



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 April
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.**

**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'.**

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

01909 533 533 | email: customer.services@bassetlaw.gov.uk | www.bassetlaw.gov.uk

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 April 2018

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages 1 & 2 D)
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
3. MINUTES OF MEETING HELD ON 24TH JANUARY 2018 * (pages 1 & 2 D)
4. MINUTES FOR ACTION * (page 3 FFD)
5. OUTSTANDING MINUTES LIST * (page 4 FHD)

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 October to 31st December 2017 (pages 1 & 2 D)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities (pages 3 & 4 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 INTEREST

COMMITTEE

DATE

NAME OF MEMBER :

Type of Interest

- 1. Disclosable Pecuniary
- 2. Non Pecuniary

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

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

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

DECLARATION OF INTERESTS

HOW TO USE THIS FORM

There are now only two types of Declaration of Interest:

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

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

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

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

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

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

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

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

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

Disclosable Pecuniary Interests

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

Action to be Taken

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

Non Pecuniary Interests

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

Action to be Taken

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

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

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Wednesday, 24th January 2018 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors D Challinor, D Potts, D R Pressley, M Storey and T Taylor.

Employee Safety Representatives:

K Circuit, D Fretwell and G Watson.

Officers in attendance: S Bowler, T Hill, 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.)

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Chambers, M T Gray and D Hare.

22. 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.

23. MINUTES OF THE MEETING HELD ON 18th OCTOBER 2017

RESOLVED that the Minutes of the meeting held on 18th October 2017 be approved.

24. MINUTES FOR ACTION

In regards to Minute No. 19(a) members were advised that a letter had been sent to the security company employed by the council prior to the previous Health and Safety Committee.

Members were given an update on the progress of Lilliput Nursery; the building had been demolished. It was noted that this area will be re-soiled and used as an area for events to take place on. Questions were raised by members regarding the asbestos, it was confirmed that the asbestos had been removed by an approved method. Members requested for the asbestos clearance certificate to be provided from the contractor who had undertaken the work.

Discussion regarding the Canch took place. Members requested a report from Regeneration on the development of the Canch.

RESOLVED:

1. That the Minutes for Action be received.
2. That the asbestos clearance certificate be provided from the contractor who undertook the work at Lilliput Nursery.
3. That a report be provided to members from Regeneration on the development of the Canch.

25. OUTSTANDING MINUTES LIST

In relation to outstanding minutes no 17(a) a briefing note was tabled. The briefing note gave members a general overview of the process for managing empty properties.

Members raised concerns regarding the frequency of checks that take place on empty properties. It was indicated that external checks once a week and internal checks once a fortnight is not enough.

It was outlined that on average eight properties are vacant at any one time. A suggestion was made by members to use these empty properties as a shelter for the homeless.

A request was made by members that councillors should be informed of empty commercial properties in their wards looked after by Estates.

In relation to outstanding minute no 19(a) members were advised that a letter had been sent to the security company employed by the council. The letter raised concerns such as customer care, areas of the building that are not monitored by security, no regular review meetings as stated in their contract. All matters that had been set out within the letter have now been addressed. Regular meetings with the contractor now take place.

An Employee Representative expressed that the improvements were noticeable since the letter had been sent. However, it was suggested that some security guards would benefit from extra training.

Concerns were raised regarding reception staff sitting on the front desk. The Safety and Resilience Manager advised members that since the issue was raised at the previous Health and Safety Committee actions have been taken. The risk assessment had been looked at; an increase in the presence of security guards was put in place. Three security guards work at one time, one of which must remain near the front desk whenever a member of the reception staff is present.

RESOLVED:

1. That the Outstanding Minutes List be received.
2. That Councillors be informed of empty commercial properties in their wards looked after by Estates.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

- (a) Accident Report for the period 1st July to 30th September 2017

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

There was a total of 11 incidents reported, compared with 13 during the same period in 2016. There were no 'reportable injuries' during this reporting period, compared with 1 'reportable injuries' during the same period in 2016. 1 incident was reported to HSE during this period. 1 working day has been lost as a result of the incidents in the report period compared to 19 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.

An Employee Representative advised that he had been going to investigate accidents as soon as possible; however information regarding accidents does not get passed on straight away.

The importance of safety inspections was recognised. It was suggested that a Unison Representative and Safety officer go to inspect building safety concerns.

It had been outlined that Health and Safety Representatives should be notified of RIDDOR accidents. A suggestion was made for Health and Safety and Unison to meet to discuss this with the service manager.

RESOLVED that:

1. The information regarding the number of accidents for the period July to September 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.
6. Health and Safety and Unison meet to discuss procedures regarding notification of RIDDOR accidents.

(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: refuse rounds audits; refuse noise assessments; refuse loader/driver handbook and management handbook; havewear; fire risk assessments; water quality monitoring; training; H&S Workplace Audits; Employee Protection Register; review of health and safety policies and service; and emergency planning.

Members raised concerns regarding evacuation of the link building (Town Hall) in the event of a fire. As this area is used by members only, it is difficult to know who is in the building at any one time. Suggestions had been made for members to sign in and out at the front desk when visiting Queens Building. The Safety and Resilience Officer suggested that in the event of a fire the first floor fire warden checks the member's area until agreement has been reached for members to sign in and out at the front desk of Queens Building.

Members raised questions regarding risk assessments on the Costhorpe Pavilion. It was agreed that Safety Officers check if a legionella risk assessment had been carried out on Costhorpe Pavilion.

RESOLVED:

1. That the progress on the Health and Safety priorities be noted.
2. That the first floor fire warden checks the member's area in the event of a fire until agreement is reached for members to sign in and out of Queens Building.
3. That Safety Officers check that a legionella risk assessment had been carried out on the Costhorpe Pavilion.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

27. 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 2:46 pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

HEALTH AND SAFETY COMMITTEE 24/01/18

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 :

24. MINUTES FOR ACTION

RESOLVED:

1. That the Minutes for Action be received.
2. That the asbestos clearance certificate be provided from the contractor who undertook the work at Lilliput Nursery.
3. That a report be provided to members from Regeneration on the development of the Canch.

SRM

25. OUTSTANDING MINUTES LIST

RESOLVED:

1. That the Outstanding Minutes List be received.
2. That Councillors be informed of empty commercial properties in their wards looked after by Estates.

PES

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

(a) Accident Report for the period 1st July to 30th September 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.
6. Health and Safety and Unison meet to discuss procedures regarding notification of RIDDOR accidents.

SRM

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

RESOLVED that:

1. That the progress on the Health and Safety priorities be noted.
2. That the first floor fire warden checks the member's area in the event of a fire until agreement is reached for members to sign in and out of Queens Building.
3. That Safety Officers check that a legionella risk assessment had been carried out on the Costhorpe Pavilion.

SRM

HEALTH AND SAFETY COMMITTEE**18th APRIL 2018****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>
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
24	24/01/18	Minutes for Action	An asbestos clearance certificate be provided from the contractor who undertook the work at Lilliput Nursery.	
		See Agenda Item Number		SRM
24	24/01/18	Minutes for Action	A report be provided to members from Regeneration on the development of the Canch.	
		See Agenda Item Number – Information circulated.		SRM

BASSETLAW DISTRICT COUNCIL
HEALTH AND SAFETY COMMITTEE
18th APRIL 2018

REPORT OF THE DIRECTOR OF
REGENERATION & NEIGHBOURHOOD SERVICES

ACCIDENT REPORT FOR THE PERIOD
1st OCTOBER to 31st DECEMBER 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 October to December 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 October to December 2017 there were a total of 12 incidents reported. This compares with 3 incidents reported during the same period in 2016.
- 3.2 There have been 2 “reportable injuries” during this reporting period compared with zero “reportable injuries” during the same period in 2016. Further details of the reportable injuries for this period are included at Appendix 1.

70 working days have been lost as a result of the accidents in this report period compared with 1 day 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 there have been 2 reportable injuries both occurred in Neighbourhood Services (1 Parks and 1 Refuse). One resulted in a major injury leg fracture. This one incident resulted in 56 working days being lost.

Table 3 Shows a summary of all accidents by Service. The table indicates a large increase (1 to 9) in the number of incidents within Neighbourhood 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 January 2015 to December 2017.

This table illustrates that the **total number of accidents** (12) is above the “3 Year Average” of 10.67

The number of **“Reportable” lost time accidents** (2) for this current quarter is above 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	4.68	28.10
All Data Sharing Group	1.83	23.94

- 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 October to December 2017 figures from the “Data Sharing Group”. These shared figures are the latest available from the group and represent statistics for 4,930 employees across 9 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 have been 2 incidents reported by DWP staff for this reporting period. Both incidents were related to staff feeling nauseous following contact with individuals who were alleged to have been smoking substances.

4. Implications

a) For service users

Work related accidents may cause some disruption for Service Users.

b) Strategic & Policy

Nil

c) Financial – Ref: 18 5166

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: 02/04/2018

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 October to December 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 OCTOBER 2017 TO 31ST DECEMBER 2017**

DATE OF ACCIDENT	SERVICE	INJURY DETAILS	DETAILS OF ACCIDENT
13 th October 2017	Refuse Service	Back Sprain	As the injured person was collecting a wheeled bin from an assisted collection address, he went through the gate and turned onto the footpath. It was at that point he felt pain in his back.
14 th December 2017	Parks Service	Fracture to Right Leg.	The injured person had just left the welfare unit at Rectory Road Depot to get into his work vehicle. He walked around the front of the vehicle to get into the passenger seat. This part of the depot is on a gradient. He slipped on ice. He was taken from the scene to hospital.

Table 1

**Summary of all accidents by injury type for the period
1st October – 31st December 2017**

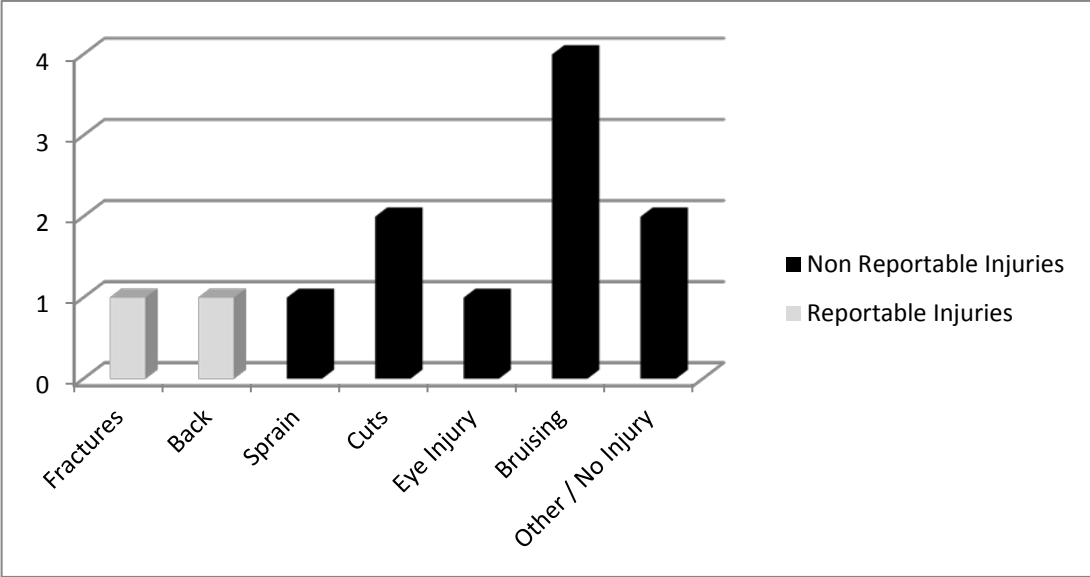


Table 2

**Summary of all accidents by type of accident for the period
1st October – 31st December 2017**

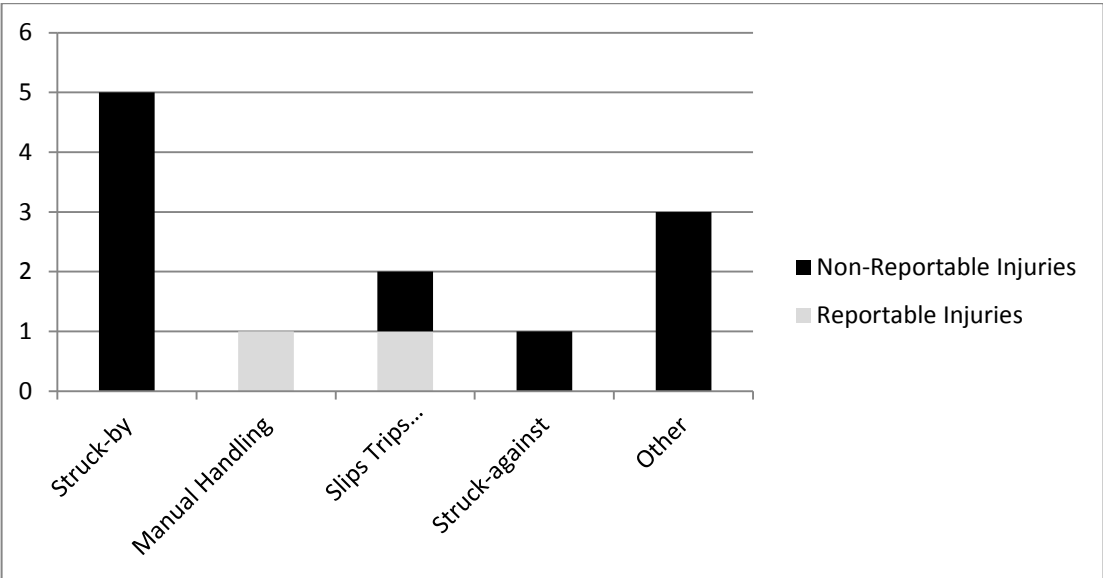
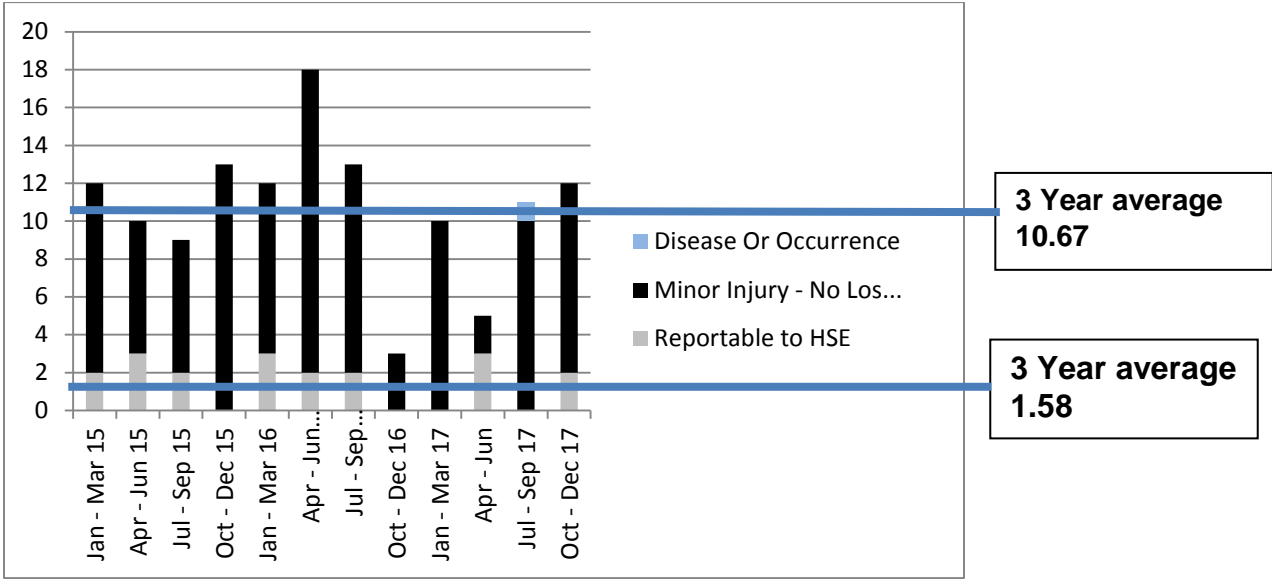


Table 3

Summary Of All Accidents By Service For The Period
1st October to 31st December 2017

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods		2	1	7	+8
Regeneration				2	+2
Corporate Services			1		-1
Finance & Property			1	1	
Human Resources					
Contractors etc.					
Total No of Accidents	Previous Year		This Year		+9
	3		12		

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
JANUARY 2015 TO DECEMBER 2017



BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

18th April 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 Fire Risk Assessments (FRAs)

Actions from the Fire Risk assessments for Council Buildings are being progressed through the SHE Assure system and Property Team. Actions are assigned to responsible Managers for implementation.

Fire Safety Awareness training is in progress. The deadline is end of March with mop up sessions in April. The training is being delivered through the Councils e-learning system.

Classroom sessions have been organised by the Safety Team for employees who don't have access to a computer at work to enable them to complete the training with guidance and assistance where necessary.

3.3 Water Quality Monitoring

The quarterly water quality meeting has taken place with Descale and Chlorination Services Ltd (DCS) to push forward the Authorities Legionella strategy for Council owned properties. The Facilities Manager has received some quotes and is awaiting further quotes for work to be carried out. Risk assessments are being

undertaken on a Priority risk based system. A schedule of risk assessments has been implemented by Property Team.

3.4 Departmental H&S Audit

Building Control have recently undergone its H&S Audit. (An update of the audit findings will be given at the meeting).

3.5 Employee Protection Register

The Council has selected and CMT have approved the use of the ECINS system for recording violent incidents or aggression towards 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. All staff will be briefed on the introduction of the employee protection register.

This will be followed by nominations from the Head of Service for user training and awareness sessions on its use.

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

3.6 Health and Safety Training

The table below represents what H&S Training has taken place from 1st April 2017 to 23rd March 2018.

Training	People Attended
CITB Course	1
Fire Safety Training	277
Fire Warden Training	2
First Aid Training	18
IOSH Managing Safely	22
Legionella City & Guilds	1
Manual Handling Training	43
Project Griffin Training	71
SHE System Awareness	1
Multi Agency response	1
H&S Audit Training	1
Total	396

3.7 Review of Health & Safety Policies

The 2 yearly review of the Health & Safety Policy Documents has been carried out by the Safety Team. Now that the ECINS system has been approved by CMT the Control of Violence Policy will also be updated to reflect the changes. The updated policy will be submitted at the next Safety Committee Meeting. Once all the policies are finished they will be published on the Intranet.

4.0 Emergency Planning

4.1 Emergency Plans – Exercise

An emergency planning table top exercise was carried out on Monday 12th March. The workshop was aimed at exercising the move to critical plans recently issued by the Police.

The workshop aimed to raise awareness of the current terrorist threat in the UK Giving participants the opportunity to validate “move to critical” plans through a series of attack scenarios. Enable best practice to be shared with other Local Authorities and Agencies. This will ensure a co-ordinated and joined up approach across Nottinghamshire.

4.2 Care Home Evacuation – Exercises

NHS are holding a series of exercises with Care homes in the district, alongside County Council, Fire, Police and District Council. The scenario is based around a large fire in the care home and what action staff would take and who would the contact and inform to manage the situation. Bassetlaw District Council Emergency Planning Officers are attending 2 of these sessions with colleagues from County Council Emergency Planning.

4.3 Project Griffin Awareness Sessions

Project Griffin is the national counter terrorism awareness initiative for business produced by National Counter Terrorism Security Office (NaCTSO) to protect our cities and communities from the threat of terrorism.

The aim of Project Griffin is to:

- Help understand the threat from terrorism to the UK
- Guide individuals on what to do if they find themselves involved in a terrorist incident or events leading up to a planned attack
- Enable people to recognise and report suspicious activity

71 BDC and A1 Housing employees attended sessions run by the Council during March 2018. Feedback from the sessions was very positive.

5.0 Corporate Risk Group Update

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”.

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 January 2018 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 delivery of the IOSH Managing Safely training and full implementation of the new Employee Protection Register.

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 5167

The above actions will be funded from existing budgets.

d) Legal - Ref: 03/04/2018

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