissatisfaction in this particular case and thought the matter resolved. He commented that he had been disappointed at the uptake of the 'Identicom' lone worker devices (as reported at Council's Health and Safety Committee meeting 18th January 2011) which were simple to use. The benefits of the devices had also been presented in a brief to the Corporate Management Team.

In response to a question from a Member, the PSO advised that A1 Housing accidents and incidents were not reported through the Council's Health and Safety Committee but that a report was received on an annual basis.

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; 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.

Members and Employee Safety Representatives raised questions regarding the use of sandbags, why permission is given for new properties to be built on flood plains, the lack of drain cleaning and also first aid procedures at Queen's Buildings. It was confirmed that staff requiring a first aider at Queen's Buildings should still dial '0' for the switchboard.

RESOLVED that the report on the health and safety priorities be noted.

Principal Safety Officer

SECTION B – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

None.

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

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

COUNCIL'S HEALTH AND SAFETY COMMITTEE**17th January 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

Report to be presented to a future meeting

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

17th January 2012

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

**ACCIDENT REPORT FOR THE PERIOD
1ST JULY 2011 TO 30TH SEPTEMBER 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 July to September 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 July to September 2011 there were a total of 10 injuries reported. This compares with 11 injuries reported during the same period in 2010.
- 3.2 There were zero "over 3 day reportable injuries" during this reporting period, compared with 3 during the same period in 2010. No working days were lost as a result of the accidents in this report period compared with 37 working days lost during the same period in 2010.

- 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 1.

Appendix 1 provides the following information:

Tables 1 & 2 Show a breakdown of different injury types and causes for all Incidents. Results show, that the most common injury type for this period was minor cuts and abrasions including 2 wasp stings.
The biggest cause of injury during this period was striking against fixed objects.

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 2 has been provided.

- 3.5 Appendix 2 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.

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

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 January to March 2011.

4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial Ref: 12 867

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: 12 / 01 / 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 July to September 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

Table 1

**Summary of all accidents by injury type for the period
1st July – 30th September 2011**

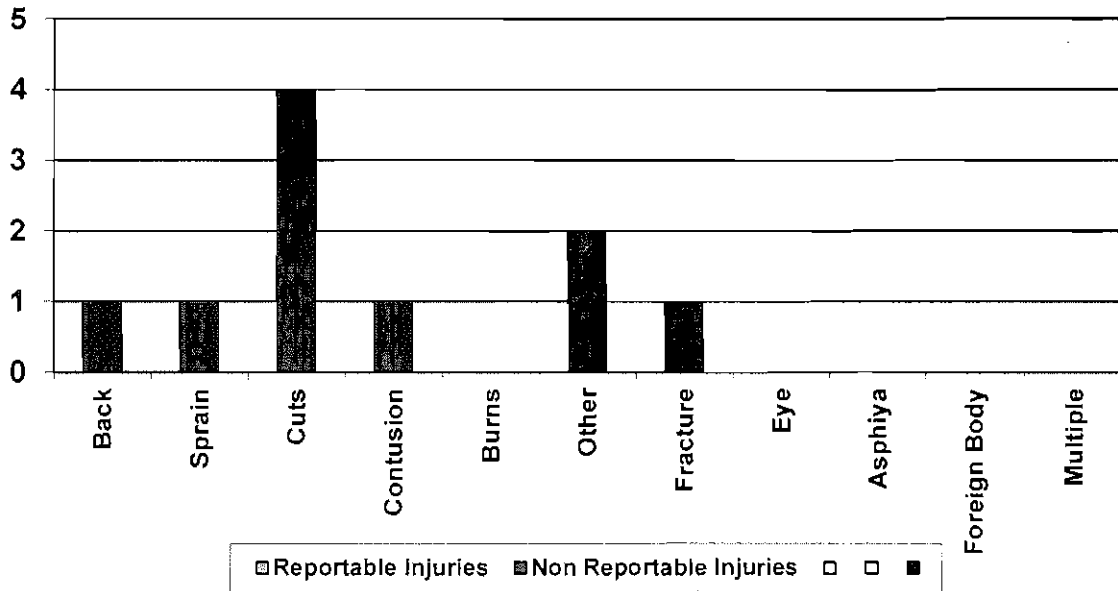


Table 2

**Summary of all accidents by type of accident for the period
1st July – 30th September 2011**

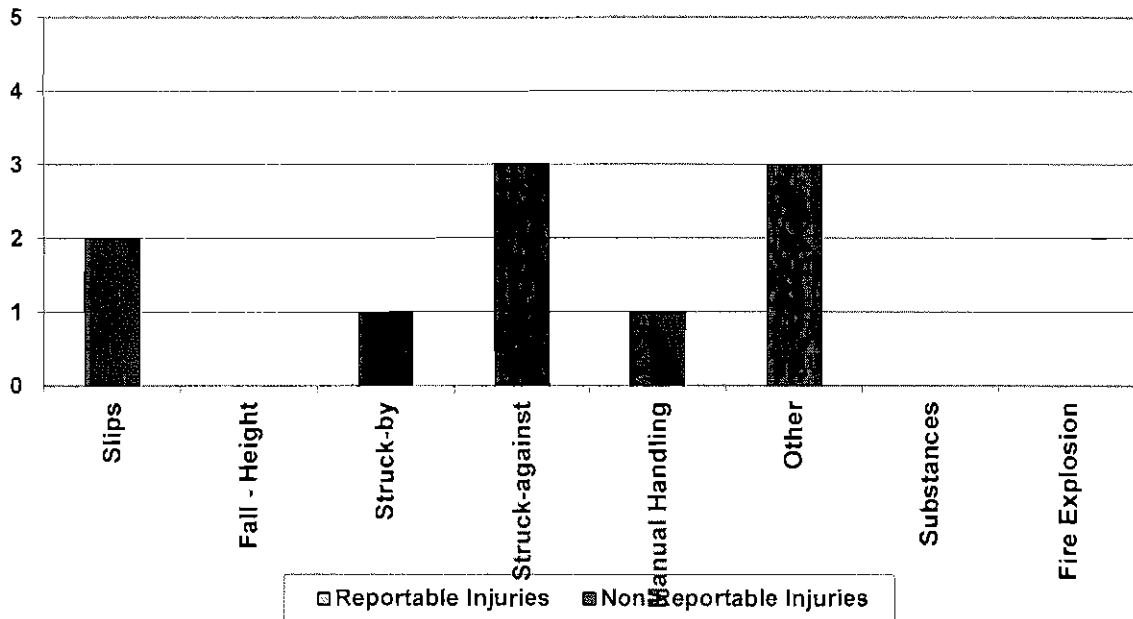


Table 3**Summary Of All Accidents By Service For The Period
1st July to 30th September 2011**

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Housing	2		7	7	-2
Community Prosperity				2	+2
Revenue & Customer Services				1	+1
Support Services			1		-1
Finance & Property	1				-1
Community Engagement & Performance					
Human Resources					
Contractors etc					
Total No Of Accidents	Previous Year		This Year		-1
	11		10		

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

July – September 2011

Table 1 – All Accidents

	<u>ACCIDENT CAUSES</u>					
	Manual Handling	Strike Against	Struck By	Slips, Trips, and Falls	Others (Include Violence)	Total
EMR	5.1	2.6	5.4	7.3	1.6	22.0
BDC	1.98	5.93	1.98	3.95	5.93	19.77
Variation +/-	-3.12	+3.33	-3.42	-3.35	+4.33	-2.23

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

17th January 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 HAV meter tags were fitted to the Grounds Maintenance equipment by 16th December 2011. Following on from that a programme of monitoring all Grounds Maintenance employees will commence by rotating the Havmeters around the teams to ensure that everyone is monitored on a priority risk basis. Information of exposure to vibration levels will be downloaded from the base station at regular intervals by the Line Manager. Reports will be generated from the base station that will identify exposure levels for individual employees.

Joint Safety Inspections at Leisure Facilities

3.2.2 A second round of Joint Safety Inspections at the Leisure Centres and Kilton Forest Golf Club have been arranged for January 2012. BPL have agreed with the dates.

3.3 Asbestos

3.3.1 No matters 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 Two people from the Market's team have been successful in gaining their First Aid Certificate. This should give adequate cover on Market days for members of the public should an emergency occur.

3.5.2 A review of levels of first aid provision has been undertaken and agreed in principle with Human Resources. The levels of first aid cover for each site was based on risk assessment, jobs that present a higher risk of injury will require a higher level of First Aid provision. The content of the report has been agreed with employee representatives. It will be presented for discussion at the next Management Team meeting.

3.5.3 A first aid group meeting has been arranged for the 20th December 2011. The minutes of that meeting are attached at Appendix 1.

4. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

4.1 A DSEAR risk assessment has been carried out at Carlton Forest. Meetings have taken place with relevant Managers and an action plan has been put together to rectify items that require attention. These actions are being tracked through the SHEenterprise system.

4.2 Items for attention are:

- The Containers enclosing the LPG gas cylinder have now been removed so work to ensure that the area is compliant with the regulations can commence.
- Storage and disposal of orphaned gas cylinders. Employees are now aware that orphaned gas cylinders will not be brought back to Carlton Forest they will go directly for disposal to CWG on Claylands Avenue, Dukeries Industrial Estate.

5. Sports Development – Paintball Arena

5.2 The Sports Development Manager has produced a Paintball Arena Instruction Manual. The manual covers industry good practice to ensure that the activity runs smoothly and safely. The manual includes safety precautions, risk assessments, fire procedures, safety briefings, and disclaimers. Information is also available on BDC website.

6. Training

- 6.1 Departmental Fire training has commenced for refuse, street cleaners and other cleaning members of staff.
A refresher Defib training course was completed on 13th December 2011. A Manual Handling course has been arranged for 20th December 2011. This is for new starters, return to work and refresher training.

7. Emergency Planning

Emergency Plan

Site specific Flood Plans are to be drawn up in Bassetlaw in conjunction with the Environment Agency (EA). The EA have indicated that commencement of work on these may now be delayed until early 2012. However lessons have been learned from the EA's work with Newark and Sherwood District Council which should assist the speed at which the work can be completed.

Emergency Control Room Manager training

Emergency Control Room Manager training for Heads of Service who will manage the Emergency Control Room during any significant emergency incident took place on 29th November 2011.

The training included a short familiarisation session on the AIMS Emergency Planning software and an exercise (based on flooding in the District) aimed at testing the Control Room procedures.

The exercise also involved Officers from Engineering Services, Customer Services, Public Relations and GIS Services.

An additional objective of the exercise was to produce and validate 2 new documents, an AIMS Policy and an AIMS User Guide. Both documents were distributed before the exercise and used to some degree during the exercise. The AIMS Policy document is attached at Appendix 2 for consideration by the Committee.

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: 12 593

The above actions will be funded from existing budgets.

- d) Legal Ref: 13 / 01 / 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

First Aid Meeting 20 December 2011
Ceres Suite Worksop Town Hall
Meeting Minutes 20 December 2011

Attendees: Jim Moran (JM)
 Sue Meakin (SM)
First Aiders
 Louise Anderson (LA)
 Marie Pearson (MP)
 Sam Glasswell (SG)
 Andrew Johnson (AJ)
 Kevan Newbold (KN)
 Edward Matthews (EM)
 Terence Croden (TC)

Item	Action
<p>1. Dial "0" for first aid</p> <p>Different possibilities of changing how first aiders are summoned have been explored with Colin Fielding (CF) and Adele Watson (AW). A hunt group was suggested for each site, however this was not possible when CF tried to set it up. The use of mobiles was also given consideration but this option proved to be unviable due to availability of mobile phones for first aiders. Only half the number of first aiders had access to a Council Mobile. We have agreed to keep the current system of dialling "0" as it is the best possible option available. The union has also given its approval of using this system.</p>	
<p>01/12/2011</p> <p>Investigate the possibility of putting a rule into Mcfarlane with AW or Wendy Taylor so that dial "0" calls get priority</p>	<p>SM</p>
<p>2. First Aid Risk Assessment</p> <p>As part of Job evaluation HR asked that we reviewed the number of trained first aiders within the Council. It is essential that adequate numbers of first aiders are available at all times whilst people are at work. To ensure that the Council has sufficient numbers of first aiders at appropriate locations, a first aid risk assessment was undertaken. This was based on static locations and mobile locations. The assessment considered the level of risk presented by the work activity in accordance with the HSE guidance. High risk areas were identified as QB print Room, Garage, Refuse and Grounds Maintenance.</p> <p>To maintain the number of first aiders at the recommended levels at all sites we would require 30. At the moment we have 37. The largest surplus is at QB / Town Hall due to office moves etc. People requesting first aid in the future via the appraisal system will only be trained if there is a business need, otherwise they will be put onto a waiting list until there is a vacancy in that area.</p> <p>The recommendations have gone to HR to be presented at Management Team for approval. These matters have also been discussed at the Safety Committee.</p>	
<p>02/12/2011</p> <p>Following discussions regarding members of the public using the ground floor at QB and the number of first aid incidents that occur, staff are called on a regular basis to treat members of the public. It was agreed to speak to HR to amend the risk assessment and increase the number of first aiders to 3 on the ground floor at QB</p>	<p>SM</p>

Item		Action
3.	First Aid Stocks	
	Requests from first aiders to replenish first aid stocks. Some bandages and plasters were past their expiry date. It was agreed that out of date items should be given to organisations such as the Scouts / Guides for them to use for practical sessions.	First Aiders
03/12/2011	First aiders to inform SM of relevant items for their First Aid Boxes SM to place an order for First Aid equipment and send it out.	First Aiders
4.	De-Fib Machines	
	It has come to the attention of the Safety officer that an external company to the Council, had an incident recently whereby someone had a heart attack. Their defib machine was called for but it was found to be out of battery life. However, had it been fully charged it was likely that the person would have survived. At the moment we use a visual check, however we would like to formalise this procedure using monthly check sheet by a nominated person to ensure that the defib machines are fully charged. This will then be followed up by an bi-annual check by the Safety Officer.	
	Suggested Nominated persons:- Retford Enterprise Centre – Steve Walker Bassetlaw Museum – Sam Glasswell Retford Town Hall / 17b & 18 The Square – Eddie Matthews Carlton Forest – Tim Andrews QB / Hawkesmore Suite – Customer Services	
04/12/2011	Create and send out a check sheet for use by nominated persons to start in January 2012	SM
5.	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. To make the meetings more interesting any ideas on guest speakers are welcome from the group.	
05/12/2011	Meetings are to be scheduled every six months. Ensure that reminders are sent prior to the meeting.	SM
6.	Any Other Business	
	LA commented on the recent de-fib refresher training, the tutor was very effective and believes that changing the trainers from time to time is very beneficial because you always learn different things. The training was carried out by Emma Scott of South Yorkshire Ambulance Service.	
	The Ambulance service is trying to get the message out to say that you don't have to be a first aider to use a defib machine, because it talks you through what you should be doing. LA commented that defib training could be carried out in-house.	
06/12/2011	SM to explore the possibilities of having a de-fib training unit for in house training/familiarisation.	SM
07/12/2011	Date, time and venue of the next meeting to be advised	SM



AIMS POLICY

(Version 1 - November 2011)

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INTRODUCTION

Atlas Incident Management System (AIMS) should be used, where possible, to log all information and communications received by and passed within Bassetlaw District Council during an emergency, or a suspected emergency (major or minor).

WHEN TO USE AIMS

During an emergency an incident log should be maintained at all times. When operating from the Emergency Control Room or individual offices within the district council, AIMS should be the method used to maintain this log.

Various communication lines (telephone, email etc) will be in use during an emergency but confirmation and details of all of these must be logged on AIMS.

WHO WILL USE AIMS

AIMS should be used by Emergency Planning Officers and all trained district council staff while they are fulfilling any of the following roles:

- Incident Controller
- Telephone Operators
- Task Managers
- Control Room Manager
- Public Relations Representative
- Any operational manager having a role in the district council's response to, or recovery from an emergency.

TRAINING

A number of users were originally trained by the AIMS software manufacturer. These users will provide 'cascade' training to other identified users within their own service areas.

An AIMS User Guide is available for trained users to work through to refresh their knowledge in their own time. Users should be encouraged to work through this on an annual basis to keep their skills current.

A record of all trained users is maintained by the Safety & Emergency Planning Team.

If there are training issues which cannot be resolved within service areas, or a loss of trained expertise, this will be addressed by the Safety & Emergency Planning Team.

SETTING UP USERS

There are currently licenses for ten concurrent users to be able to log into AIMS. Six of these licences will be required for use in the Emergency Control Room and the other 4 will be available for use by staff monitoring the emergency in their own office.

Requests for new users to be set up must be made through the Safety & Emergency Planning Team.

Username and passwords

Username and password will follow the following naming conventions:

Role	Username	Password
Telephone Operator	Telephone Operator 1 (Staff performing this role will use one of the four generic usernames)	Telephone Operator 1
<ul style="list-style-type: none"> • Task Manager • Control Room Manager • Public Relations Representative 	Barry Basset (Staff performing any of these roles will be set up with their own name as their username and password)	Barry Basset
Other members of staff who may play a role in the council's response (e.g. emergency planning advice)	Linda Law (Staff will be set up with their own name as their username and password)	Linda Law

HOW TO USE AIMS

Logging in

- When entering information on AIMS users should always make sure that they are using their own designated username, unless they are performing the role of a Telephone Operator.
- Telephone operators should log on with one of the four generic usernames. They should then enter a log comment to state which person is performing the role, e.g. "*Linda Law is logged on as Telephone Operator 3*".
- Users performing one of the designated Emergency Control Room roles should log in using their own username and enter a log comment to indicate which role they are performing, e.g. "*Barry Basset is acting as Control Room Manager*".

Events

- An event will follow a specific naming convention to aid searching and archiving – **incident type, location, date** (e.g. Flooding, Worksop, 28 July 2011).
- The event will usually be created by a member of the Safety & Emergency Management Team or a Task Manager.
- The same event name will be used even where the incident runs over several days.
- Event names and details can be edited at a later date.
- An event should be closed only when the incident has ended, all response and recovery efforts have been stood down and a debrief completed.

Messages

- The message function will be used to record information received about the emergency.
- Messages will primarily be entered onto the system by the Telephone Operators.
- When recording details from a call it is important to try and gather as much information from the caller as possible. This will enable the Task Manager to be able to make a better informed decision on the action required.

Tasks

- The task function will be used to allocate an action to a particular service area or individual.
- Tasks can be allocated by the Task Managers, Control Room Managers and Emergency Planning Advisors.
- Tasks should be assigned an appropriate 'status' to enable the recipient to be able to prioritise their workload appropriately.

Log and log comments

- The log comment function can be used for any of the following functions:
 - To identify who are performing particular roles within the Emergency Control Room (see '*Logging In*' above)
 - To indicate at what point a print off of the log has been made.
 - To attach documents to the log.
 - To record any other pieces of information which may be pertinent to the incident or the running of the Emergency Control Room.
- A hardcopy of the log will be printed off at regular intervals as a back-up. It will be the responsibility of the Task Manager to ensure this is done. The frequency of the print out will be dependent on the incident and at the discretion of the Control Room Manager.

Sitreps

- Situation Reports (sitreps) will be used for:
 - Recording a copy of media statements or information circulated to the public and will be generated by the Public Relations Representative.
 - As a situation overview, populated by the Control Room Manager. The frequency will be dependent on the incident, but the suggested points for generating a sitrep would be mid-morning and mid-afternoon, or before a handover.

Contacts

- The contacts database on AIMS will be used to hold two categories of details:
 - Firstly, it will be pre-populated with all known contact details which may be needed during an incident. This will be reviewed annually to ensure that they are kept up to date.
 - Secondly, it will be used to store the details of anybody who calls in to the Emergency Control Room during an incident. This will predominantly be members of the public. A review and purge of this category of contacts will be undertaken after an event has been closed. Details of the public calls will be kept for future monitoring purposes.
- At the beginning of an incident a member of the Safety & Emergency Planning Team will go into AIMS to set up a new 'contact type' to be able to capture all the public calls for that incident (or period of incidents), e.g. 'Flooding 2011'.

Closing an event

- Before an event can be closed the following should have taken place:
 - All tasks which have been allocated should be marked as 'complete'.
 - The emergency should have officially been stood down, including the recovery phase and any debriefs, or a significant period of time should have passed with no related action necessary.
- The event will be closed by a member of the Safety & Emergency Planning Team.

BACK-UP PROCEDURE

In the event that AIMS is unavailable for use a paper based system will be used. Recording sheets and instructions for use are available in the Emergency Control Room.

PRESERVATION OF DOCUMENTS

In the event of an emergency, it is imperative that all documentation, both historic and current, is preserved. An official investigation into the cause and circumstances of an incident is inevitable.

Evidence may be required by, but is not limited to, any or all of the following:

- The appropriate enforcement authority, e.g. Health and Safety Executive, Environment Agency, Air Accident Investigation Bureau
- A judicial inquiry
- A coroner's inquest
- The police
- A civil court hearing compensation claims
- A Freedom of Information Act 2000 (FOIA) request.

The council will be required to give access to documents created or received, which do or may have a bearing on the emergency.