



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

HEALTH AND SAFETY COMMITTEE

AGENDA

Meeting to be held in the
Ceres Suite,
Worksop Town Hall, S80 2AH
on Wednesday, 10th June 2015
at 1.30 pm

(Please note time and venue)

**Please turn mobile telephones to silent during meetings.
In case of emergency, Members/officers can be contacted
on the Council's mobile telephone: 07702 670209.**

**In accordance with the Openness of Local Government Bodies Regulations 2014,
audio/visual recording and photography at Council meetings is permitted
in accordance with the Council's protocol 'Filming of Public Meetings'.**

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Membership 2015/16

Councillors: D. Challinor, C. Entwistle, M. T. Gray, F. Hare, D. Potts,
D. R. Pressley, M. Richardson and M. Storey

Substitute Members: Any Member

Quorum: 2 Members

Lead Officer for this Meeting

Mrs. E. Prime - Ext. 3741

Administrator for this Meeting

Miss. C .Crossland - Ext. 3254

HEALTH AND SAFETY COMMITTEE

Wednesday, 10th June 2015

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 23rd APRIL 2015 * (pages 7 - 10)
5. MINUTES FOR ACTION * (pages 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 REGENERATION AND NEIGHBOURHOOD SERVICES *
 - (a) Accident Report for the Period 1st January 2015 to 31st March 2015
(pages 15 – 22)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities
(pages 23 – 26)

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 :

Type of Interest

- 1. **Disclosable Pecuniary**
- 2. **Non Pecuniary**

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

Note:

* When declaring an interest you must also state the nature of your interest.

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:

Disclosable Pecuniary Interests)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
)	
)	
Non Pecuniary Interests)	

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

Disclosable Pecuniary Interests

May relate to employment, office, trade, profession or vocation carried on for profit or gain
May relate to sponsorship
May relate to contracts
May relate to interests in land
May relate to licences to occupy land
May relate to corporate tenancies
May relate to securities

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- withdraw from the room
- not seek improperly to influence a decision on the matter

Non Pecuniary Interests

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

DRAFT

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Thursday, 23rd April 2015 at Worksop Town Hall

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors C Entwistle, D Potts and M Storey.

Employee Safety Representatives:

K Circuit, P Rodgers and G Watson.

Officers in attendance: C Crossland, J Moran and G Roberts.

ACTION BY

(Meeting commenced at 3.00pm.)

(The Chairman welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure. He also enquired as to whether any member of the public wished to film/record the meeting or any part thereof; however, there were no members of public present.)

The Safety and Resilience Manager introduced Garry Roberts, Safety Officer, to the Committee.

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Battey and A K Smith.

24. 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.

25. MINUTES OF THE MEETING HELD ON 15TH JANUARY 2015

RESOLVED that the Minutes of the meeting held on 15th January 2015 be approved.

26. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

27. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

28. REPORT(S) OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES

(a) Accident Report for the period 1st October to 31st December 2014

The Committee was presented with details of all reported injuries for the period October to December 2014 and a comparison with the same period in 2013 was given.

There was a total of 7 incidents reported, compared with 13 during the same period in 2013. There was one 'over 7 day' reportable injuries during this reporting period, compared with five during the same period in 2013. Eleven working days were lost as a result of the incidents in the report period compared to 81 working days during the same period in 2013. Details were appended to the report.

Appended to the report were: a summary of reportable injuries; a summary of all accidents by injury type and accident cause; a summary of all accidents occurring within each Service; and a long term comparison of quarterly accident statistics.

In response to questions raised in relation to benchmarking with other local authorities, Members were advised that statistics will be collected anonymously from the seven organisations using the SHE System to use as a comparison.

RESOLVED that:

1. The information regarding the number of accidents for the period October to December 2014 be received.
2. 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.
3. 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.
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

(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: fire risk assessments; refuse rounds audits; asbestos; legionella; first aid procedures; training; events – Safety Advisory Group; Skyguard System; Employee Protection Register; Markets; safety policy revision and emergency planning.

Members were given an update on the Horticultural Project. Water samples are still showing a bacterial presence however it has reduced. Monitoring will continue particularly in the warm weather. Members were advised that two of the watering sessions take place outside working hours and the other during lunchtime. No one should be in the polytunnel when water occurs and for 30 minutes afterwards. A1 have been asked to put up signs on the polytunnel and change the spray heads. This has not yet been done. A1 Have met all the other requirements and improvements have been made.

The Chairman stressed the importance of monitoring legionella and that any risks identified must be complied with. He added that if the requirements were not met the project could be closed down

Members were advised that there is no guidance available on polytunnels. It was suggested that the Council put forward information about the Council's experience to the Health and Safety Executive including a safe system of work and risk assessments.

The Mechanical Services Officer raised concerns about the water pipe which is hanging overhead between buildings instead of running underground.

In relation to Markets comments were made on the good progress. It was commented that a lot of work had gone into the improvements and credit was given to all those involved.

RESOLVED that:

1. An update on progress be circulated to Members of the Committee in relation to signage on the Horticultural Project polytunnels being erected, the overhanging water pipe and the spray heads being changed as recommended.
2. The Safety Officer liaise with the Mechanical Services Officer to put some information regarding polytunnels forward to the Health and Safety Executive.
3. Progress on the Health and Safety priorities be noted.

(K Circuit joined the meeting during the discussion of the Item)

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

(a) Committee Membership

The Chairman informed Members that the Vice-Chairman, Angela Dainty, has now left the authority. He commented on her hard work and commitment to the Committee. He also advised that it was Councillor J Rickells last meeting on the authority.

The Chairman thanked officers for their hard work during his time as Chairman of the Committee and Members and employee representatives for their contributions. He commented on the proactive nature of the Council and the importance it places on health and safety.

RESOLVED that:

1. A letter of thanks be sent to A Dainty for her work as Vice-Chairman and commitment to the Committee.
2. A letter of thanks be sent to Councillor J Rickells for his contributions to the Committee.

As there was no further business to be discussed the Chairman thanked everyone for their attendance and closed the meeting.

(Meeting closed at 3.10 pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

HEALTH AND SAFETY COMMITTEE 23/04/15

FROM: Democratic Services Officer (DSO) TO: DSO = Democratic Services Officer
SRM = Safety and Resilience Manager
(for forwarding to Unit Managers)

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

28. REPORT(S) OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES

(a) Accident Report for the period 1st October to 31st December 2014

RESOLVED that:

1. The information regarding the number of accidents for the period October to December 2014 be received.
2. 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.
3. 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.
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

SRM

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

RESOLVED that:

1. An update on progress be circulated to Members of the Committee in relation to signage on the Horticultural Project polytunnels being erected, the overhanging water pipe and the spray heads being changed as recommended.
2. The Safety Officer liaise with the Mechanical Services Officer to put some information regarding polytunnels forward to the Health and Safety Executive.

SRM

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

(a) Committee Membership

RESOLVED that:

1. A letter of thanks be sent to A Dainty for her work as Vice-Chairman and commitment to the Committee.
2. A letter of thanks be sent to Councillor J Rickells for his contributions to the Committee.

Chairman/DSO

HEALTH AND SAFETY COMMITTEE

10th June 2015

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.
(SRM = Safety and Resilience Manager)

<u>Min No</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
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None.

BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

10th JUNE 2015

**REPORT OF THE DIRECTOR OF
REGENERATION & NEIGHBOURHOOD SERVICES**

**ACCIDENT REPORT FOR THE PERIOD
1ST JANUARY 2015 TO 31ST MARCH 2015**

Cabinet Member (Portfolio): Policy,
Strategy and Communications
Contact: David Armiger
Ext: 3160

1. Public Interest Test

David Armiger 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 Health and Safety Committee with details of all reported injuries for the period January to March 2015 and to provide a comparison with the same period in 2014.
- 2.2 To also provide the Committee with a summary of all accidents by injury type, accident cause and a summary of all accidents occurring within each Service during the above period.

3. Background and Discussion

- 3.1 For the period January to March 2015 there were a total of 12 incidents reported. This compares with 11 incidents reported during the same period in 2014.
- 3.2 There was 2 “reportable injuries” during this reporting period, compared with 3 during the same period in 2014. Further details of the reportable injuries are included at Appendix 1.

69 working days have been lost as a result of the accidents in this report period compared with 52 days lost during the same period in 2014. One of the injured employees is still absent from work at 31st March 2015.

- 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 slip, trip and fall incidents have contributed most to the number of accidents for this period (6). The incidents reported to HSE this quarter (2) were both sprain injuries, one from a Manual Handling incident and the second from a slip and fall.

Table 3 Shows a summary of all accidents by Service. The table indicates little change in the total number of accidents reported in 2014. Neighbourhood Services continue to be the largest contributor to accident figures.

- 3.4 In order to give some further comparison of accident statistics over a longer period (3 Years), Appendix 3 provides details of the quarterly accident figures from April 2013 to March 2015.

This table illustrates that the **total number of accidents** (12) is below the “3 Year Average” of 12.41

The number of **“Reportable” lost time accidents** (2) for this current quarter is also below the “3 Year Average” of 2.75

The Safety Officers will continue to work with service managers to ensure that the causes of accidents are adequately investigated.

4. **Implications**

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial Ref: 16 264

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: 163/06/15

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 Health Safety Committee in receiving the information regarding the number of accidents for the period January to March 2015, 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 in their areas of responsibility, 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 Committee supports the above recommendations.

Background Papers

Location

APPENDIX 1

REPORTABLE "OVER 7 DAY" INJURIES FOR THE PERIOD
1ST JANUARY 2015 TO 31ST MARCH 2015

DATE OF ACCIDENT	SERVICE	INJURY DETAILS	DETAILS OF ACCIDENT
21 st January 2015	Street & Other Cleaning	Bruising & Sprain to Back	The injured person slipped on snow at Carlton Forest Depot. Continued to work on the day of the accident and the day after. Was then off work from 23 January to 15 th February.
17 th February 2015	Refuse Collection	Shoulder Sprain	Whilst carrying out duties as a refuse loader he felt pain in his shoulder. He had a pre-existing injury to this area.

Table 1

**Summary of all accidents by injury type for the period
1st January – 31st March 2015**

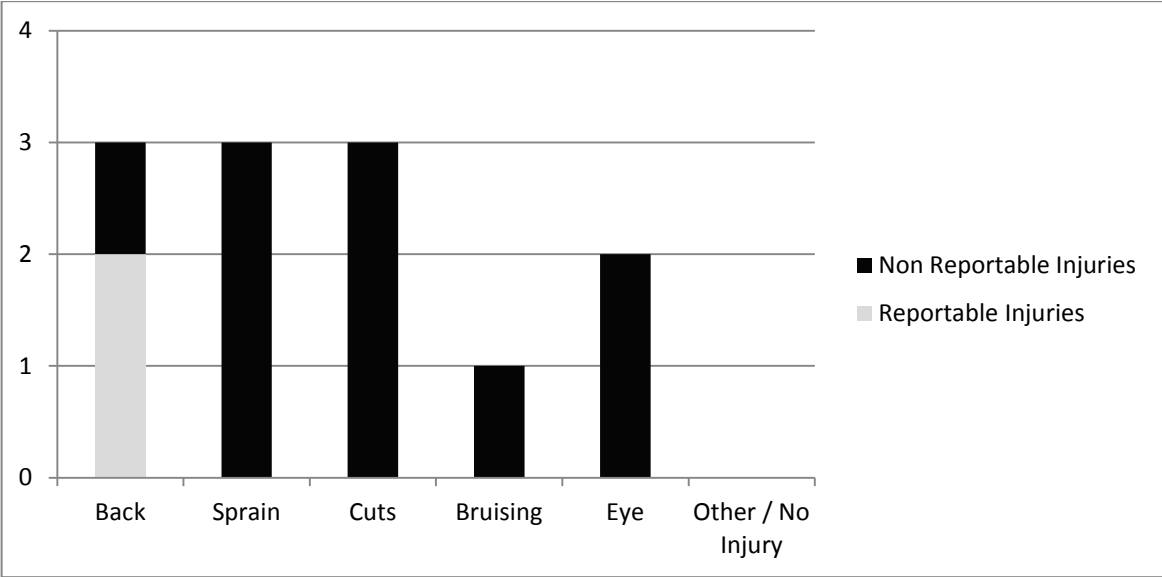


Table 2

**Summary of all accidents by type of accident for the period
1st January – 31st March 2015**

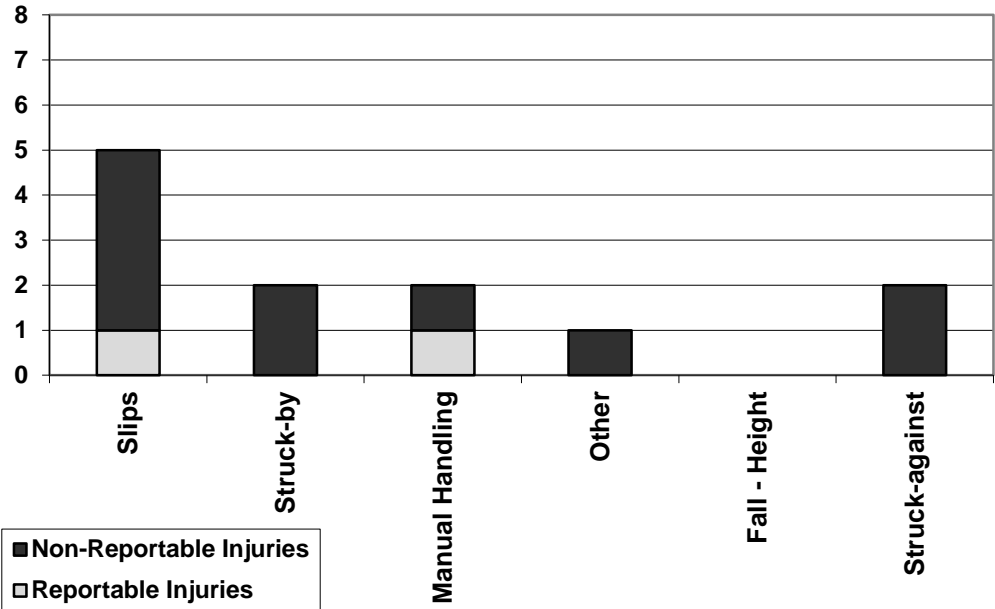


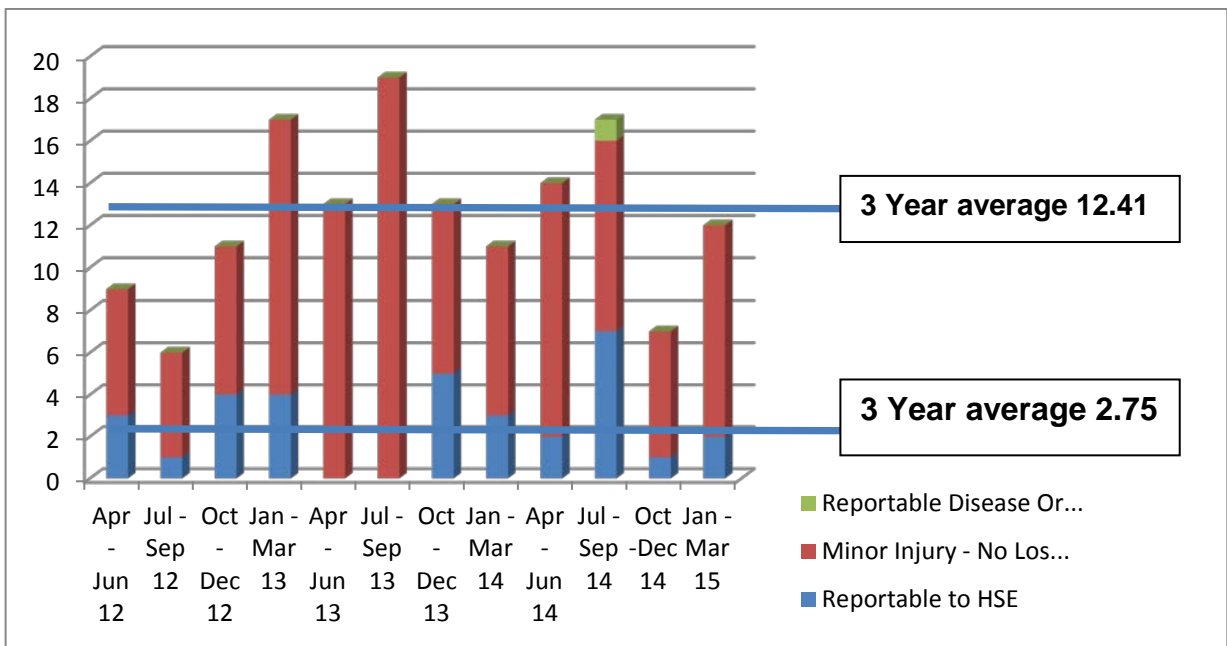
Table 3

Summary Of All Accidents By Service For The Period
1st January to 31st March 2015

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods	1	2	4	9	+6
Regeneration	2		4	1	-5
Corporate Services					
Finance & Property					
Human Resources					
Contractors etc.					
Total No Of Accidents	Previous Year		This Year		+1
	11		12		

APPENDIX 3

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
APRIL 2012 TO MARCH 2015



BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

10th June 2015

REPORT OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES

PROGRESS REPORT ON HEALTH, SAFETY AND EMERGENCY PLANNING PRIORITIES

Cabinet Member (Portfolio): Policy,
Strategy and communications
Contact: David Armiger
Ext: 3160

1. Public Interest Test

David Armiger 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 Health and Safety Committee, detailing progress made on the agreed priority areas.

3.2 Fire Risk Assessments

The fire risk assessment and action plan for Old Brewery Yard has been received. A meeting has taken place with relevant Managers to progress work that needs to be carried out to comply with the Fire Regulations.

A fire risk assessment for Queens Buildings will be carried out now that DWP have moved into the building.

3.3 Refuse Rounds Audits

Quarterly refuse rounds audits are have been slightly delayed due to sickness absence within the Refuse Service.

3.4 Asbestos

No new issues to report.

3.5 Legionella

Horticultural Project

The Water Quality Officer is continuing to monitor the water temperatures and sampling results from the project. The most recent results show no legionella or e-coli, but a TVC count.

Good working practices are implemented by A1 for the daily operation of the project.

The Safety & Resilience Manager has contacted the HSE to outline the approach taken to manage the Legionella risk at this site. He has indicated that the principles of the HSE Approved Code of Practice (L8) are applied at the site.

A request was made to the HSE to provide any more specific guidance they may have on Legionella risks in the operation of poly tunnels. The Health and Safety Inspector was not aware of any further guidance in this area but would consult with her colleagues in the agriculture section and forward any appropriate guidance. Nothing has been received to date.

3.6 First Aid Procedures

The next first aid meeting is scheduled for 9th July 2015.

3.7 Training

Corporate Safety Training

The safety team are awaiting details of the corporate safety training needs for 2015/16 arising from the appraisal process. Delivery of the training will start as soon as the information is available.

SHE Risk Assessment Training

The SHE Risk Assessment training is continuing to be delivered. This is likely to be completed by the end of June 2015. The training covers basic risk assessment principles as well as practical use of the SHE System.

Fire Training

General fire awareness training has been delivered to all staff with the exception of 7 market employees. Efforts are still being made to include these 7 employees. This has been one of the most successful outcomes of a safety training course at BDC with over 98% completion. Feedback on the course evaluation forms has been very positive for the e-learning package from Praxis42.

Proposed future training 2015/16

In conjunction with A1 Housing we will deliver:

- Chartered Institute of Environmental Health (CIEH) H&S Awareness training and
- The IOSH Managing Safely training course.

Both courses will be planned in and delivered to a number of managers / supervisors in 2015/16.

First Aid Training

Two new people have volunteered to become first aid trained for ground and third floors at Queens Buildings. This will bring the provision up to the standard of the first aid risk assessment. Training is scheduled for June 2015.

3.8 Employee Protection Register

A new Employee Protection Register is currently being trialled at Mansfield District Council. The system is planned to be introduced at MDC by the end of August after which time it will be rolled out at BDC.

3.9 Markets

The Markets action plan is progressing well. The Director of Regeneration and Neighbourhood services has held regular update meetings with the Town Centres Manager and Safety Team. The Market Handbook including a safe system of work for the erection of the market stalls is in its final stages of completion. The Town Centres Manager has consulted with H&S, HR and UNISON during this process. The handbook will also form part of site induction when any new starters or agency workers are employed. Work is still in progress for tractor driver safety and reversing activities.

3.10 Safety Policy Revision

The Council publishes its safety policy and arrangements for all staff to have access to on the Intranet at "Safety.Net". This site is now in the process of being updated to reflect recent policy changes.

3.11 Events – Safety Advisory Group

Bassetlaw District Council is in the process of setting up a Safety Advisory Group (SAG) for Events with the aim of advising Event Organisers of both internal and externally run events in the district. The Environmental Health Manager will chair the SAG group going forward.

A training / awareness session is to be run for Officers from BDC who will either be a part of the SAG process or who will take on the Event Organiser role for the Council.

4. Emergency Planning

A number of events are scheduled to take place at Clumber Park this year. The first SAG for their upcoming music event 'Flashback' is currently being scheduled in for June 2015. The SAG will involve a number of BDC Officers as well as colleagues from partner agencies.

Others SAG's are planned for later in the year, they include:

- Summer Camp style event (predicted 10,000 attendance)
- Emergency Services Day (predicted 10,000 attendance)
- Various sporting events

5. Implications

- a) For service users
The above actions will help protect the health and safety of service users.
- b) Strategic & Policy
The above actions will assist the Councils compliance with the Health & Safety at Work and Civil Contingencies Acts.
- c) Financial - Ref: 16 213

The above actions will be funded from existing budgets.

d) Legal Ref: 164/06/15

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.

This is not a key decision.

6. Options, Risks and Reasons for Recommendations

Not applicable.

7. Recommendations

7.1 That the progress on the health and safety priorities be noted.

Background Papers

Location