



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, 24th January
2018 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.**

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audio/visual recording and photography at Council meetings is permitted
in accordance with the Council's protocol 'Filming of Public Meetings'.**

QUEEN'S BUILDINGS | POTTER STREET | WORKSOP | NOTTINGHAMSHIRE | S80 2AH

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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, 24th January 2018

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages I – J D
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
3. MINUTES OF MEETING HELD ON 18TH OCTOBER 2017 * (pages K – L D)
4. MINUTES FOR ACTION * (page M D)
5. OUTSTANDING MINUTES LIST * (page N D)

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 July 2017 to 30th September 2017 (pages O – P D)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities (pages Q – R D)

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. 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, 18th October 2017 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors D Challinor, G Freeman, M T Gray, D Potts, D R Pressley and M Storey.

Employee Safety Representatives:

K Circuit and D Fretwell.

Officers in attendance: J Moran and B Pinkney. R Baker attended the start of the meeting to give members a verbal report.

(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.)

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Entwistle, D Hare and Health and Safety Officer S Bowler.

10. 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.

11. MINUTES OF THE MEETING HELD ON 12th July 2017

RESOLVED that the Minutes of the meeting held on 12th July 2017 be approved.

12. CHANGE OF AGENDA ORDER

Resolved that any other business be taken next to allow officers to attend to discuss issues regarding Lilliput Nursery.

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

Members were advised that the building that was previously Lilliput Nursery is a council owned property. Concerns had been raised regarding rough sleepers breaking entry into the building and sources, such as, water, gas and electricity supply still running in the building.

Rachel Baker from the Estates department gave members an update on the progress of the building.

Members were advised that the building can't be secured satisfactory as rough sleepers are now breaking entry through the walls as well as windows to gain access to the building. An agreement had been made with A1 Housing to send a member of the team out to secure the property when asked and re-charge the council on that basis.

Members were advised that the water had recently been cut off. Western Distribution had been out to fully disconnect the electrics. It was noted that it is on order for the gas to be cut off. However, the gas had already been capped off inside the building.

Members were advised that the property is not stable to be let out again. Officers are waiting for quotes for demolition, once quotes have been given planning permission for demolition can be requested.

Issues were raised regarding asbestos in the roof of the building. Members were advised that the demolition team will carry out an asbestos report as part of their project.

It was recognised by members that the building had been empty for two years and is a health hazard.

RESOLVED that Rachel Baker keep Health and Safety officers updated with the progress of the building.

(R Baker left the meeting)

14. MINUTES OF THE MEETING HELD ON 12th July 2017

RESOLVED that the Minutes of the meeting held on 12th July 2017 be approved.

15. MINUTES FOR ACTION

In regards to Minute No. 5 members were advised that the eye bolt test results had been circulated to members. Members raised questions regarding how the eye bolts will be tested that can't be accessed. Members were advised that all eye bolts that have been tested will have a tag on to indicate this.

RESOLVED that the Minutes for Action be received.

16. OUTSTANDING MINUTES LIST

In relation to outstanding minute No. 6 members were advised that a letter had been sent to the leader regarding security issues, a response is still yet to be received. Members were advised that a quote had been given for the security work; officers are waiting to determine what budget the money will come out of.

Members raised issues regarding the security of the old town hall building as all staff have now vacated from the area. It was noted that individuals can gain access to the building from the back door.

It was noted that the hand dryer in the toilets of the old town hall is no longer working. The Safety and Reliance manager confirmed to members that he would raise the issue with the caretakers.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st April to 31st June 2017

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

There was a total of 5 incidents reported, compared with 18 during the same period in 2016. There were 3 'reportable injuries' during this reporting period, compared with 2 'reportable injuries' during the same period in 2016. 186 working days has been lost (to 31st August 2017) as a result of the incidents in the report period compared to 75 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 April to June 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 during the construction works at Queens Buildings a fire risk assessment had been carried out on a floor by floor basis. This year, now that the works were completed the fire risk assessment had been carried out on Queens Building as a whole. No results have yet been received from the Fire Safety Consultant suggesting that no major issues had been identified during the assessment.

Members raised questions regarding what buildings have regular fire risk assessments. It was clarified to members that fire risk assessments are only carried out on work place buildings.

Issues were raised regarding the process for inspecting empty properties. The Chair requested for information to be passed on to the Estates team and a report to be presented at the next meeting regarding these issues.

Members were advised that annual safety audits had been carried out at all 4 BPL sites. All 4 sites have scored high levels of compliance at these audits, therefore the Safety & Resilience has

requested that the frequency of audits carried out by Safety Officer are increased from annually to every 2 years.

Members were advised that a table top waste fire exercise had 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.

Members suggested that a member from the Environmental Health team should attend the event.

It was suggested that an event debrief be given from the Nottinghamshire Waste Fire Plan at a future meeting.

RESOLVED that:

1. The progress on the Health and Safety priorities be noted.
2. A report be given at the next meeting regarding the process of inspecting empty properties.
3. The frequency of audits carried out by Safety Officers are increased from annually to every 2 years.
4. An event debrief be given on the waste fire exercise on 11th December at a future meeting.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

18. 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) – Queens building security service – Paragraph 1

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

19. REPORT(S) OF THE EMPLOYEE'S REPRESENTATIVES

(a) Queens Building Security Service

Members were given an update on the concerns of staff and unions with regards to the security service at Queens Buildings and highlighted with any potential flaws with the security.

RESOLVED that:

1. The Health and Safety Committee receives and discusses the report offering suggestions for the way forward.

2. A letter be sent to the security company employed by the council.

20. 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 contributions and closed the meeting.

(Meeting closed at 3:03 pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

HEALTH AND SAFETY COMMITTEE 18/10/17

FROM: Democratic Services Officer TO: SRM = Safety and Resilience Manager
(for forwarding to Unit Managers)
PES = Principal Estates Surveyor

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

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

RESOLVED that Rachel Baker keep Health and Safety officers updated with the progress of the building.
PES

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

(a) Accident Report for the period 1st April to 31st June 2017

RESOLVED that:

1. The information regarding the number of accidents for the period April to June 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. A report be given at the next meeting regarding the process of inspecting empty properties.
3. The frequency of audits carried out by Safety Officers are increased from annually to every 2 years.
4. An event debrief be given on the waste fire exercise held on 11th December at a future meeting.

SRM

19. REPORT(S) OF THE EMPLOYEE'S REPRESENTATIVES

(a) Queens Building Security Service

RESOLVED that:

1. The Health and Safety Committee receives and discusses the report offering suggestions for the way forward.
2. A letter be sent to the security company employed by the council.

HEALTH AND SAFETY COMMITTEE**24th January 2017****OUTSTANDING MINUTES LIST**

Members please note that the updated positions are shown in bold type following each item.

(SRM = Safety and Resilience Manager)

(PR = Property Manager)

<u>Min No</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
17(a)	18/10/17	Progress report on Health, Safety and Emergency Planning Properties	A report be given at the next meeting regarding the process of inspecting empty properties.	
		See Agenda Item Number	– Briefing note to be tabled.	SRM
17(a)	18/10/17	Progress report on Health, Safety and Emergency Planning Properties	An event debrief be given on the waste fire exercise held on 11 th December at a future meeting.	
		See Agenda Item Number		SRM
19(a)	18/10/17	Queens Building Security Service	A letter be sent to the security company employed by the council.	
		See Agenda Item Number	– A Letter has been sent.	PR

BASSETLAW DISTRICT COUNCIL
HEALTH AND SAFETY COMMITTEE
24th JANUARY 2018

REPORT OF THE DIRECTOR OF
REGENERATION & NEIGHBOURHOOD SERVICES

ACCIDENT REPORT FOR THE PERIOD
1st JULY 2017 TO 30TH SEPTEMBER 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 July to September 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 July to September 2017 there were a total of 11 incidents reported. This compares with 13 incidents reported during the same period in 2016.
- 3.2 There have been no “reportable injuries” during this reporting period compared with 1 “reportable injury” during the same period in 2016. However, 1 incident was reported to the HSE during this period. This incident was a dangerous occurrence (partial collapse of a wall) which did not result in injury.

Only 1 working day has been lost as a result of the accidents in this report period compared with 19 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 1.

Appendix 1 provides the following information:

Tables 1 & 2 Show a breakdown of different injury types and causes for all Incidents. Results show that all of the incidents during this period resulted in relatively minor injuries with only 1 working day being lost as a result of workplace accidents.

Table 3 Shows a summary of all accidents by Service. The table indicates a small reduction in incident numbers within Neighbourhood Services.

- 3.4 In order to give some further comparison of accident statistics over a longer period (3 Years), Appendix 2 provides details of the quarterly accident figures from October 2014 to September 2017.

This table illustrates that the **total number of accidents** (11) is above the “3 Year Average” of 10.25

The number of **“Reportable” lost time accidents** (zero) for this current quarter is below the “3 Year Average” for lost time injuries of 1.58

- 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	zero	25.76
All Data Sharing Group	2.94	18.11

- 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.

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

The statistics at 3.5 above represent a comparison of the April to June 2017 figures from the “Data Sharing Group”. These shared figures are the latest available from the group and represent statistics for 4,087 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.
- 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.
There were no incidents reported by DWP staff for this reporting period.

4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial – Ref: 18/0673

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: 210/01/2018

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 July to September 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

Table 1

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

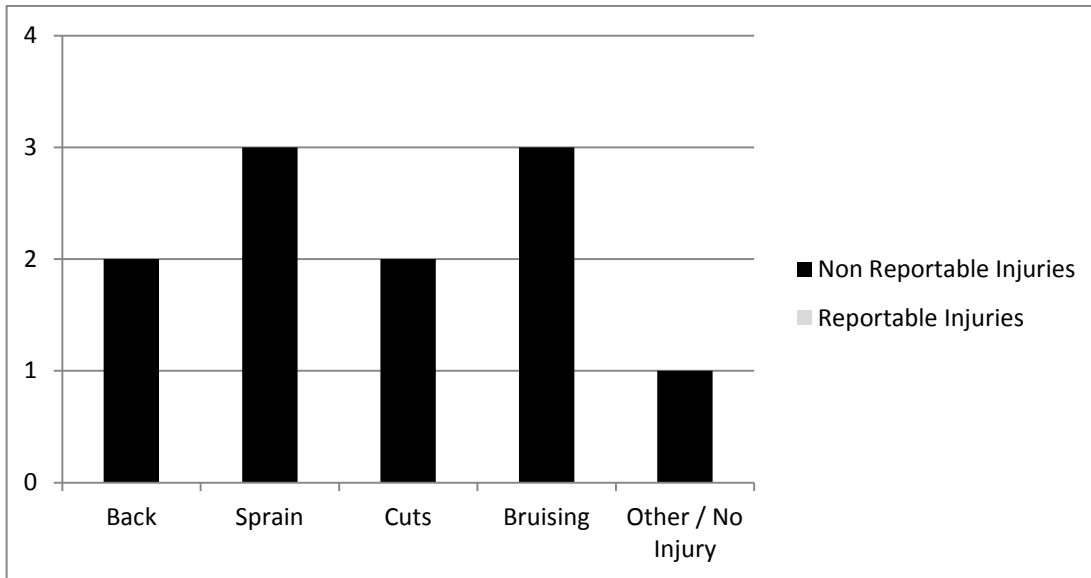


Table 2

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

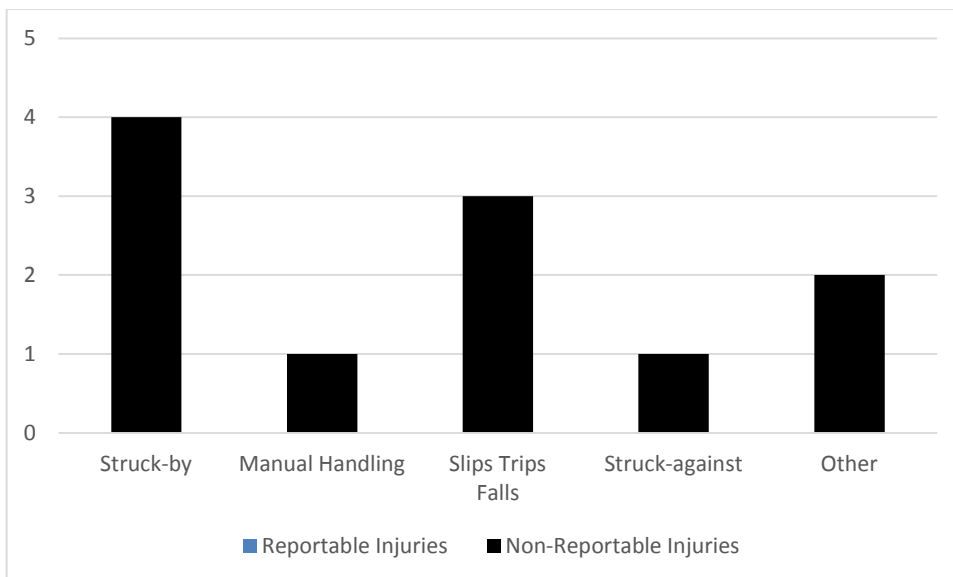


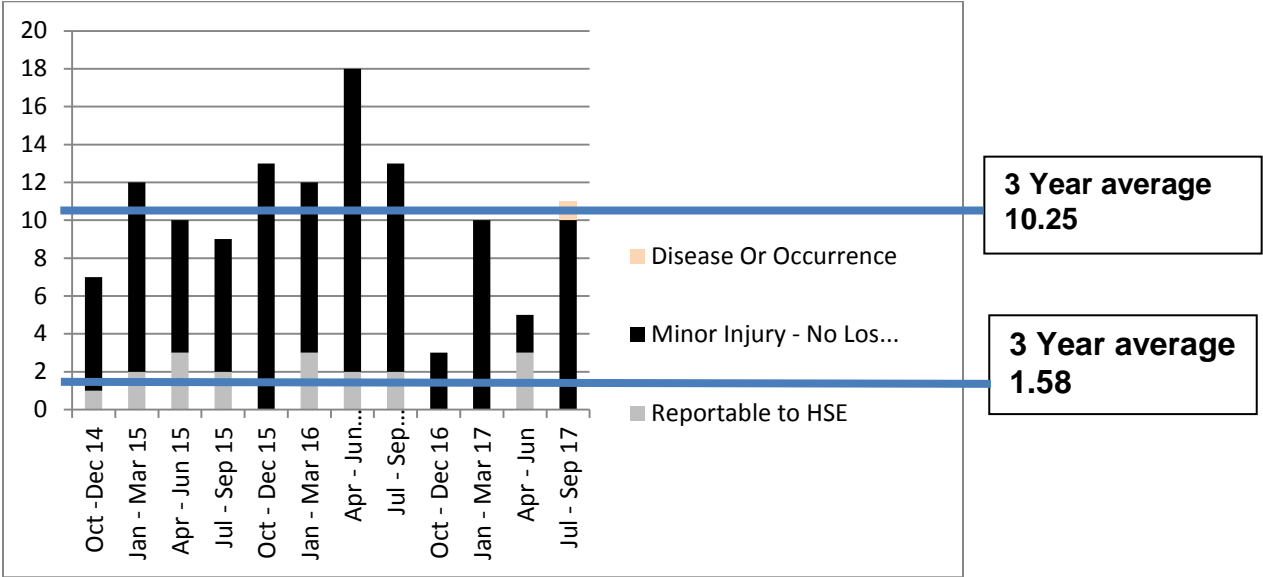
Table 3

Summary Of All Accidents By Service For The Period
1st July to 30th September 2017

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods			9	7	-2
Regeneration	1		1	2	
Corporate Services			1	2	+1
Finance & Property			1		-1
Human Resources					
Contractors etc.					
Total No of Accidents	Previous Year		This Year		-2
	13		11		

APPENDIX 2

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
OCTOBER 2014 TO SEPTEMBER 2017



BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

24th January 2018

**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 Refuse Rounds Audits

Refuse rounds audits have been completed for November 2017. There were a few minor non-conformities on some of the rounds, however, on the whole they have performed well. Individual rounds have been spoken and written to regarding their non-conformities.

3.3 Refuse Noise Assessments

Noise assessments have been carried out on refuse collection rounds. Blue recycling was 81 dB(A), Green municipal waste was 76dB(A) and the Brown garden waste collection round was 75 dB(A). The report has been sent to the Manager to advise staff of the noise levels. With an advisory note that hearing protection is available on request for the Recycling Round, whereas it is not required for the other two as they are below the first action level of 80dB(A).

3.4 Refuse Loader / Driver Handbook & Management Handbook

The refuse driver/loader handbook and Management handbook have both been reviewed by Safety Officers, Refuse Manager and Chargehands. It has been updated and re-issued to all staff.

3.5 HAVwear

HAVwear is a watch device worn on the wrist that picks up the vibration from the equipment via the tool tag that has been programmed with the vibration level. This type of equipment is very accurate and downloads data to the cloud at the end of each day when the HAVwear devices have been put back onto the base station. The analytical platform then emails a daily report to the administrator of the system.

We are currently trialling the HAVwear equipment within Grounds Maintenance and the Garage. The main reason for this is to measure the vibration from the Chainsaws (GM) and the ratchets (Garage).

3.6 Fire Risk Assessments (FRAs)

The Fire Risk assessments for Queen's Buildings and Worksop Town Hall have been completed. Property team and premises Managers are working through the actions that have been put onto the SHE system for monitoring.

The 3 yearly revision of the Fire Safety Awareness training is being carried out between December 2017 and March 2018. The training will be delivered through the Councils e-learning system.

Employees who don't have access to a computer at work will be able to complete the training at the Training Room Carlton Forest or Hawksmoor Suite by arrangement with the Health & Safety Team.

3.7 Water Quality Monitoring

Meetings have taken place with Descale and Chlorination Services Ltd (DCS) to push forward the Authorities Legionella strategy for Council owned properties. The Facilities Manager is awaiting quotes for work to be carried out to risk assess remaining areas and schedule of works.

3.8 First Aid – Meeting Minutes

Attached at appendix 2 are the last first aid meeting minutes held on 16th November 2017.

3.9 Departmental H&S Audit

Economic Development has recently undergone its H&S Audit. (An update of the audit findings will be given at the meeting).

3.10 Manual Handling Training

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

3.11 Employee Protection Register

The Council has selected ECINS as its method of recording and sharing information on people who have been aggressive towards our employees. A procedure has been written for the use of "ECINS" for recording and sharing information of violent incidents or aggressive behaviour against Bassetlaw employees. The policy is awaiting approval.

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

3.12 Managing Safely Training

The Institution of Occupational Safety & Health (IOSH) Managing Safely training will commence on 16th January. 16 supervisors or managers have been nominated to attend the first 3-day session being run at North Notts College. Approximately 40 more nominations have been made to receive this training which will be delivered as soon as possible over the next 2 years.

3.13 Review of Health & Safety Policies

The 2 yearly review of the Health & Safety Policy Documents has been carried out by the Safety Team.

21 of the 22 current Health & Safety policy documents have been reviewed as part of this exercise. The Control of Violence at Work guidance document has been deferred to await the introduction of the ECINS recording system. This document will be reviewed and submitted separately to this Committee.

A summary of the main changes arising from this review is attached at Appendix 1.

3.14 Review of the Shared Health & Safety Service

The vacant post within the team has now been filled. Tracey Hill (previously Support Assistant) has started in the role of Safety Officer from 1st December 2017. Interviews for the now vacant Support Assistant post have also taken place in December. The new Support Assistant has started in the role on 4th January 2018.

A meeting between Directors at Bassetlaw and Mansfield District Council's to discuss the future of the shared health & safety service arrangements and options beyond the existing contract term took place on 22nd November 2017.

There was agreement that the shared service will continue for a further 3 years from 1st April 2018.

4.0 Emergency Planning

4.1 Emergency Plans – Exercise

An emergency planning table top exercise was carried out on Monday 11th December. The training was aimed at exercising the recently approved LRF Offsite Waste Site Fire Plan.

The exercise involved partners from multi agencies and aimed to test the new offsite waste fire plans. Bassetlaw nominated a Director, Head of Service, 2 operational officers and 2 emergency planning officers to take part.

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 that risk.

The risk rating has remained at the same level as previously reported to the October 2017 meeting of this Committee (ie C3 Amber Risk).

Further completed actions will be reported to the next meeting of the Corporate Risk Management Group including the progress with 3.11 and 3.12 above. The group will review the risk level every 3 months and adjust the risk level accordingly.

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: 18/5272

The above actions will be funded from existing budgets.

- d) Legal - Ref: 211/01/2018

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

Summary of the main changes from the 2017 revision of the Council Safety Policy

POLICY SECTION	DOCUMENT	SUMMARY OF MAIN CHANGES
Part I	Statement of Safety Policy	Signed by all Directors and Council Leader
Part II	Summary of Safety Legislation	Reference to the Corporate Manslaughter and Corporate Homicide Act.
Part III	Organisation For Safety Management	Amended to reflect current service structure
Part IV	Arrangements for Safety	No change
Part V	Safety Codes of Practice & Guidance Notes	
The following amendments apply to the Codes of Practice and Guidance Notes.		
Code 1	Risk Management COP	- Include the requirement for all levels of management to ensure the use of SHE for risk assessment.
Code 2	Accident Code of Practice	- Update the reference to RIDDOR 2013
		- Update the list of Occupational Diseases
		- Updated telephone number for Worksop Police Station
		- Contact Council's Insurance Officer for certain accident categories.

Code 3	Managing Contractors	- Clarify the threshold for notification to HSE	
		- Appointment of Principal Contractor and Principal Designer	
		- Change reference of CRB to DBR	
		- Amend hyperlink to HSE publication	
Guidance Documents	Management of Asbestos	- Inclusion of Directors responsibilities at Annex 1	
	Bomb Threat Procedure	- No roll call. Confirmation of empty premises.	
		- Clarification of Site Controllers decision-making role.	
		- Response Flow Chart amended.	
	COSHH	- No significant change	
	DSE Guide & User Manual	- No significant change	
	Fire	- List of Responsible Persons Updated	
	First Aid	- Removal of First Aiders contact details (Skype)	
		- Changes to method of payment to first aiders.	
- Removal of separate defibrillator training.			
- Addition of tourniquet for certain first aid kits.			
Legionella	- No significant Changes		
Manual Handling	- No significant Changes		

	Needles & Sharps	- No significant Changes
	Noise	- No significant Changes
	Pregnant Employee Assessment	- Changes to the list of "Approvers"
	SHE System Guidance	- Hyperlinks to new policy documents amended.
	Vibration	- Removed reference to weekly vibration exposure levels. HAVwear information added
	Violence	- Review of this guidance has been deferred to await introduction of the ECINS recording system.
	Young People Assessment	- No significant change

First Aid Meeting
16 November 2017
Assembly Rooms

Attendees: Sue Bowler (SB) Chair

Minutes: Tracey Hill

First Aiders in attendance

Tracey Hill (TH)
 Emma Moore (EEM)
 Richard Knowles, DWP (RK)
 Joanne Nadin (JN)
 Eddie Matthews (EM)
 Billy Jeffcoate (BJ)
 Nicki Bell (NB)

Andrew Johnson (AJ)
 Terry Croden (TC)
 Louise Anderson (LA)
 Vanessa Cookson (VC)
 Keith Circuit (KC)
 David Doolin (DD)
 Dylan Tame (DT)

Apologies

Bob Smith
 Sian Kirk
 Steve Wild

Sam Glasswell
 Johanne Rose
 Matt Hardy

1	<p>Introductions First Aiders from A1 are now being invited to attend meetings. Nicki Bell introduced herself.</p>	
2	<p>Minutes of Previous meeting Tourniquets for high risk areas, actioned. First Aid refreshers in hand.</p>	
3	<p>Diane Smith, Diabetes UK Diane Smith from Diabetes UK gave a presentation 1 million people don't realise they have diabetes. Type 2 main factors: Age Ethnicity; prevalence Asia Family history Gender Weight Waist circumference High blood pressure; there is no cure</p> <p>Hyper: blood sugar too high can drift into a coma; Hypo: blood sugar too low; Symptoms can include; Headaches, Tremble, Sweat, Tingling in lips, Pale, Irrational behaviour, Anxiety, Vagueness, Extreme hunger, Simple tasks are difficult</p> <p>People with diabetes will normally carry around with them sugary tablets or wear a band on their arm to indicate they are diabetic Some of the signs are a bit similar to someone that has drunk too</p>	

	<p>much Can be life threatening if untreated Chocolate or glucose pouches are a good way of getting sugar into a person as it melts in the mouth. If in doubt, phone for an ambulance.</p> <p>3.6 million people in the UK are diagnosed with diabetes 1 million are undiagnosed 90% have type 2 diabetes 10% have type 1 diabetes</p> <p>700 people are diagnosed each day; that's 1 person every 2 minutes</p> <p>The diabetes website has a good tool to check if you may be at risk of diabetes: www.diabetes.org.uk/knowyourrisk.</p> <p>11.9 million people are at an increased risk of type 2 diabetes</p> <p>Leaflet handed out "15 Health Care Essentials". This is the minimum level of care diabetics should expect.</p>	
4	<p>First Aid Training since last meeting SB advised of staff trained in first aid since the last meeting in March 2017. Bassetlaw: Wendy Gibbs, Vanessa Cookson, Simon Pask, Tom Seeley, Jimmy Sutton A1 Housing: Peter Yaw, Philip Lee, Jason Phillips, Tom Winn</p>	
5	<p>First Aid Incidents 10.7.17: 3rd floor office moves; cupboard fell onto head requiring first aid. EEM advised re cut to the head. EEM was praised by others due to how she handled the situation. LA commented that she thought it was better that 2 first aiders attended to support each other. During this particular incident there were a lot of people watching; Heads of service etc.</p> <p>22.8.17: Slip on toilet floor, causing sprains to leg, knee and hand.</p> <p>15.10.17: Scald from zip tap</p> <p>RK advised of an incident he dealt with when a member of DWP staff started clutching their chest. It was initially thought to be a heart attack. RK put them into the recovery position. RK called for the defibrillator and reassured the patient until paramedics arrived. The member of staff was epileptic.</p> <p>The ground floor is getting more and more people in; more of the public are being invited in after 4 weeks of sickness; so can expect more sickness types of incidents.</p> <p>RK: 2 Narcoleptics in 1 day on the ground floor; 1 fell asleep on the counter; his mother was there and they just waited for him to come around. Have been reported on DWP system but haven't been passed to</p>	

