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**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

# AGENDA

Meeting to be held in

The Ceres Suite,

Town Hall, Worksop,

on

Tuesday 4<sup>th</sup> October, 2011

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)**

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*Bassetlaw - Serving North Nottinghamshire*

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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, 4<sup>th</sup> October 2011

## 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 12<sup>TH</sup> JULY 2011 \* (pages 1- 4)
4. MINUTES FOR ACTION \* (page 5)
5. OUTSTANDING MINUTES LIST \* (page 7)

### SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

#### Key Decisions

None.

#### Other Decisions

6. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES \*
  - (a) Verbal update on pigeon control at Retford Town Hall +
  - (b) BPL Update +
  - (c) Accident Report for the period 1<sup>st</sup> April 2011 to 30<sup>th</sup> June 2011  
(pages 9- 16)
  - (d) Progress Report on Health, Safety and Emergency Planning Priorities  
(pages 17-22 )

#### 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

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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)

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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)
<b>Signed</b>		
<b>Dated</b>		

**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 printed below)
Level 2 – Personal and Prejudicial	)	

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.

#### **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 Interests**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest

#### **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, Retford, on Tuesday, 12<sup>th</sup> July 2011**

Present:

Employer's Representatives:

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

Employee Safety Representatives:

K Circuit, A Dainty; P Rodgers, J Rose and G Watson.

Officers in attendance: C Crossland, S Meakin, J Moran and J Howe-Shilton.

**ACTION BY**

1. NOMINATIONS FOR ELECTION OF CHAIRMAN

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

2. NOMINATIONS FOR APPOINTMENT OF VICE-CHAIRMAN

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

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors I Jones and J Scott.

4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

5. MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> APRIL 2011

An Elected Member suggested sending a letter of thanks to previous Members for their contributions to the Committee.

**RESOLVED** that:

1. A letter of thanks be sent to previous Members for their contributions to the Committee.
2. The Minutes of the meeting held on 12<sup>th</sup> April 2011 be approved.

6. MINUTES FOR ACTION

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

7. OUTSTANDING MINUTES LIST

With regard to Outstanding Minute No 12 (c), Pigeon Control at Retford Town Hall, the Principal Health and Safety Officer informed Members that this would be reported back to a future meeting.

Councillor Mrs V A Bowles, C Palmer and D R Pressley commented on the pigeon control problem at Retford Town Hall whether the steps to the market office in Retford are being cleaned. Members, Officers and Employee representatives reported that the building cleaning was taking place on a regular basis and that approval to proceed with installing 'pigeon netting' at the Town Hall had been obtained. However there was still uncertainty about the extent of trapping carried out or planned for the future.

**RESOLVED** that:

1. The Outstanding Minutes List be received.
2. Progress regarding pigeon trapping that has taken place at Retford Town Hall be reported back to the Committee.

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

**Key Decisions**

None.

**Other Decisions**

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

(a) Verbal Update on Health Monitoring from Orchard Health

Mrs J Howe-Shilton from Orchard Health gave a Verbal update to Members regarding: health surveillance; areas of health surveillance being carried out on behalf of the Council; HSE categories in respect of noise and vibration monitoring; management of nurse clinic appointments; health promotion; sickness absence monitoring and training.

Councillors Mrs V A Bowles, K Builivant; D Challinor and J B Rickells commented on the item.

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

**RESOLVED** that the update be received.



(b) Accident Report for the period 1<sup>st</sup> January 2011 to 31<sup>st</sup> March 2011

The Committee was presented with details of all reported injuries for the period January to March 2011 and a comparison with the same period in 2010 was given. There had been a total of 7 injuries compared to 10 in the same period in 2010.

There were 3 over 3 day reportable injuries during this reporting period, compared with 5 during the same period in 2010. 28 working days were lost as a result of the accidents in this report period compared to 47 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 the Councils annual accident rate is lower than the East Midlands Region average.

Elected Members asked questions regarding: changes to RIDDOR incident reporting; A1 Housing accident figures; A1 Housing Health and Safety Policy and legionella risk assessments at Bircotes Leisure centre.

In response to questions the Principal Health and Safety Officer clarified for Members that A1 Housing have their own safety committee, safety policies and health and safety officers. He informed Members that A1 Housing accident figures could be reported on a 6 monthly or annual basis to the Committee.

In regards to questions raised about Legionella risk assessments, the Safety Officer commented that she is waiting for confirmation from the leisure centres that the required level of legionella monitoring is being carried out.

**RESOLVED** that:

1. A1 Housing Accident figures be reported annually to the Committee  
**Principal Safety Officer**
2. Results of future joint safety inspections including results of any water sampling carried out be reported to the next meeting.  
**Principal Safety Officer**
3. 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**
4. 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**
5. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.  
**Unit Managers/Principal Safety Officer**

(c) 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, Lone Worker Assessments; Joint Safety Inspections at Leisure Facilities; First Aid Procedures and Emergency Planning i.e. Emergency Plan and business continuity.

Members and Employee Safety Representatives raised issues regarding the running of leisure Centres by BPL; vibration monitoring; locations of defibrillators; defibrillator training; emergency access to Bridge Street; fire marshals; signage for emergency vehicles on bridge street; Retford evacuation procedures and fire doors in Queens Buildings, Worksop.

Members agreed that as a matter of urgency the legionella risk assessments and monitoring / sampling arrangements at the leisure centres should be followed up and a BPL representative should attend the next meeting of the Councils Health and Safety Committee to answer Members questions.

In response to questions raised the Safety Officer informed the Committee that she will be re-visiting the Leisure Centres and will report the findings back to the Committee and that minutes from the First Aid Group meetings will be reported to the Committee in future.

In response to a question raised regarding BPL managing the Town Hall bars the Principal Health and Safety Officer informed the Committee that he will discuss the issue of defibrillator training for Town Hall staff with the leisure and culture Services Manager. He informed Members that he will address the issues with the fire safety doors and the fire marshal and report back to the next Committee.

**RESOLVED** that:

1. An update on risk assessments at the Leisure Centres be reported back to the Committee
2. A representative from BPL attend the next meeting of the Committee.
3. Minutes from the First Aid Group be reported to the Committee.
4. Members be updated on issues regarding the fire marshal and the fire safety door at Worksop.
5. The no access sign at the top of Bridge Street, Worksop be reworded.
6. 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.

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

The Safety Officer informed Members that the Health and Safety Policy Statement has been signed by the new administration.

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 12/07/11**

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 .

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**5. MINUTES OF MEETING HELD ON 12<sup>TH</sup> APRIL 2011**

**RESOLVED** that:

1. A letter of thanks be sent to previous Members for their contributions to the Committee.
  2. The Minutes of the meeting held on 12<sup>th</sup> April 2011 be approved.
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**8. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES**

(b) Accident Report for the period 1<sup>st</sup> January 2011 to 31<sup>st</sup> March 2011

**RESOLVED** that:

1. A1 Housing Accident figures be reported annually to the Committee  
**Principal Safety Officer**
  2. Results of future joint safety inspections including results of any water sampling carried out be reported to the next meeting.  
**Principal Safety Officer**
  3. 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**
  4. 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**
  5. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.  
**Unit Managers/Principal Safety Officer**
- 

(c) Progress Report in Health, Safety and Emergency Planning Priorities

**RESOLVED** that:

1. An update on risk assessments at the Leisure Centres be reported back to the Committee
2. A representative from BPL attend the next meeting of the Committee.
3. Minutes from the First Aid Group be reported to the Committee.
4. Members be updated on issues regarding the fire marshall and the fire safety door at Worksop.
5. The no access sign at the top of Bridge Street, Worksop be reworded.

**Principal Safety Officer**



**COUNCIL'S HEALTH AND SAFETY COMMITTEE****12<sup>th</sup> July 2011****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>
7	12.07.11	Outstanding Minutes List	(2) Progress regarding pigeon trapping that has taken place at Retford Town Hall be reported back to the Committee.	PSO
		<b>See agenda item number 6(a)</b>		
8(b)	12.07.11	Accident Report for the period 1 <sup>st</sup> January 2011 to 31 <sup>st</sup> March 2011	(2) Results of future joint safety inspections including results of any water sampling carried out be reported to the next meeting.	PSO
		<b>See agenda item number 6 (b)</b>		
8(c)	12.07.11	Progress Report on Health, Safety and Emergency Planning Priorities	(1) An update on risk assessments at the Leisure Centres be reported back to the Committee	PSO
		<b>See agenda item number 6 (b)</b>		
8(b)	12.07.11	Progress Report on Health, Safety and Emergency Planning Priorities	(2) A representative from BPL to attend the next Meeting of the Committee.	PSO
		<b>See agenda item number 6 (b)</b>		
8(b)	12.07.11	Progress Report on Health, Safety and Emergency Planning Priorities	(4) Members be updated on issues regarding the fire marshall and fire safety door at Worksop Town Hall.	PSO
		<b>Verbal update to be presented at the meeting</b>		



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**4<sup>th</sup> October 2011**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**ACCIDENT REPORT FOR THE PERIOD**  
**1<sup>ST</sup> APRIL 2011 TO 30<sup>TH</sup> JUNE 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 April to June 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 April to June 2011 there were a total of 15 injuries reported. This compares with 9 injuries reported during the same period in 2010.
- 3.2 There were 2 "over 3 day reportable injuries" during this reporting period, compared with zero during the same period in 2010. 7 working days were lost as a result of the 2 accidents in this report period compared to zero working days lost during the same period in 2010.  
Details of the 2 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 there was not one significant contributor to the injury type figures for this period.

Included in the "Other" category are insect bites/ stings and one incident of physical violence towards a Planning Officer.

The 2 lost time injuries resulted from the same road traffic incident which involved a Transit van running into the rear of a Refuse Freighter (see Appendix 1).

Table 3 Shows a summary of all accidents by Service. The table indicates an increase 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.

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

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 October to December 2010.

#### 4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil



- c) Financial Ref: 12/643

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: 303/10/11

The Council has a statutory duty to provide a safe system of work.

- e) Human Resources

Accidents contribute to the absenteeism problem.

- f) Community Safety, Equal Opportunity, Environmental

Nil

- g) Whether this is a key decision, and if so the reference number.

Not a key decision

## 5. Options, Risks and Reasons for Recommendations

Not applicable

## 6. Recommendations

- 6.1 That the Council's Safety Committee in receiving the information regarding the number of accidents for the period April to June 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

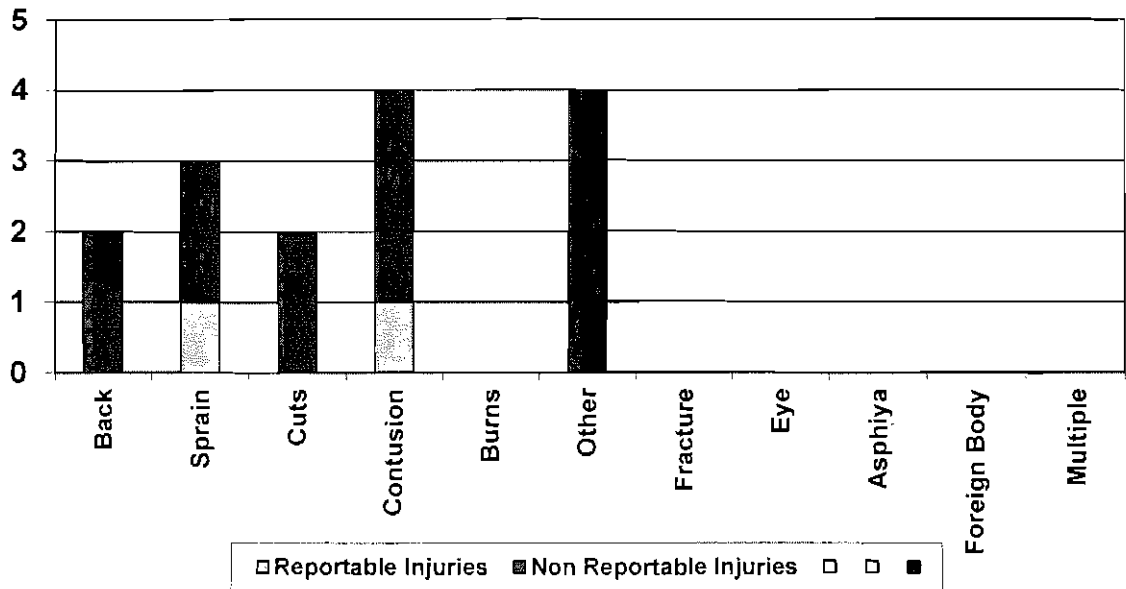
BASSETLAW DISTRICT COUNCIL

REPORTABLE "OVER 3 DAY" INJURIES FOR THE PERIOD  
1<sup>ST</sup> APRIL 2011 TO 30<sup>TH</sup> JUNE 2011

DATE OF ACCIDENT	SERVICE	JOB TITLE	DETAILS OF INJURY	DETAILS OF ACCIDENT
10/05/2011	Environment & Housing	Refuse Driver	Neck Injury	The refuse vehicle was coming to a stop in order to collect wheeled bins from the roadside on the A57 at Whimpton Moor. The vehicle was struck from behind by a Transit van travelling in the same direction. The impact caused neck injury to the driver.
10/05/2011	Environment & Housing	Refuse Loader	Bruising to Right Leg	During the same incident as above the injured person was getting ready to leave the vehicle when it was struck by the van. He was thrown against the door opening, striking his right leg.

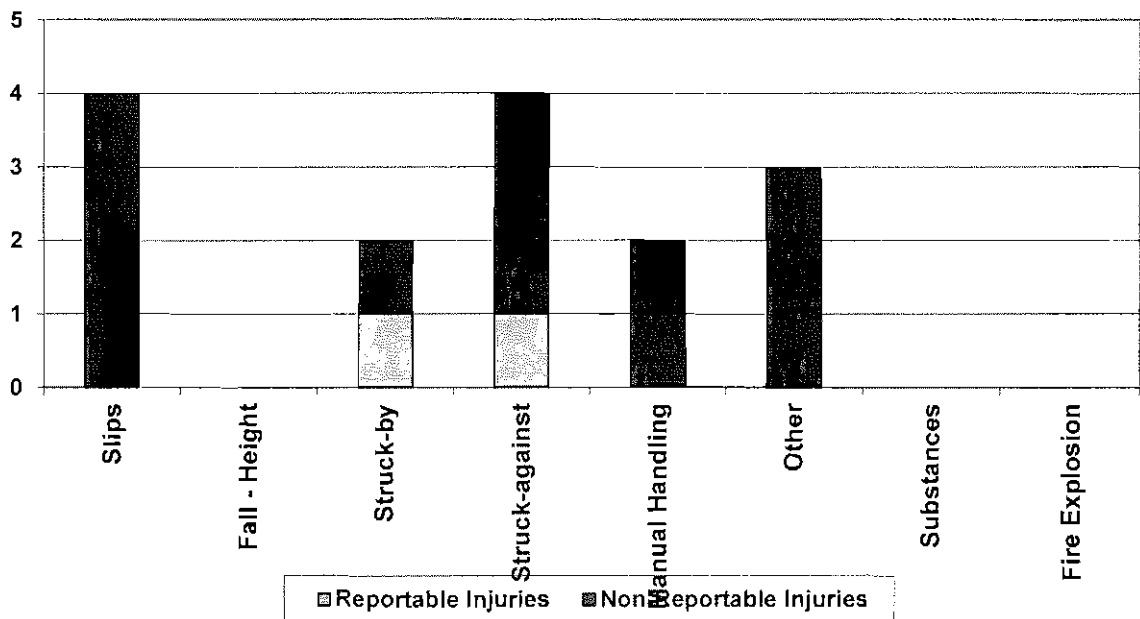
**Table 1**

**Summary of all accidents by injury type for the period  
1<sup>st</sup> April – 30<sup>th</sup> June 2011**



**Table 2**

**Summary of all accidents by type of accident for the period  
1<sup>st</sup> April – 30<sup>th</sup> June 2011**



**Table 3**

**Summary Of All Accidents By Service For The Period**  
**1<sup>st</sup> April to 30<sup>th</sup> June 2011**

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

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

April – June 2011

Table 1 – All Accidents

	<u>ACCIDENT CAUSES</u>					
	<u>Manual Handling</u>	<u>Strike Against</u>	<u>Struck By</u>	<u>Slips, Trips, and Falls</u>	<u>Others (Include Violence)</u>	<u>Total</u>
<b>EMR</b>	4.4	2.2	2.6	9.2	6.0	24.4
<b>BDC</b>	3.95	7.9	3.95	7.9	5.9	29.6
<b>Variation +/-</b>	-0.45	+5.7	+1.35	-1.3	-0.1	+5.2



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**4<sup>th</sup> October 2011**

**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 Havmeter tags have now been received and programmed by the company. A training session for Employees is scheduled for 21<sup>st</sup> September whereby they will become familiar with the system and how it works, along with the health effects of hand arm vibration. Following on from this the tags will be attached to the equipment for monitoring and recording purposes.

3.2.2 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

- 3.2.3 An update of the actions taken following the Joint Safety Inspections at Bircotes Leisure Centre and Kilton Forest Golf Club will be given under a separate agenda item.
- 3.2.4 Bircotes Leisure Centre has reported that a legionella risk assessment was to be carried out on 27<sup>th</sup> July and that the electrical installation inspection was due to be carried out on 1<sup>st</sup> August 2011 based on a 5 year rolling programme. The Safety Officers have requested confirmation that the above have been completed.
- 3.2.5 The Safety Officer has requested confirmation that the Kilton Forest Golf legionella risk assessment and schedule of temperature monitoring have been completed and that a copy of the asbestos risk assessment and survey is now kept on site. The Electrical Installation Inspection was due to be carried out on 1<sup>st</sup> August 2011. The Safety Officer has also requested confirmation that this has been completed.

### **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.
- 3.4.2 Kings Park water fountain is out of order. There have been no water samples taken as a result. Once the fountain has been repaired water samples will recommence. The Committee will be kept up to date with any health and safety issues that may arise.

### **3.5 First Aid Procedures**

- 3.5.1 Following the incident on Worksop Market a First Aid Course has been arranged to increase the amount of first aiders available on Market days. The signage at the entrance to the market has now been altered to allow emergency vehicle access if necessary. Market traders are being monitored to ensure that they do not encroach outside their boundaries.
- 3.5.2 A review of levels of first aid provision will be undertaken by the Safety unit in conjunction with HR. The levels of first aid cover needed for each site will be based on risk assessment. The risk will be based on the numbers of employees at each workplace and the nature of the work (ie jobs that present a higher risk of injury will require greater first aid resource). The findings will be submitted to Management Team by the end of October.

## **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:

- Garage workshop storage of flammable aerosols.
- Location of welding equipment.
- The mower repair shop mainly housekeeping issues.
- The LPG gas cylinder area non-compliant with the regulations.
- Storage and disposal of orphaned gas cylinders.

It is envisaged that all actions will be completed by the end of October 2011.

#### 5. **Sports Development – Paintball Arena**

- 5.2 The Safety Unit has been involved in a new activity Paintball Arena that is being run by Sports Development. The Safety Officers have worked closely with the Sports Development Manager to ensure that the instruction manual, safety precautions, risk assessments, fire procedures, safety briefings, disclaimers etc. are addressed satisfactorily before each event proceeds.

#### 6. **Training**

- 6.1 Manual handling assessment has taken place for the paintball arena. Needlestick injury training has been delivered to Street Cleaners. Fire training is due to commence in October / November.

#### 7. **Emergency Planning**

##### Emergency Plan

The Council along with others nationally is in discussions with St John Ambulance in order to possibly engage local St John Ambulance (SJA) members in a new voluntary role as Community Emergency Volunteers (CEV).

It is envisaged that the volunteers would be engaged on potentially any emergency incident within their immediate community which involved Category 1 or 2 Responders under the Civil Contingencies Act. The CEV's will provide care and support within their immediate communities in collaboration with the Council and other responders.

The exercise is being trialled in Newark. Appropriate training is to be provided to the volunteers by SJA and other responders.

The volunteers would operate within SJA infrastructure and rules including enhanced CRB clearance and first aid skills.

Site specific Flood Plans are to be drawn up in Bassetlaw in conjunction with the Environment Agency (EA). The EA have indicated that these may now be delayed until early 2012.

Emergency Control Room Manager training is being designed for Heads of Service who will manage the Emergency Control Room during any significant emergency incident. Safety Officers are currently preparing the training in conjunction with the County Council Emergency Planners and will deliver it by the end of 2011.

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

The exercise will also involve Drainage Engineers, Customer Services, IT and GIS Services.

A County wide sandbag protocol has been agreed by all Category 1 Responders within Nottinghamshire. The protocol clearly identifies each Council's policy on the provision of sandbags before and during a flood situation. The protocol strongly emphasises the need for householders to adopt "self-help" principles in advance of any future flood events.

A new leaflet has been designed and will be available soon for distribution within Bassetlaw and also for inclusion on our Emergency Planning Webpages.

### **Business Continuity Management (BCM)**

Following the Council's recent review of its Business Continuity arrangements the following documents have been revised:

- a) BCM Policy,
- b) Business Impact Assessment,
- c) Crisis Management Plan

All Recovery Strategies have been challenged and updated accordingly and a number of remedial actions have been implemented which has improved the status of the relevant plan e.g. from amber to green.

The Recovery Plans have been split into individual documents to aid ownership / accountability for the plan.

The Loss of Workshop (Carlton Forest) plan has been deleted as the risk around losing Carlton Forest Workshop is so low and appropriate mitigation plans have been put in place to further reduce this risk.

Review dates have been agreed and the plans will be reviewed again at this time.

Business Continuity updates / developments continue to be reported via the quarterly Risk Management Group.

As part of the review process new remedial actions have been identified. The Plan owners are aware of the actions required from them and the need to progress them in order for the Recovery Plans to be fully effective.

## **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: 12/120

The above actions will be funded from existing budgets.

d) Legal Ref: 302/10/11

The Council has a statutory duty to provide a safe system of work pursuant to the Health and Safety at Work Act 1974.

Local authorities have clear legal obligations and 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**

