



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, 13th July 2016
at 1.30pm

(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 2016/17

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, 13th July 2016

AGENDA

1. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages (Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
4. MINUTES OF MEETING HELD ON 10TH MARCH 2016 * (pages 7 -10)
5. MINUTES FOR ACTION * (page 11)
6. OUTSTANDING MINUTES LIST * (page 13)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

7. REPORT(S) OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES *
 - (a) Accident Report for the Period 1st January to 31st March 2016 (pages 15 - 24)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities (pages 25 - 28)

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

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 01909-533254 or by e-mail
cara.crossland@bassetlaw.gov.uk

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.)

D R A F T

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Thursday, 10th March 2016 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors D Challinor (Chair), C Entwistle, D Hare, D Potts, D R Pressley, M Richardson and M Storey.

Employee Safety Representatives:

K Circuit, P Rodgers and G Watson

Officers in attendance: S Bowler, J Hamilton and J Moran;
J Bowler and I Davies (Agenda Item No. 6(a) only).

(Meeting commenced at 1.35pm.)

(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.)

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from D Fretwell (Employee Safety Representative).

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 9TH DECEMBER 2015

RESOLVED that the Minutes of the meeting held on 9th December 2015 be approved.

(The Chair thanked the Vice-Chair for chairing the meeting in his absence.)

26. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

(Councillor M T Gray joined the meeting at this point.)

27. OUTSTANDING MINUTES LIST

In relation to Outstanding Minute No. 20 – Accident data from tenant organisations, the Safety and Resilience Manager advised that he has requested such data via the Property Manager from the tenants in Queen’s Buildings (DWP, Credit Union, etc.).

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) Flooding Initiatives/Schemes and Resilience Plans

J Bowler, Facilities Manager, and I Davies, Engineer, gave a presentation on Flood Risk Management in Bassetlaw.

The Facilities Manager explained that the Flood Authority is Nottinghamshire County Council (NCC) and the Highways Authority (NCC) has responsibility for highways drainage. As a partner, the District Council is duty bound to assist the Flood Authority. Other bodies include the Internal Drainage Boards – Trent Valley and the Isle of Axholme including the Rivers Idle and Ryton - and the water/sewerage companies. Nationally, there are 11 Regional Flood and Coastal Committees; a business case has been presented to the relevant Regional Committee to gain funding for floodworks.

The ‘Flood Risk Management in Bassetlaw’ Plan is a restricted document and details response/action to incidents/properties at risk of flooding, and the capital expenditure involved. An example of a typical day was discussed, i.e. 9th March 2015, which highlighted the various duties undertaken by these two officers.

Elected Members cited examples of incidents/problem areas and officers reported on action taken/to be taken by the Council.

The Facilities Manager reported that the Environment Agency (EA) is now passing over responsibility for water courses to the Internal Drainage Boards and District Councils wherever possible. The EA is only retaining responsibility for major rivers and it can be argued that the River Ryton is a “major” river, having had much work done to it during recent years. The EA is looking to reinforce the flood barriers on the River Ryton adjacent the Cricket Club. A lack of response from the EA is causing further problems for the Council.

The Engineer reported that The Canch in Worksop is now managed by the Canals and Rivers Trust, and current problems with The Canch were explained.

The Chair praised both J Bowler and I Davies for their excellent work in maintaining the water courses in Bassetlaw. They both also advise parish councils on such matters. He expressed concern about the lack of succession planning for both these officers. The Facilities Manager reported that he has been asked to prepare a business case for the appointment of an apprentice who could be trained up to ultimately take over flood risk management and other duties when both himself and I Davies retire. The relationship between this area of work and the planning process was discussed.

RESOLVED that:

1. The presentation on flood risk management in Bassetlaw be noted.
2. Thanks be recorded to both J Bowler and I Davies for their excellent work to date.

(b) Accident Report for the period 1st October to 31st December 2015

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

There was a total of 13 incidents reported, compared with 7 during the same period in 2014. There were no 'reportable injuries' during this reporting period, compared with one during the same period in 2014. 6 working days have been lost to date as a result of the incidents in the report period compared to 11 working days during the same period in 2014. Details were appended to the report.

The Safety Officer gave brief details to the Committee about an incident which had occurred the previous week concerning a refuse freighter. The incident was reported to the Health and Safety Executive, and both the driver and vehicle had been tested. The driver of the other vehicle involved is still in hospital.

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.

RESOLVED that:

1. The information regarding the number of accidents for the period October to December 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.

(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: fire risk assessments; asbestos; water quality monitoring; first aid procedures; training; Employee Protection Register; events – Safety Advisory Group; health and safety audits; emergency planning – flood planning and control of major accident hazards.

Further issues were raised by elected Members and Employee Safety Representatives, and the following were noted as requiring action:

- Charter Day at Retford is missing from the list of events and takes place on Council land.
- The possibility of Employee Safety inspections being re-introduced at both A1 Housing and BDC.

RESOLVED that:

1. Progress on the Health and Safety priorities be noted.
2. The areas of concern raised by the Employee Safety Representatives be followed up by the Safety & Resilience Manager/Safety Officer.

29. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED that, in accordance with Part 1 of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as defined in Paragraph 1, and therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No. 7(a) – Queen’s Buildings - Security – Paragraph 1

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

30. REPORT(S) OF THE EMPLOYEE SAFETY REPRESENTATIVES

(a) Queen’s Buildings - Security

The Committee was informed of the health and safety concerns of staff with regard to the recent vandalism at Queen’s Buildings and potential flaws with security were highlighted. These issues had been raised with the Director of Corporate Resources who had given a very comprehensive response highlighting proposed and implemented actions, and these were listed at Paragraph 3.5 of the report.

These issues were discussed by the Committee, together with proposals for solutions. Employee Safety Representatives raised further areas of concern, and the following were noted as requiring action:

- An inspection of the rear doors to Queen’s Buildings highlighted problems which cannot be resolved. Replacement doors are needed.
- Access doors between the Town Hall and the adjacent offices no longer allow access by using staff swipe cards; this can result in staff being trapped between the two buildings. A new IT system is needed.

RESOLVED that:

1. The position and action being taken to prevent further acts of vandalism in Queen’s Buildings be noted.
2. The areas of concern raised by the Employee Safety Representatives be raised with the relevant service manager and, if necessary, reported to Management Team by the Safety & Resilience Manager/Safety Officer and followed up.

31. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

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

(Meeting closed at 3.05pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

HEALTH AND SAFETY COMMITTEE 10/03/16

FROM: Senior Democratic Services Officer TO: 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) Flooding Initiatives/Schemes and Resilience Plans

RESOLVED that:

1. The presentation on flood risk management in Bassetlaw be noted.
2. Thanks be recorded to both J Bowler and I Davies for their excellent work to date.

(b) Accident Report for the period 1st October to 31st December 2015

RESOLVED that:

1. The information regarding the number of accidents for the period October to December 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.

SRM / Unit Managers

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

RESOLVED that:

1. Progress on the Health and Safety priorities be noted.
2. The areas of concern raised by the Employee Safety Representatives be followed up by the Safety & Resilience Manager/Safety Officer.

SRM

30. REPORT(S) OF THE EMPLOYEE SAFETY REPRESENTATIVES

(a) Queen's Buildings - Security

RESOLVED that:

1. The position and action being taken to prevent further acts of vandalism in Queen's Buildings be noted.
2. The areas of concern raised by the Employee Safety Representatives be raised with the relevant service manager and, if necessary, reported to Management Team by the Safety & Resilience Manager/Safety Officer and followed up.

SRM

HEALTH AND SAFETY COMMITTEE

13th July 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>
NONE				

BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

13th JULY 2016

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

**ACCIDENT REPORT FOR THE PERIOD
1ST JANUARY 2016 TO 31ST MARCH 2016**

Cabinet Member: Policy, Strategy &
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 2016 and to provide a comparison with the same period in 2015.
- 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 January to March 2016 there were a total of 12 incidents reported. This compares with 12 incidents reported during the same period in 2015.
- 3.2 There have been 3 “reportable injuries” during this reporting period, compared with 2 during the same period in 2015. Two of the injuries were to employees and further details of these are included at Appendix 1. The third injury was to a member of the public. The member of public was driving on London Road, Retford when his vehicle collided with a refuse vehicle. This incident was reported to the Health & safety Executive (HSE) as the injured person received significant injuries and was taken directly from the scene to hospital. There were

no physical injuries to the members of the refuse collection team however all three have been absent from work for a total of nine days with stress / anxiety related issues.

48 working days have been lost as a result of the accidents in this report period compared with 181 days lost during the same period in 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 “Other / No Injury” incidents (5) are the largest contributor to the figures for this period. These incidents include 3 “no injuries” and 2 incidents involving stress / anxiety for employees. One of these incidents involved 3 employees from the same refuse collection team being absent after witnessing a serious road traffic collision. All 3 incidents reported to the HSE this quarter occurred in Refuse Services. Two were injuries to employees and one was an injury to a member of the public who collided with a refuse vehicle.

Table 3 Shows a summary of all accidents by Service. The table indicates a small increase in the number of incidents within Regeneration Services and a small reduction of incidents within Neighbourhood Services during this period (2).

- 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 2016.

This table illustrates that the **total number of accidents** (12) is slightly below the “3 Year Average” of 12.5

The number of **“Reportable” lost time accidents** (3) for this current quarter is above the “3 Year Average” for lost time injuries of 2.33

- 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 Bassetlaw statistics have been compared with the January to March 2016 figures from the "SHE User Group". The SHE User Group figures represent statistics for 4,252 employees across 7 organisations.

- 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 – 17 279

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: 511/07/16

The Council has a statutory duty to provide a safe system of work under the Health and 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 January to March 2016, 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 Council's Safety Committee supports the above recommendations.

Background Papers

Location

REPORTABLE "OVER 7 DAY" INJURIES FOR THE PERIOD
1ST JANUARY 2016 TO 31ST MARCH 2016

DATE OF ACCIDENT	SERVICE	INJURY DETAILS	DETAILS OF ACCIDENT
5 th February 2016	Refuse Collection	Eye Injury	Whilst collecting wheeled bins he had to drive his vehicle between a car and a hedge. He had his driver's window open and as he passed between the 2 obstacles a branch of the hedge struck him in the eye.
29 th March 2016	Refuse Collection	Sprained Ankle	Alleged to have sprained his ankle at work. The incident is still under investigation and the precise cause has not yet been established.

Table 1

**Summary of all accidents by injury type for the period
1st January – 31st March 2016**

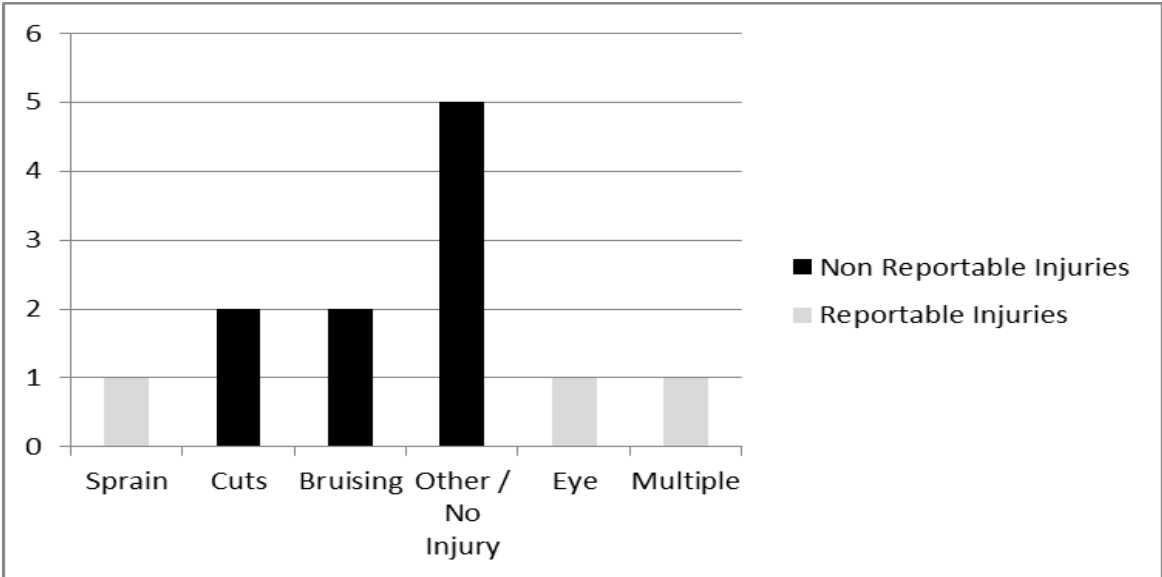


Table 2

**Summary of all accidents by type of accident for the period
1st January – 31st March 2016**

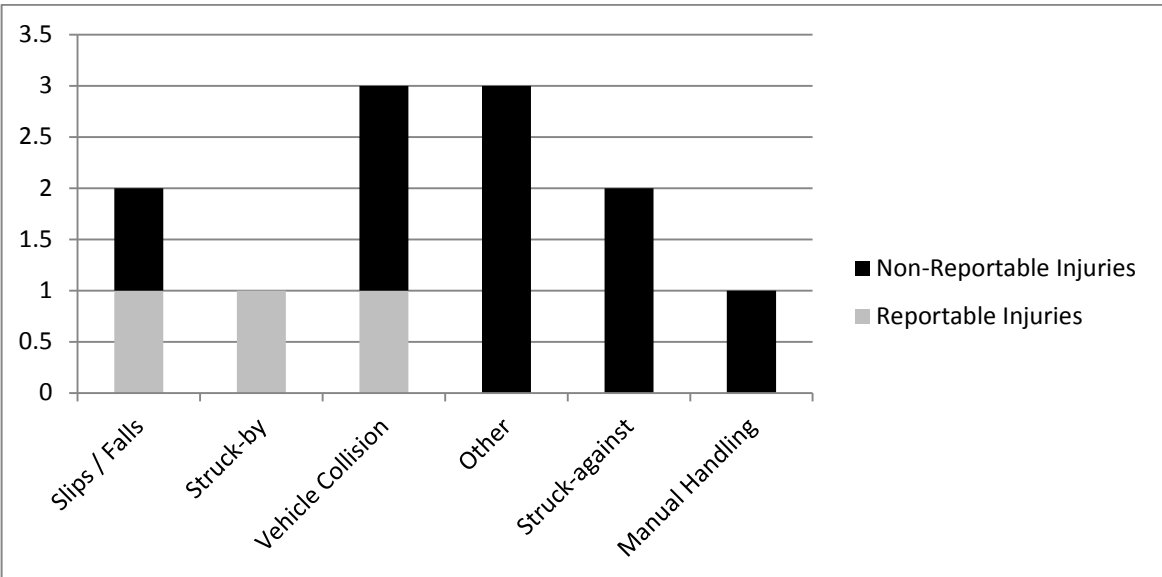
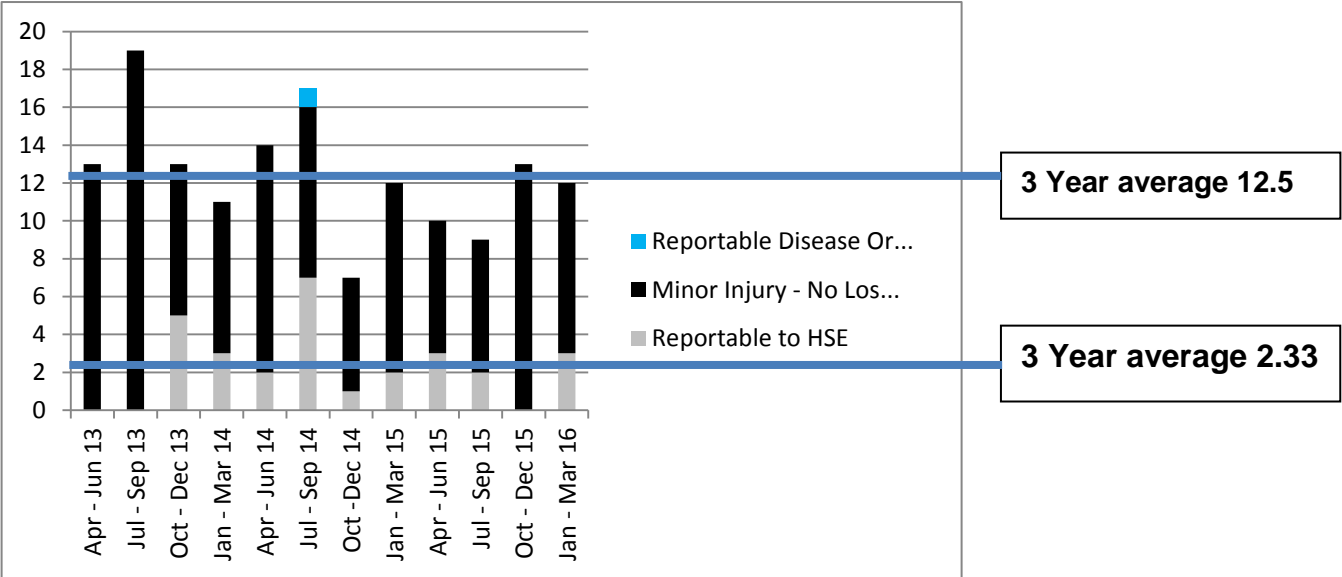


Table 3

Summary Of All Accidents By Service For The Period
1st January to 31st March 2016

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods	2	3	9	6	-2
Regeneration			1	3	+2
Corporate Services					
Finance & Property					
Human Resources					
Contractors etc.					
Total No Of Accidents	Previous Year		This Year		NIL
	12		12		

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
APRIL 2013 TO MARCH 2016



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

JANUARY - MARCH 2016

Table 1 – All Accidents

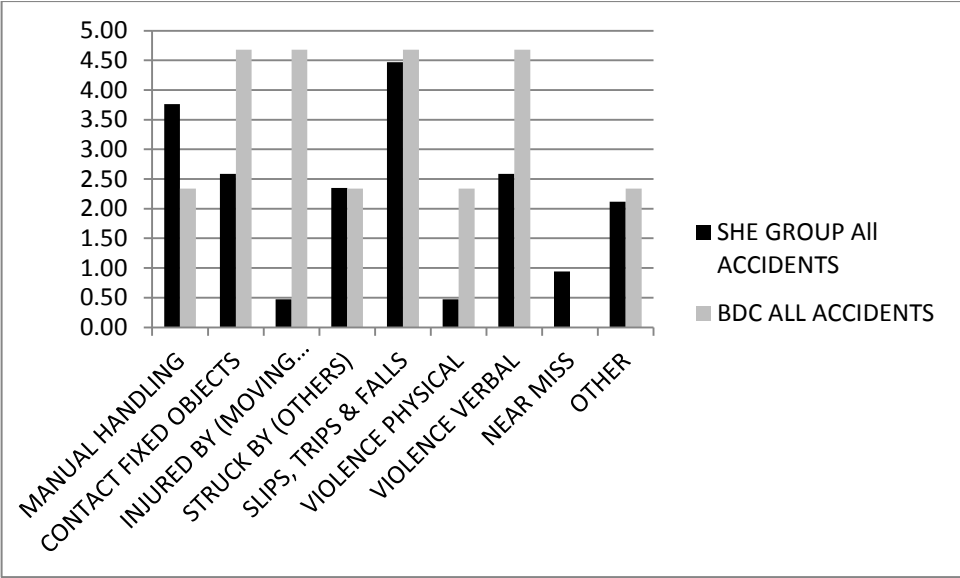
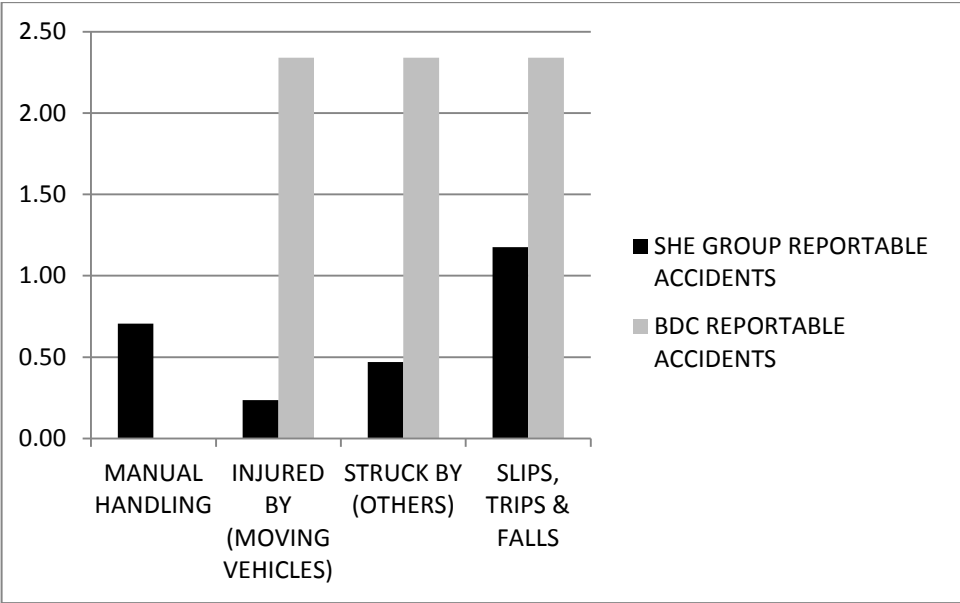


Table 2 - Reportable Accidents Only



BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

13th July 2016

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

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

Cabinet Member: Policy, Strategy &
Communications
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 & 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 Fire Risk Assessments

Fire risk assessment actions are being tracked through the SHE system with relevant managers responsible for their specific building. The following areas have been programmed for fire risk assessment to be carried out this year:

- a. QB 1st Floor & County Wing
- b. Depot – Carlton Forest
- c. Retford Town Hall & 17b The Square
- d. Bassetlaw Museum

3.3 Asbestos

Licensed Asbestos Contractors were appointed by the Property team to remove the asbestos that was present at 73 Bridge Street. This work has now been completed.

3.4 Water Quality Monitoring

Water quality testing continues on the schedule. Annual chlorination of the sheltered housing schemes water systems is now underway for this year.

3.5 **Training**

Corporate Health & Safety Training 2015/16

Course	Number Trained
General Fire Awareness	22
Emergency First Aid at Work	16
Manual Handling	54
SHE risk assessment training	48
First Aid at Work	7
Emergency Pump Training	2
Defib / Refresher Training	7
Asbestos Awareness Training	6
Work at Height	13
Chapter 8	7
Needlestick Injury Training	41
Conflict Management	11
Total	234

3.6 **Public Accessible Defibrillator Training – General Public**

In conjunction with Retford Civic Society two public access defibrillators were purchased and installed at Retford. One at 17b the square and the other at Chapel gate Toilets.

Two training sessions were held in May for the general public and 40 people attended the training in total.

3.7 **Employee Protection Register**

Bassetlaw District Council has been informed by Mansfield District Council that they have now recruited two new people in IT. As a priority they have been given the task of working on the EPR system to enable it to 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.

While we wait for the system to be available, the Safety & Resilience Manager has requested details from Heads of Service about which areas of their service will use the system and who they require to have “Manager Access Rights” to the system. This work can be coordinated whilst we are waiting for the software.

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

3.8 **Events – Safety Advisory Group**

Bassetlaw Safety Advisory Group (SAG) continues to advise event organisers with developing their plans for 2016. Events so far this year are:-

Workshop Pride

10th July 2016

Rat Race Trailblazer (Clumber Park)	26th - 29th May 2016
Glow Worm (Clumber Park)	TBA
Food & Drink Festival (Clumber Park)	Sep-16
Langold Lake Music Festival	30-Jul-16

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. Information and event application advice for event organisers has been put onto the Bassetlaw Internet.

3.9 A1 H&S Site Monitoring

Site health and safety inspections are ongoing by Bassetlaw District Council Safety Officers for A1 Housing trades including BRS, Electricians and Gas fitters. This is in line with closer working relationships with A1 Housing.

3.10 Refuse Rounds Monitoring

Due to sickness absence within the supervisory team in refuse collection, the safety officers have helped refuse with the quarterly round monitoring programme during May. Issues raised have gone to the relevant Managers to resolve.

4. Emergency Planning

4.1 Training

A number of senior managers have signed up for emergency planning training (or refresher training) this year. The training includes:

- Multi-Agency Operational Response Training.
- Tactical Coordination Group Training (or refresher)
- Management of the Recovery from an Emergency
- Strategic Coordination Group Training

All of this training is delivered by the Nottinghamshire Local Resilience Forum (LRF)

4.2 Emergency Plans - Exercise

The Safety & Resilience Manager and an Emergency Planning Manager from Notts County Council will attend CMT in July in order to gain approval for the delivery of an emergency planning training exercise at some point in the near future.

In addition to approval for training, we will be seeking CMT approval of the Council's Business Continuity Impact Assessment. This includes agreement on critical services, recovery time objectives and critical threats to the Council.

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: 1728
The above actions will be funded from existing budgets.
- d) Legal - Ref: 510/07/16

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:

- An event or situation which threatens serious damage to human welfare in the United Kingdom or in a part or region,
- An event or situation which threatens serious damage to the environment of the United Kingdom or of a part or region, or
- 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