



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, 18th October
2017 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 2017/18

Councillors: A. Chambers, D. Challinor, C. Entwistle, M. T. Gray, D. Hare, D. Potts, D. R. Pressley, 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. B. Pinkney - Ext. 3252

HEALTH AND SAFETY COMMITTEE

Wednesday, 18th October 2017

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages 5-6)
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
3. MINUTES OF MEETING HELD ON 12th July 2017 * (pages 7-10)
4. MINUTES FOR ACTION * (page 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 1st April 2017 to 30th June 2017 (pages 15-22)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities (pages 23-28)

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

7. REPORT OF EMPLOYEES' REPRESENTATIVES
 - (a) Queens Buildings Security Service (Pages 29-30)
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 01909-533252 or by e-mail
Bethany.pinkney@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.)

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Wednesday, 12th July 2017 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors D Challinor, A Chambers, C Entwistle, M T Gray, D Hare, D Potts and D R Pressley.

Employee Safety Representatives:

K Circuit and D Fretwell.

Officers in attendance: S Bowler, J Moran and B Pinkney.

(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. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIR

RESOLVED that D Fretwell be appointment Vice-Chair for the ensuing year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from employee representative Glen Watson.

3. 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.

4. MINUTES OF THE MEETING HELD ON 5TH APRIL 2017

RESOLVED that the Minutes of the meeting held on 5th April 2017 be approved.

5. MINUTES FOR ACTION

In regards to Minute No. 29 members were advised that the eye bolts that hold the Christmas lights up had been tested and are tested frequently. The next test is due to take place in October 2017. It was noted that the results from the test be circulated.

RESOLVED that:

1. The Minutes for Action be received.
2. Eye bolt test results be circulated to members.

6. OUTSTANDING MINUTES LIST

In relation to outstanding minute No. 31(b) – Members were advised that no contact had been received from the injured individual involved in the accident or relatives. However, it is believed that the individual is now off life support. The police have inspected the vehicle and have found no faults.

In relation to outstanding minute No. 31(b) – Members were advised that the figures have been put into place for security systems at Retford Town Hall. However, there are still issues regarding where the funding will come from.

Members were advised that Retford Town Hall has now got CCTV cameras and an alarm system. This alerts the caretakers when anyone enters the building.

The chair advised that a letter will be sent to the leader of the Council and cabinet addressing security at Retford Town Hall and failure to address the issues at Worksop Town Hall back stairwell due to funding constraints.

RESOLVED that:

1. The Outstanding Minutes List be received.
2. A letter be sent to the leader of the Council and Cabinet addressing security at Retford Town Hall and failure to address the issues at Worksop Town Hall back stairwell due to funding constraints.

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 2017

The Committee was presented with details of all reported injuries for the period January to March 2017 and a comparison with the same period in 2016 was given.

There was a total of 10 incidents reported, compared with 16 during the same period in 2016. There were no (zero) 'reportable injuries' during this reporting period, compared with 3 'reportable injuries' during the same period in 2016. 2 working days has been lost to date as a result of the incidents in the report period compared to 48 working days during the same period in 2016. 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; a comparison between the Council and the SHE User Group and details of DWP accidents relating to Queen's Buildings.

RESOLVED that:

1. The information regarding the number of accidents for the period January to March 2017 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. That the Council's Safety Committee supports the above recommendations.

(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; asbestos; water quality monitoring; training; H&S Workplace Audits; Employee Protection Register; A1 H&S Site Monitoring; and emergency planning.

Members were advised that a risk assessment had been carried out at Carlton Forest. However, results have not yet been received.

Members were advised that the water systems quality officer retiring, the water quality testing and monitoring is currently been undertaken by the appointed contractor (DCS) until a new post is in place.

Due to the high level of compliance year on year, it has been asked that the annual leisure centre compliance audits be reduced in frequency to once every 2 years. Members asked for further information regarding the BPL Leisure Centre audits to be presented at the next meeting in order for members to make a decision.

Members were given an update of the Corporate Risk Management Groups assessment of the level of corporate risk and to provide information on the controls currently in place to mitigate the risk together with identified actions and progress made in the implementation of the actions.

RESOLVED that:

1. The progress on the Health and Safety priorities be noted.
2. Further information be given at the next meeting regarding the annual Leisure Centre compliance audits.

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

Members were given a verbal report on fire safety provision. None of the properties that are managed by A1 Housing on behalf of Bassetlaw District Council have been fitted with the type of external cladding that was found on Grenfell Tower and subsequently on many other Local Authority buildings that have failed fire safety tests ordered by the Department for Communities and Local Government.

It was noted that within Bassetlaw there are no block of flats of six storeys or more and only three five-storey block of flats. The investigation that has taken place has focussed on blocks of flats that are six storeys and above.

A1 Housing and Bassetlaw District Council take fire safety and the safety of its residents extremely seriously; as such fire risk assessments are carried out on all blocks of flats a regular basis.

Close work with Nottinghamshire Fire and Rescue service and an independent Fire Safety Consultant has been carried out over the past 3 years to ensure that all the properties within Bassetlaw meet the strict fire safety standards.

Members were advised that as part of these measures Bassetlaw have retrofitted three of the Independent Living Centres with sprinkler systems, installed hard-wired smoke alarms in all flats and provided hard-wired smoke alarms or misting systems in properties where high risk residents have been identified.

In addition, fire doors I flats have been replaced and renewed, emergency lighting has been fitted in all blocks of flats, and internal communal areas are decorated with fire retardant paint. Members were advised that in conjunction with Nottinghamshire Fire and Rescue Service, the highest blocks within Bassetlaw have been checked to ensure that should a fire break out, it could be effectively managed by the fire service.

(Meeting closed at 2.43pm)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

HEALTH AND SAFETY COMMITTEE 12/07/17

FROM: 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 :

5. MINUTES FOR ACTION

RESOLVED that:

1. The Minutes for Action be received.
2. Eye bolt test results be circulated to members.

SRM

6. OUTSTANDING MINUTES LIST

RESOLVED that:

1. The outstanding minute list be received.
2. A letter be sent to the leader and cabinet addressing the security at Retford Town Hall and failure to address the issues at Worksop Town Hall back stairwell due to funding constraints.

SRM

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

(a) Accident Report for the period 1st January to 31st March 2017

RESOLVED that:

1. The information regarding the number of accidents for the period 1st January to 31st March 2017 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. That the Council's Safety Committee supports the above recommendations.

SRM

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

RESOLVED that:

1. The progress on the Health and Safety priorities be noted.
2. Further information be given at the next meeting regarding the annual Leisure Centre compliance audits.

SRM

HEALTH AND SAFETY COMMITTEE

18th October 2017

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>
5	12/07/17	Minutes for action	Eye bolt test results be circulated to Members.	
		See Agenda Item Number –	Circulated.	SRM
6	12/07/17	Outstanding Minutes	A letter to be sent to the Leader of the Council and Cabinet addressing the security at Retford Town Hall and failure to address the issues at Worksop Town Hall back stairwell due to funding constraints.	
		See Agenda Item Number –	The letter has been sent.	SRM
7(b)	12/07/17	Progress report on Health, Safety and Emergency Planning Properties	Further information be given at the next meeting regarding the annual Leisure Centre compliance audits.	
		See Agenda Item Number 6(b)		SRM

BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

18th OCTOBER 2017

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

**ACCIDENT REPORT FOR THE PERIOD
1ST APRIL 2017 TO 30TH JUNE 2017**

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 April to June 2017 and to provide a comparison with the same period in 2016.
- 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 April to June 2017 there were a total of 5 incidents reported. This compares with 18 incidents reported during the same period in 2016.
- 3.2 There have been 3 “reportable injuries” during this reporting period compared with 2 “reportable incidents” during the same period in 2016. Further details of the reportable injuries for this period are included at Appendix 1.

186 working days have been lost (to 31st August 2017) as a result of the accidents in this report period compared with 75 days lost during the same period in 2016.

- 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 4 of the 5 incidents resulted in a sprain or strain to the back or shoulder. Three resulted from manual handling activities whilst the fourth was a result of a Road Traffic Collision. Two of the injured employees (1 Parks 1 Street Cleaning) are still absent from work at 31st August.

Table 3 Shows a summary of all accidents by Service. The table indicates a large decrease in Neighbourhood & Regeneration Services and a reduction of 1 incident in Corporate Services. An increase of 1 incident within Finance and Property Services.

- 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 July 2014 to June 2017.

This table illustrates that the **total number of accidents** (5) is below the “3 Year Average” of 10.75

The number of **“Reportable” lost time accidents** (3) for this current quarter is above the “3 Year Average” for lost time injuries of 2.17

- 3.5 Bassetlaw District Council shares its accident data with A1 Housing and a number of neighbouring Councils. All have agreed to share anonymised accident data on a quarterly basis. This will permit us to benchmark our performance against other similar organisations. The shared accident data for this reporting quarter shows:

	Reportable Injuries	All Injuries
Bassetlaw DC	7.03	11.71
All Data Sharing Group	2.9	24.3

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 The above accident data is given as Accident Incidence Rates (AIR) for BDC and the Shared Data 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.

$$\text{AIR} = \frac{\text{Number of Accidents} \times 1000}{\text{Number of employees}} = \text{Number of accidents}$$

Number of Persons Employed

per 1,000 employees.

The Bassetlaw statistics have been compared with the January to March 2017 figures from the "Data Sharing Group". These shared figures represent statistics for 4,486 employees across 8 organisations.

- 3.7 The Safety Officers will continue to work with service managers to ensure that the causes of accidents are adequately investigated.
- 3.8 Any Department of Work & Pensions (DWP) accident details relating to their work at Queens Buildings will in future be reported to this committee for information only.
For this reporting period there has been no incidents reported by DWP staff.

4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial – Ref: 18/186

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: 137/10/2017

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 April to June 2017, 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

APPENDIX 1

REPORTABLE "OVER 7 DAY" INJURIES FOR THE PERIOD 1ST APRIL 2017 TO 30TH JUNE 2017

DATE OF ACCIDENT	SERVICE	INJURY DETAILS	DETAILS OF ACCIDENT
21 st April 2017	Parks & Grounds	Sprained Back	While lifting grave shields the injured person felt pain in his back.
25 th April 2017	Street Cleaning	Sprained Back	The injured person reported that he had sprained his back while putting a fridge into the back of a vehicle.
26 th June 2017	Benefits, Rates & Council Tax	Sprained shoulder and bruised head	The injured person was at the front of a queue of 3 vehicles at a junction. A lorry came up behind and failed to stop, striking the van at the back of the queue. This was then pushed onto the next vehicle which in turn struck the injured persons vehicle.

Table 1

**Summary of all accidents by injury type for the period
1st April – 30th June 2017**

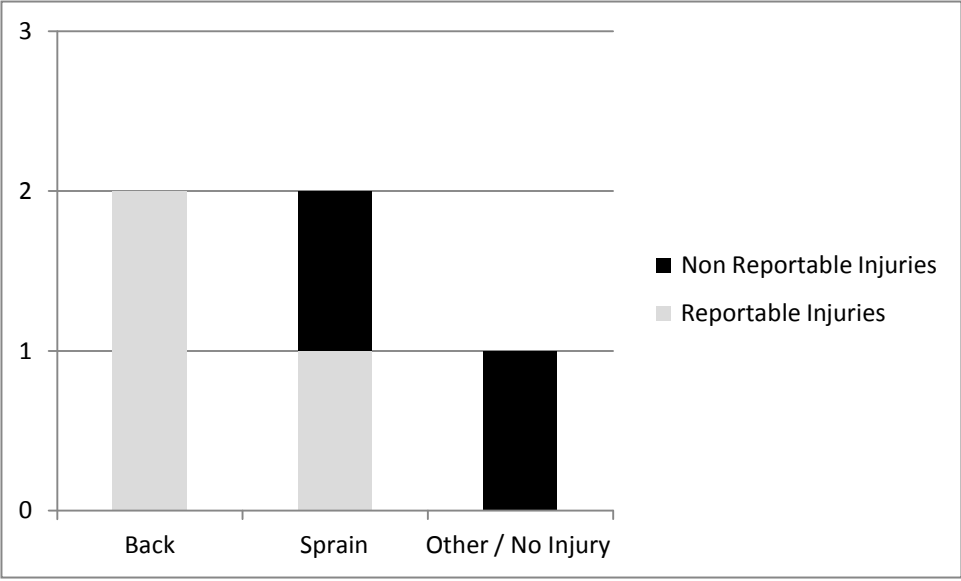


Table 2

**Summary of all accidents by type of accident for the period
1st April – 30th June 2017**

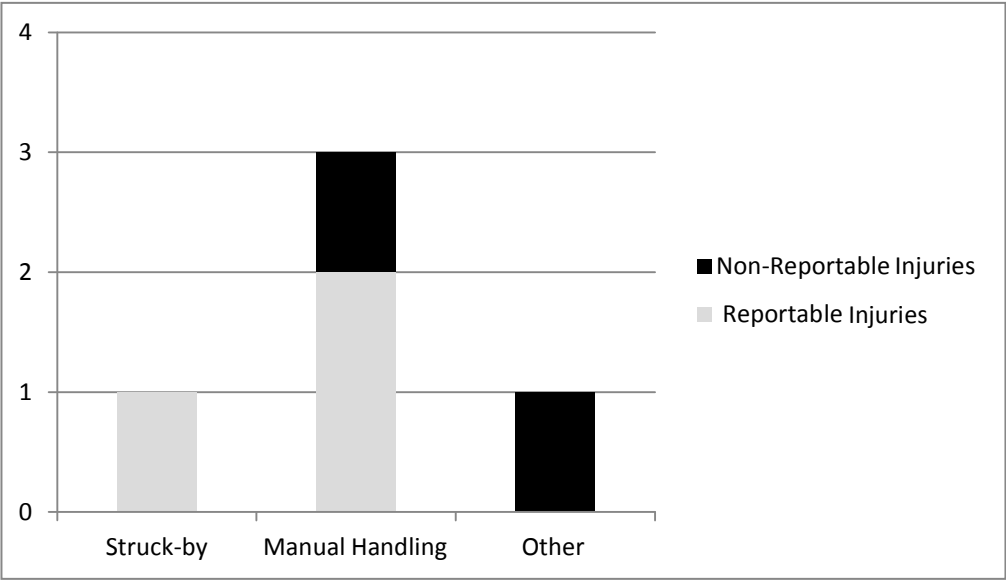


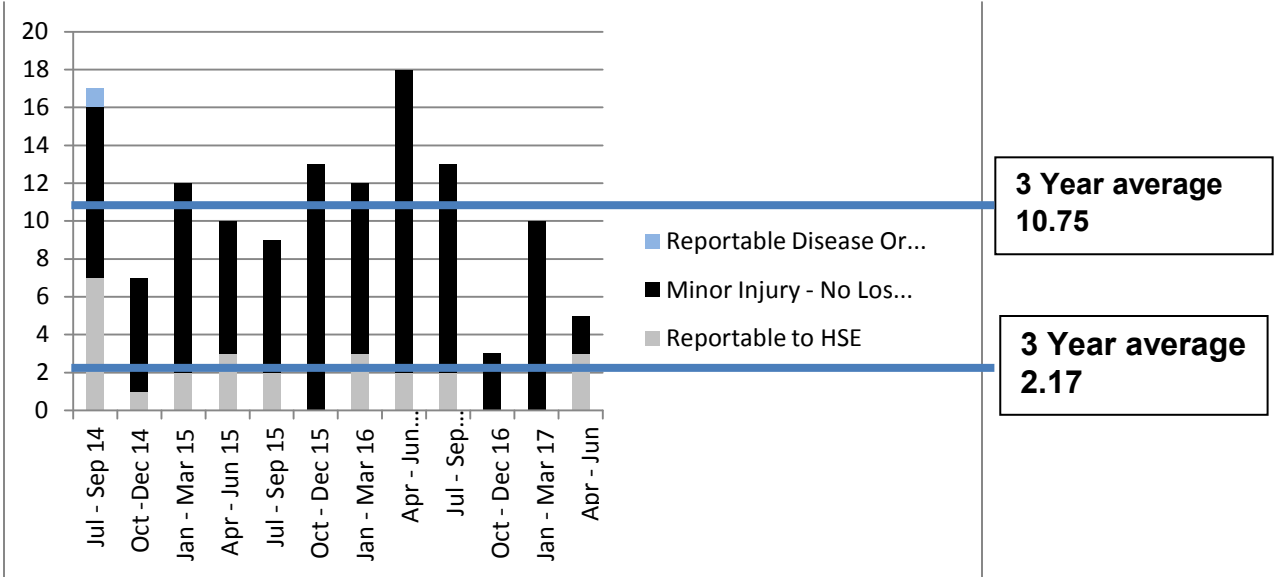
Table 3

Summary Of All Accidents By Service For The Period
1st April to 30th June 2017

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods	2	2	12	2	-10
Regeneration			3		-3
Corporate Services			1		-1
Finance & Property		1			+1
Human Resources					
Contractors etc.					
Total No of Accidents	Previous Year		This Year		-13
	18		5		

APPENDIX 3

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
JULY 2014 TO JUNE 2017



BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

18th October 2017

**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 (FRAs)

Fire Risk assessments are carried out as per the Councils schedule. All the office moves have taken place at Queen's Buildings. A FRA now needs to be arranged for the building as a whole.

Outstanding fire actions are being completed by property team and premises manager and monitored through the SHE Assure system.

3.3 Water Quality Monitoring

A member of staff from Property Team has been trained in Legionella Management and is now the "Responsible Person" under the Legionella Regulations for the Council.

For Sheltered Housing Schemes, and Town Halls water quality testing and monitoring is currently undertaken by the appointed contractor Descale and Chlorination Services Ltd (DCS).

There have been some out of specification reports on water quality at Langold and Kings Park splash pools over the past 2 months. Areas and jets were thoroughly cleaned and disinfected and retested and found to be satisfactory.

3.4 BPL Leisure Centre audits

Information was sent to the Councillors regarding the audit programme that is in place and carried out at Bassetlaw's Leisure Centres.

All 3 Leisure Centres are audited by an external audit organisation, Quality Leisure Management (QLM).

BPL are also introducing from this year, an internal continuous improvement audit programme at all sites.

The BPL Safety Manager carries out unannounced site inspections at each site on a regular basis.

In addition to the above monitoring carried out internally by BPL, BDC's Safety Team have been carrying out annual safety audits at all 4 BPL sites. All 4 sites have consistently scored high levels of compliance at these audits (ranging from 92 to 100% compliance for 2017 audits). Due to the high level of compliance year on year, the Safety & Resilience Manager has requested that the frequency of audits carried out by Safety Officers are increased from annually to every 2 years.

This is to allow the Safety Officers to extend their focus and support to monitoring our in-house services.

Should our future audits indicate a significant reduction in compliance levels at Leisure Centres, the frequency will return to annually.

3.5 Review of First Aid Risk Assessment

Under the first aid at work regulations a review of the current first aid risk assessment was undertaken. The assessment also considers the level of risk presented by the work activity in accordance with HSE guidelines.

The numbers of first aid trained personnel at Retford was reviewed and staff were asked if they wanted first aid training. No one has come forward for this training. There are enough Market Labourers first aid trained during assembly and disassembly. It is essential that adequate numbers of first aiders are available at all times when people are at work.

3.6 Departmental H&S Audit

The Refuse Departments at both Mansfield and Bassetlaw Councils have had a H&S audit carried out. Compliance was good, actions have been put onto the SHE system for completion by the service Managers.

3.7 Manual Handling Training

Manual handling training for Markets, Refuse, and Grounds Maintenance staff was carried out in August 2017.

3.8 Employee Protection Register (EPR)

The recommendation from IT is to proceed with the ECINS system currently being used by Community Safety.

The Safety & Resilience Manager has had a demonstration of its capabilities and discussion with the Safety Team to plan the way forward.

Managers and Employee Representatives will be consulted as part of the roll out and training process of any future system.

Once the system is ready to go ahead, awareness sessions will be organised and delivered to relevant staff.

The Council's Policy on Controlling Violence at Work will be updated to reflect the use of ECINS.

4.0 Emergency Planning

4.1 Emergency Plans – Exercise

An emergency planning / business continuity exercise was carried out for extended corporate management team on 18th July 2017.

“Exercise Burnout” was developed with Nottinghamshire County Council's emergency planning team as a table top exercise to facilitate discussion and consideration of business continuity plans and critical activities.

The exercise was loosely based on the events of an actual arson attack on another local authority's buildings during 2015.

The exercise was delivered using four scenario injects using a series of questions to help prompt and direct discussions within the team and ensure all considerations were made for the various aspects of the incident during the hours, days and weeks following the incident.

The Councils Business Continuity policies and strategies are being reviewed following the exercise.

Corporate Management Team are currently reviewing the current list of “critical activities” and business interruption threat levels. Two new services (HR and Customer Services) have been added to the “critical activities” list.

A table top waste fires exercise has been arranged for 11th December 2017. The exercise will involve partners from multi agencies and will aim to test the new offsite waste fire plans. Bassetlaw have nominated a Director, Head of Service, 2 operational officers and 2 emergency planning officers to take part.

4.2 Emergency Planning Incident – 18 July 2017

A fire broke out at MBA Polymers a modern recycling centre near Claylands Industrial Estate Worksop. 500 tonnes of plastic caught fire. Seven fire engines from around the region were initially sent to tackle the blaze. Residents and local businesses were advised to keep their windows and doors closed and tune into the local radio for updates. Public Health England were monitoring the smoke plume for contaminants and the effect on people's health. The results were below the levels that would cause any permanent injury. The need to evacuate residents and open a rest centre was not required.

5.0 Corporate Risk Group Update

5.1 One of the live risks on the Council's Corporate Risk Register is Risk number 14 “The failure to properly risk assess Council practices and take appropriate action”.

- 5.2 This report provides an update to inform the Council's Safety Committee of the Corporate Risk Management Group's assessment of the level of corporate risk arising from any potential failure to properly risk assess and take appropriate action to control risks arising from our practices.

The risk rating has decreased since the last meeting from D4 "Red" to its current level of C3 "Amber". The group considered that the impact arising from this risk has reduced since the implementation of previously identified control measures. Appendix 1 illustrates the current risk description and ranking.

6. 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: 18/500

The above actions will be funded from existing budgets.

- d) Legal - Ref: 138/10/2017

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

Appendix 1

Risk Description (what)	Commentary and rationale (where, why, how, value of impact)	Key Risk Driver	Raw Risk	Current Risk	Target Risk
Failure to properly risk assess practices and take appropriate action	Systems and procedures for the management of the Council's working procedures are regularly assessed and reviewed to ensure that they are fit for purpose.	Health & Safety	D4	C3	B3

