



**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, 9<sup>th</sup> December 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, D. Hare, D. Potts,  
D. R. Pressley, M. Richardson and M. Storey

**Substitute Members:** Any Member

**Quorum:** 2 Members

## **Lead Officer for this Meeting**

Mr. J. Moran – Ext. 4337

## **Administrator for this Meeting**

Miss. C .Crossland - Ext. 3254

# **HEALTH AND SAFETY COMMITTEE**

**Wednesday, 9<sup>th</sup> December 2015**

## **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 17<sup>TH</sup> SEPTEMBER 2015 \* (pages 7 - 10)
4. MINUTES FOR ACTION \* (pages 11)
5. OUTSTANDING MINUTES LIST \* (page 13)

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

#### **Key Decisions**

None.

#### **Other Decisions**

6. REPORT(S) OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES \*
  - (a) Accident Report for the Period 1<sup>st</sup> July to 30<sup>th</sup> September 2015 (pages 15 - 24)
  - (b) Progress Report on Health, Safety and Emergency Planning Priorities (pages 25 -30)

#### **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 CHAIR 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 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, 17<sup>th</sup> September 2015 at Worksop Town Hall**

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors C Entwistle, D Hare, D Potts, D R Pressley, M Richardson and M Storey.

Employee Safety Representatives:

K Circuit and P Rodgers.

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

(Meeting commenced at 1.30pm.)

(The Chair 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.)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from employee safety representative G Watson.

**2. 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.

**3. MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> JUNE 2015**

**RESOLVED** that the Minutes of the meeting held on 10<sup>th</sup> June 2015 be approved.

(K Circuit joined the meeting)

**4. MINUTES FOR ACTION**

In relation to Minute Number 7(b), Progress Report on Health, Safety and Emergency Planning Priorities. Members were advised that G Bailey, Environmental Health Manager, has been established as the Chair for the Safety Advisory Group. Publicity and training for officers will follow.

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

(Councillor M Storey joined the meeting)

5. OUTSTANDING MINUTES LIST

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

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

**Key Decisions**

None.

**Other Decisions**

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

(a) Accident Report for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2015

The Committee was presented with details of all reported injuries for the period April to June 2015 and a comparison with the same period in 2014 was given.

There was a total of 10 incidents reported, compared with 14 during the same period in 2014. There were three 'reportable injuries' during this reporting period, compared with two during the same period in 2014. 112 working days have been lost to date as a result of the incidents in the report period compared to 39 working days during the same period in 2014. 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; a long term comparison of quarterly accident statistics; and a comparison between the Council and the SHE User Group.

The number of incidents for Bassetlaw District Council during the period was higher than the SHE User Group average. It was noted that other organisations in the SHE User Group were new to the system and the statistics will become more accurate once they are more familiar with the system.

In response to a question raised Members were advised that the Department for Work and Pensions (DWP), who are now based in Queens Buildings, are not included in the Councils accident report. The DWP have a responsibility to report incidents to the Health and Safety Executive. The Council are working with the DWP in a number of areas for example first aid and fire safety.

In relation to building inspections Members were advised that service managers are responsible for reporting issues in their area and the overall maintenance of the building is the responsibility of the Facilities Team. It was noted that there is currently a shortage of health and safety representatives to carry out inspections and this needs to be looked at.

The Chair stressed the importance that employees are involved. He commented that any employee or union member should be encouraged to get involved. It is importance that employees, trade unions and management work together.

It was commented that the security at Queens Buildings has improved since the Council have employed a security company. Incidents are dealt with efficiently and professionally by the Security Officers.



**RESOLVED** that:

1. The information regarding the number of accidents for the period April to June 2015 be noted.
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.
5. The Committee be informed of the DWP's accident reporting and procedures at the next meeting.

(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; Employee Protection Register; Markets; safety policy revision; health and safety audits; HSE Visit; noise assessments; vibration measuring; and emergency planning.

In relation to asbestos it was noted that a survey has been carried out at 73 Bridge Street and asbestos has been found on site in two fire doors and the ceiling. The Mechanical Services Officer advised that the asbestos should be removed by the next meeting. The asbestos is currently in a safe state and clearly labelled.

In regards to legionella, a strain of legionella was identified at Westmorland House in the communal toilet. The species is low risk and does not fall within the parameters of the high risk group. Resampling has been carried out and the results have been negative. Members were advised that water quality reports indicate that the Council have a robust testing and monitoring regime and take any necessary remedial action.

A question was raised about the personal protective equipment (PPE) that market employees are required to wear. Concerns were raised that bump caps are not being worn when the market stalls are erected. Members were advised that it is normal practice for managers to determine what PPE is mandatory and advisory.

In relation to health and safety audits Members were advised that the scores can be made available after the follow up audits have been completed.

**RESOLVED** that:

1. Progress on the Health and Safety priorities be noted.
2. An update on the removal of the asbestos at 73 Bridge Street be given at the next meeting.
3. The recommendation for market staff to wear bump caps while erecting market stalls be raised with Market Managers.
4. Health and Safety Audit scores can be made available after the follow up audits have been completed.
5. Thanks be recorded to officers for work undertaken in relation refuse collection over last few years.

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

**Key Decisions**

None.

**Other Decisions**

None.

**7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT**

(a) **G Watson**

Members were informed that G Watson is unwell and currently receiving treatment.

**RESOLVED** that best wishes be sent to G Watson on behalf of the Committee.

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

(Meeting closed at 2.45 pm.)

**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**HEALTH AND SAFETY COMMITTEE 17/09/15**

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

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

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

(a) Accident Report for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2015

**RESOLVED** that:

1. The information regarding the number of accidents for the period April to June 2015 be noted.
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.
5. The Committee be informed of the DWP's accident reporting and procedures at the next meeting.

**SRM**

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

**RESOLVED** that:

1. Progress on the Health and Safety priorities be noted.
2. An update on the removal of the asbestos at 73 Bridge Street be given at the next meeting.
3. The recommendation for market staff to wear bump caps while erecting market stalls be raised with Market Managers.
4. Health and Safety Audit scores can be made available after the follow up audits have been completed.
5. Thanks be recorded to officers for work undertaken in relation refuse collection over last few years.

**MSO**

**SRM**

**SRM**

**DSO**

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**7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT**

(a) G Watson

**RESOLVED** that best wishes be sent to G Watson on behalf of the Committee.

**DSO**



**HEALTH AND SAFETY COMMITTEE**

**17<sup>th</sup> September 2015**

**OUTSTANDING MINUTES LIST**

**Members please note that the updated positions are shown in bold type following each item.**  
(SRM = Safety and Resilience Manager, MSO = Mechanical Services 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>
6(a)	17.09.15	Accident Report for the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2015 <b>Update to be given at the meeting.</b>	5. The Committee be informed of the DWP's accident reporting and procedures at the next meeting.	SRM
6(b)	17.09.15	Progress Report on Health, Safety and Emergency Planning Priorities <b>See Agenda Item No. 6(b)</b>	2. An update on the removal of the asbestos at 73 Bridge Street be given at the next meeting.	MSO



**BASSETLAW DISTRICT COUNCIL**

**HEALTH AND SAFETY COMMITTEE**

**9<sup>th</sup> DECEMBER 2015**

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

**ACCIDENT REPORT FOR THE PERIOD  
1<sup>ST</sup> JULY 2015 TO 30<sup>TH</sup> SEPTEMBER 2015**

Cabinet Member (Portfolio): Policy

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 July to September 2015 and to provide a comparison with the same period in 2014.
- 2.2 To also provide the Health and 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 2015 there were a total of 9 incidents reported. This compares with 17 incidents reported during the same period in 2014.
- 3.2 There have been 2 “reportable injuries” during this reporting period, compared with 7 during the same period in 2014. Further details of the reportable injuries for this period are included at Appendix 1.

48 working days have been lost as a result of the accidents in this report period compared with 157 days lost during the same period in 2014.

- 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 manual handling incidents have contributed most to the number of accidents for this period (5). The incidents reported to HSE this quarter (2) were both within Neighbourhood Services and resulted in sprain injuries.

Table 3 Shows a summary of all accidents by Service. The table indicates a reduction from the total number of accidents reported in 2014.

- 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 October 2012 to September 2015.

This table illustrates that the **total number of accidents** (9) is below the “3 Year Average” of 12.67

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

- 3.5 Bassetlaw District Council shares its SHE Safety Management System with 6 other organisations including A1 Housing and 5 neighbouring Councils. All 7 organisations within this “SHE User Group” have agreed to share anonymised accident data on a quarterly basis. This will permit us to benchmark our performance against other similar organisations. This information is shown at Appendix 4.

The figures submitted by the “SHE Group” will become more accurate and reliable for comparison as the group members become more familiar with the system and fully embed it into their organisations.

- 3.6 Appendix 4 gives details of Accident Incidence Rates (AIR) for BDC and the SHE User Group. The purpose of providing data in AIR is to enable a more accurate comparison of statistics by taking into consideration the variations of employee numbers between each employer.

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

The most up to date data available from the group is for April to June 2015. This has been compared with our July to September figures.

- 3.7 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: 16 120

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: 328 / 12 / 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 and Safety Committee in receiving the information regarding the number of accidents for the period July to September 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 Health and Safety Committee supports the above recommendations.

**Background Papers**

**Location**

## APPENDIX 1

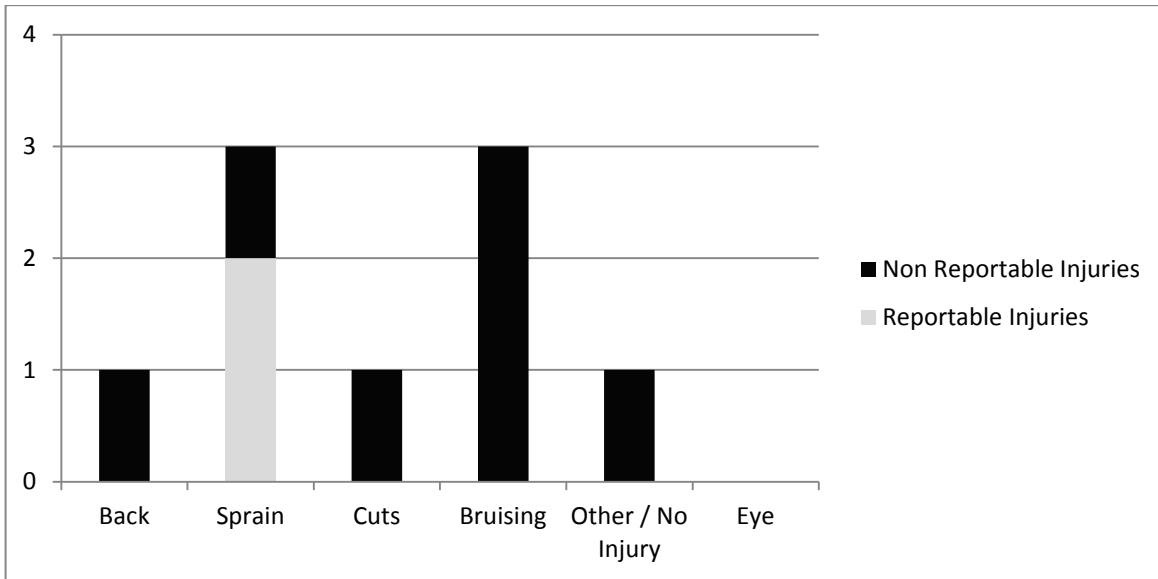
### REPORTABLE "OVER 7 DAY" INJURIES FOR THE PERIOD 1<sup>ST</sup> JULY 2015 TO 30<sup>TH</sup> SEPTEMBER 2015

<b>DATE OF ACCIDENT</b>	<b>SERVICE</b>	<b>INJURY DETAILS</b>	<b>DETAILS OF ACCIDENT</b>
11 <sup>th</sup> August 2015	Street Cleaning	Sprained stomach muscles.	Pulled the muscles in his stomach as he was lifting bulky items for disposal into his vehicle.
20 <sup>th</sup> August 2015	Street Cleaning	Injured shoulder	He was picking up a chair from a lay by to put it in his vehicle for disposal. His foot got tangled in some brambles and he stumbled striking his shoulder against the corner of the vehicle.

**APPENDIX 2**

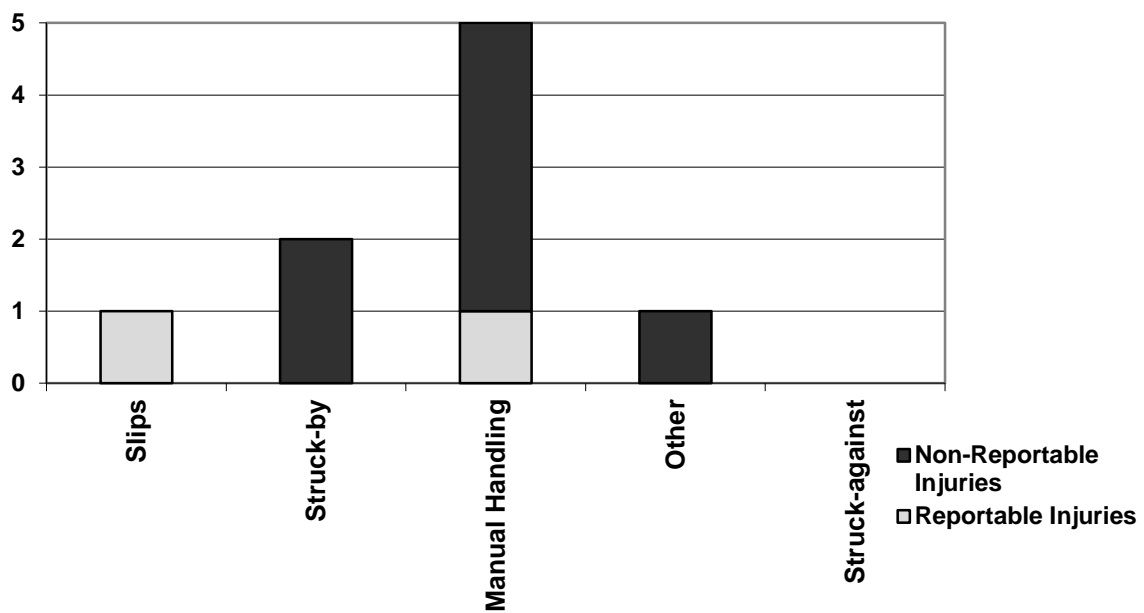
**Table 1**

**Summary of all accidents by injury type for the period  
1<sup>st</sup> July – 30<sup>th</sup> September 2015**



**Table 2**

**Summary of all accidents by type of accident for the period  
1<sup>st</sup> July – 30<sup>th</sup> September 2015**



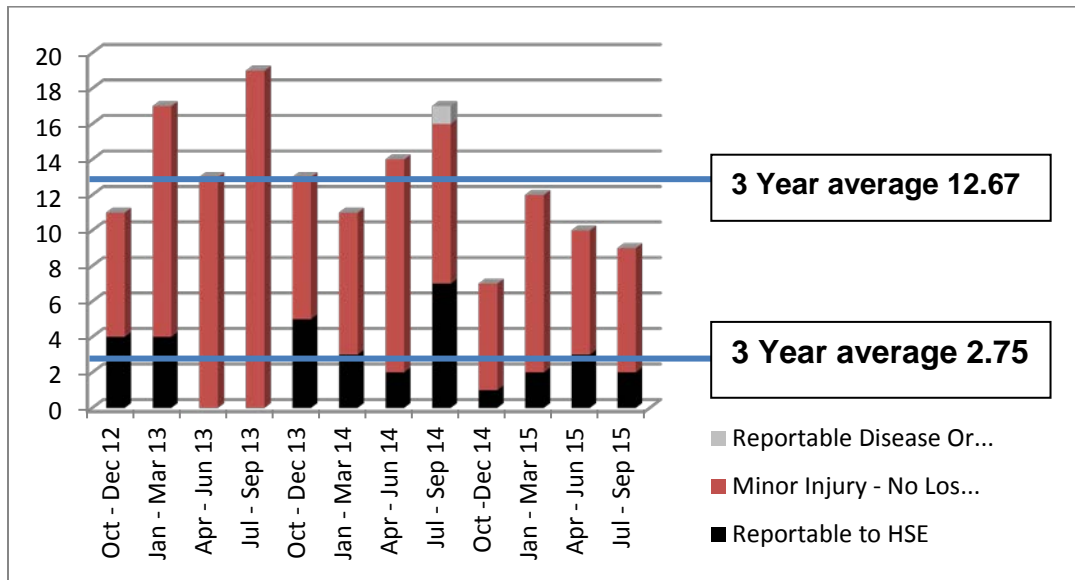
**Table 3**

**Summary Of All Accidents By Service For The Period**  
**1<sup>st</sup> July to 30<sup>th</sup> September 2015**

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods	5	2	7	5	-5
Regeneration	2		2		-4
Corporate Services					
Finance & Property			1	2	+1
Human Resources					
Contractors etc.					
Total No Of Accidents	Previous Year		This Year		-8
	17		9		

**APPENDIX 3**

**LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON**  
**OCTOBER 2012 TO SEPTEMBER 2015**

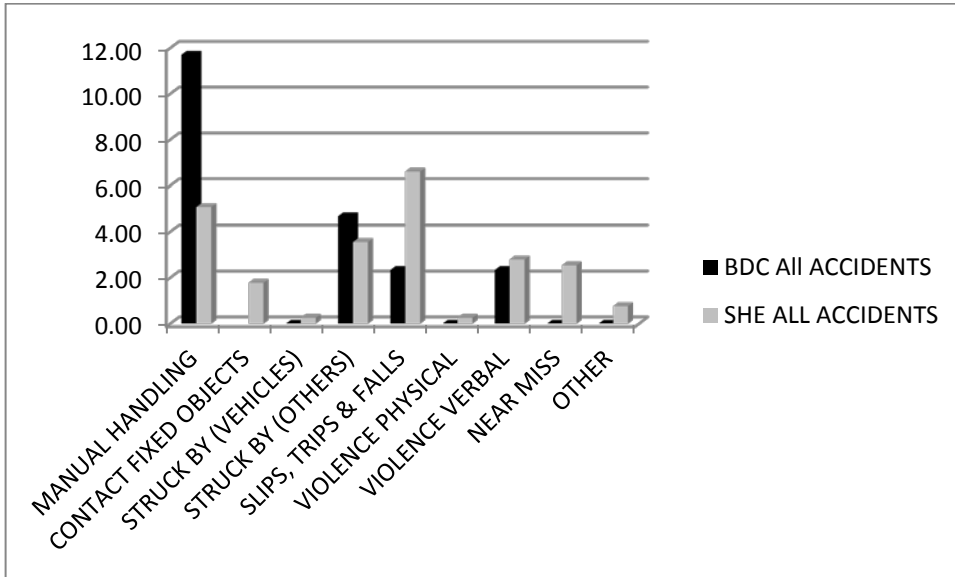


**Appendix 4**

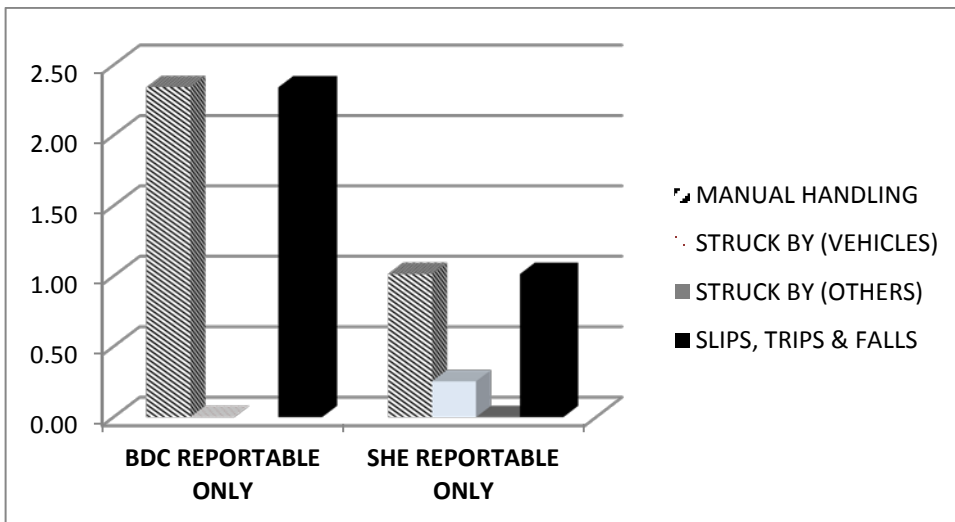
**Accident Incidence Rates (Per 1,000 Employees)**  
**Comparison Between Bassetlaw District Council (BDC)**  
**& the “SHE User Group”**

**JULY - SEPTEMBER 2015**

**Table 1 – All Accidents**



**Table 2 - Reportable Accidents Only**







**BASSETLAW DISTRICT COUNCIL**

**HEALTH AND SAFETY COMMITTEE**

**9<sup>th</sup> December 2015**

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

**PROGRESS REPORT ON HEALTH, SAFETY AND EMERGENCY PLANNING PRIORITIES**

Cabinet Member (Portfolio): Policy  
Contact: David Armiger  
Ext: 3160

**1. Public Interest Test**

David Armiger has determined in preparing this Report that the report is not considered confidential.

**2. Purpose of the Report**

2.1 To inform Members of the progress made within the agreed priorities of the Health and 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**

Work on the fire risk assessments is progressing with Property team. Worksop Town Hall and Portakabin fire risk assessments are scheduled for December 2015.

**3.3 Refuse Rounds Audits**

Refuse rounds audits have been carried in October. Results showed an improvement on the last audit.

**3.4 Asbestos**

The asbestos survey has been received. Property team are progressing the Asbestos issues within 73 Bridge St. The identified asbestos has been labelled up until such time that it can be removed by an appropriate contractor.

### **3.5 Water Quality Monitoring**

#### Westmorland House

The Water Quality Officer is continuing to monitor the bacteriological water results for Westmorland House following a positive sample identifying a form of legionella bacteria. The sample was taken from the hot water tap in the disabled toilet. Disinfection has been carried out. A single point of use wall heater has been installed along with single feed pipework and new taps. Resampling will be carried out and the results are awaited. The Water Quality Officer will update the Committee with the sampling results.

#### **3.5.1 Queens Buildings Portakabins**

Water quality reports for the Portakabins showed a high TVC count. Subsequently bottled drinking water will be supplied for staff until further notice. The Council's Legionella Contractor (DCS) have chlorinated the system and resampling has taken place. These samples are still showing a TVC count just over the permissible levels. Further purging and samples are to be taken until a safe level has been achieved.

Risk Assessments for each Portakabin have been undertaken by the service managers responsible. A Fire Procedure and first aid provision have been put in place and a list of "do's and don'ts" put up on the wall for staff.

#### **3.5.2 Polytunnel – Carlton Forest**

A positive sample identifying a form of legionella bacteria was reported. Immediate remedial action was taken to turn the water off completely and prevent access to the polytunnels.

Re- sampling of the system confirmed Legionella bacteria in the system. A meeting has been held between BDC/ A1 Housing to discuss the way forward. Further mitigation measures will be implemented once the UV light bulb has been replaced and is working correctly.

### **3.6 First Aid Procedures**

The next first aid meeting will be held on 7<sup>th</sup> January 2016.

### **3.7 Training**

#### Corporate Safety Training

The safety team have received the corporate safety training needs for 2015/16 arising from the appraisal process. Delivery of the training has been implemented and will be completed by the end of this financial year.

#### SHE Risk Assessment Training

The SHE Risk Assessment training has been delivered including a mop us session that took place in September. Any further requests for SHE risk assessment training will be delivered on a one to one basis.

### **Fire Training**

Fire training has been completed for 2015.

### **First Aid Training**

British Military Services delivered a free one day emergency first aid training course for BDC/A1/BMS staff on 8<sup>th</sup> October.

### **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.

### **Manual Handling Training**

A further two manual handling courses have been arranged in December for refuse, street cleaning and grounds maintenance staff and any new starter/apprentice in those areas.

### **Asbestos Awareness**

Asbestos awareness course has been arranged for January for street cleaning operatives who collect fly tip asbestos.

## **3.8 Employee Protection Register**

The Employee Protection Register has now been launched by the Safety Team and gone "Live" at Mansfield District Council. Staff drop in sessions have also been delivered on how to use the system.

BDC are waiting for costs from MDC IT department, so the system can be migrated across to our Authority.

As soon as the EPR system is available at Bassetlaw it will be trialled by managers and other possible users of the system. Employee Safety Representatives will also be consulted as part of this process.

Once the system has been agreed, awareness sessions will be delivered on its use. The necessary amendments will be made to the Council's Policy on Controlling Violence at Work.

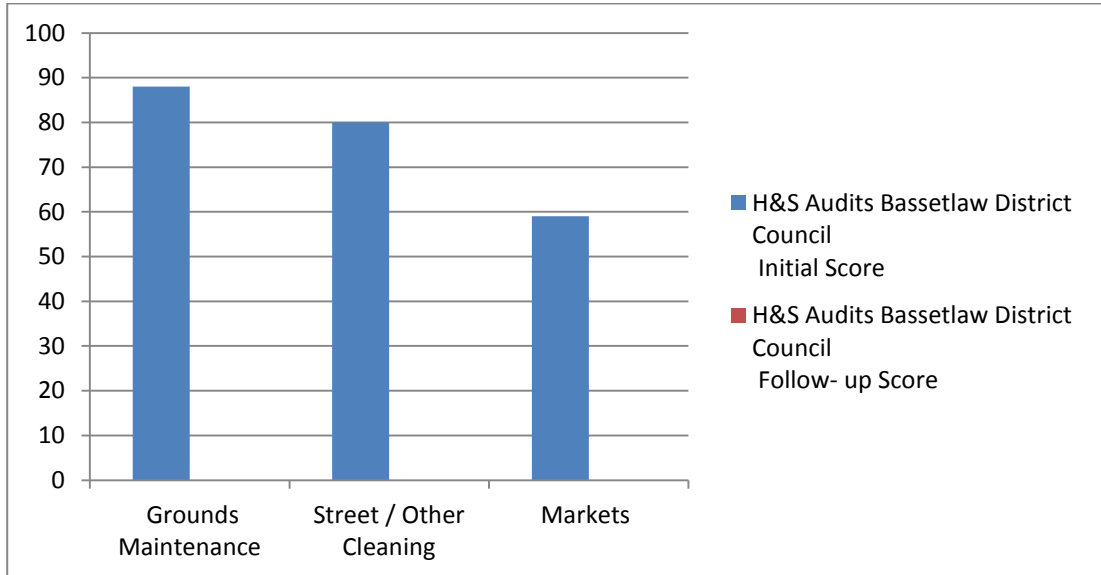
## **3.9 Events – Safety Advisory Group**

The Safety Advisory Group (SAG) for Events in Bassetlaw has been extremely busy over the past few months with a lot more events to assess than in previous years. Help and advice has been given by the group to both internal and external event organisers who hold events in the district.

A training / awareness session will be organised and 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.

### 3.10 H&S Audits

The safety team have started to implement a programme of health and safety audits for Bassetlaw District Council. The areas that have been identified for this financial year are Facilities Management, Street Cleaning, Grounds Maintenance and Markets. Safety Officers have completed H&S audits in the following areas:



Grounds Maintenance 88%  
Street/Other Cleaning 80%  
Markets 59%

Actions from the audit have been assigned to Managers to complete, a review of the audit's actions (follow up score) will take place after six months.

### 3.11 HSE Visit - Waste Collection Service

The HSE Inspector returned on the 8<sup>th</sup> September to finish the visit. The inspector went out on the refuse round, talking with operational members of staff and the union representative. No material breaches were found during the visit. A follow up letter was requested but to date nothing has been received.

## 4. Emergency Planning

### 4.1 Bomb Threat Procedure

The Council is currently in the process of reviewing its Bomb Threat Procedures. This will involve reviewing the responsibilities contained within the existing procedure and producing clearer guidelines on premises searches and producing site risk assessments.

Senior Managers have taken on as a group, the role of "Site Controller" for each BDC workplace premises. A lead Site Controller has been identified at each location. They are in the process of carrying out an assessment of the risk of bomb threats being received at each of the premises which they have responsibility for.

## 4.2 **Business Continuity Arrangements**

A review of the Council's Business Continuity strategies and arrangements will commence by the end of March 2016.

This will include a review of the current list of main threats to the council's activities as well as a review of the "critical services" and their target recovery times following an incident.

Existing response strategies will be examined and recommendations given to the individual strategy owners for consideration and possible inclusion in their response plans.

Following the review, it is intended to test any new arrangements by running an exercise involving senior managers and strategy owners. This will be delivered by September 2016.

## 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: 16 181
- d)  
The above actions will be funded from existing budgets.
- e) Legal Ref: 327 / 12 / 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**