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**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

COUNCIL'S HEALTH AND SAFETY COMMITTEE

# AGENDA

Meeting to be held in  
the Assembly Room,  
Town Hall, Worksop

on

Tuesday 20th April, 2010

at

2.30pm

**PLEASE NOTE PRE-MEETING WILL COMMENCE**

**AT 1.30 P.M.**

**(Please note time and venue)**

**(Please turn off mobile telephones during meetings - In case of emergency  
Members can be contacted on the Council's mobile telephone)**

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*Bassetlaw - Serving North Nottinghamshire*

District Council Offices, Potter Street, Worksop, Notts. S80 2AH

# **COUNCIL'S HEALTH AND SAFETY COMMITTEE**

**Membership**                    2009/2010

**Councillors**                    Mrs. V. A. Bowles, D. Challinor, D A Hare, B. Hopkinson, J. Scott,  
Mrs. J. F. Smith, Miss M. Stokes, Mrs. E. M. Yates

**Substitute Members:**        Any Member

**Quorum:**                        2 Members

## **Lead Officer for this Meeting**

Mr M Ladyman - Ext. 3160

## **Administrator for this Meeting**

Linda Dore - Ext. 3249

## COUNCIL'S HEALTH AND SAFETY COMMITTEE

Tuesday, 20th April 2010

### AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
3. MINUTES OF MEETING HELD ON 19TH JANUARY 2010 \* (pages 1- 5)
4. MINUTES FOR ACTION \* (page 7)
5. OUTSTANDING MINUTES LIST \* (pages 9 - 10)

### SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

#### Key Decisions

None.

#### Other Decisions

6. REPORT(S) OF THE HEAD OF DIRECTOR OF COMMUNITY SERVICES \*
  - (a) Occupational Health (Verbal Report/Presentation)
  - (b) Accident Report for the period 1<sup>st</sup> October 2009 to 31<sup>st</sup> December 2009 (pages 11 - 18)
  - (c) Progress Report on Health, Safety and Emergency Planning Priorities (pages 19 - 24)
  - (d) Update on Payments to Council First Aiders (pages 25 - 28)
7. REPORT(S) OF EMPLOYEES' REPRESENTATIVES
  - (a) Interview Rooms/Panic Alarms (pages 29 - 30)
  - (b) Safety at Work (Larwood Incident) (pages 31 - 32)

#### Exempt Information Items

*The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.*

### SECTION B - ITEMS FOR DISCUSSION IN PRIVATE

#### Key Decisions

None.

## Other Decisions

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

\* Report attached

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### NOTES:

The papers enclosed with this Agenda are available in large print if required.

Copies can be requested by contacting us on 01909-533249 or by e-mail  
[linda.dore@bassetlaw.gov.uk](mailto:linda.dore@bassetlaw.gov.uk)

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## DECLARATION OF INTERESTS

### *HOW TO USE THIS FORM*

There are now only two types of Declaration of Interest:

Level 1 – Personal	)	Details can be found in the Councillors
	)	Code of Conduct which is contained in
Level 2 – Personal and Prejudicial	)	the Council's Constitution (a summary is
	)	printed below)

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** level 1 if you are declaring a personal interest, **or** level 2 if you are declaring a personal and prejudicial 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.

#### **Personal Interests**

May relate to employment or business interests  
May relate to property interests  
May relate to contents  
May relate to interests in other bodies  
**OR** if a decision on the matter to be discussed:  
**MIGHT REASONABLY BE REGARDED AS AFFECTING (A MEMBER OR OFFICER) TO A GREATER EXTENT THAN OTHER COUNCIL TAX PAYERS, RATEPAYERS OR INHABITANTS OF THE AUTHORITY'S AREA, the well being or financial position of himself, a relative or a friend or any employment, business, interest, etc. of such a person.**

#### **Prejudicial Interests**

A Member with a personal interest **ALSO** has a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members judgement of the public interest.  
(Note – there are special provisions which may exclude the above provisions in certain circumstances.)

#### **Action to be Taken – Personal Interests**

**Must disclose to the meeting**  
- existence of the interest  
- the nature of the interest

#### **Action to be Taken – Personal and Prejudicial Interests**

**Must:-**  
- declare existence and nature  
- withdraw from the room  
- not seek improperly to influence a decision on the matter.  
(Note – there are some exceptions when acting in a scrutiny capacity.)

DRAFT

**COUNCIL'S HEALTH AND SAFETY COMMITTEE**

**Minutes of the meeting held at the Town Hall, Retford on Tuesday 19<sup>th</sup> January 2010**

Present:

Councillor Mrs V A Bowles (Chairman)

Employer's Representative

Councillor D Challinor, D Hare, J Scott, Mrs J F Smith, Miss M Stokes and Mrs E M Yates.

Employee Safety Representatives

K Circuit, P Rodgers, J Rose, G Watson

Officers in attendance: M Ladyman, S Meakin, J Moran, I Roebuck, R Walters

**ACTION BY**

The Chairman welcomed Russ Walters as committee administrator and wished Linda Dore a speedy recovery from her recent injury.

**17. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Employee Safety Representatives A Dainty, D Harwood, P Thompson

**18. 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.

**19. MINUTES OF THE MEETING HELD ON 3rd NOVEMBER 2009**

At 15(i) Snipe Park, Councillor Challinor expressed his satisfaction with the remedial work carried out and offered his thanks as ward member for a job well done.

**RESOLVED** that the Minutes of the meeting held on 3rd November be approved.

**20. MINUTES FOR ACTION**

At 16(b) a Member requested an update on the accident at Blyth roundabout. The Principal Safety Officer advised that the fire service has a debrief pending on the incident, after which plans for the future will be progressed.

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

## 21. OUTSTANDING MINUTES LIST

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

### SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

#### Key Decisions

None.

#### Other Decisions

None.

## 22. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES

### (a) Accident Report for the period 1<sup>st</sup> July 2009 to 30<sup>th</sup> September 2009

The Committee was presented with details of all reported injuries for the period 1<sup>st</sup> July 2009 to 30<sup>th</sup> September 2009 and a comparison with the same period in 2008 was given. There had been a total of 10 injuries compared to 8 in the same period in 2008.

A summary of all accidents by injury type and accident cause and a summary of all accidents occurring within each Service was also provided, together with the comparison between the number of accidents occurring within the Council and other Local Authorities in the East Midlands Region.

Minor cuts and bruising injuries accounted for 80% of the injuries and the majority occurred within Environment and Housing.

The Accident Incidence Rates per 1000 employees for BDC was shown to be approximately 30% below the Regional average.

**RESOLVED** that

- (1) The report be noted.
- (2) Unit Managers 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.

**Unit Managers/Principal Safety Officer**

- (3) Unit Managers continue to investigate the cause(s) of all accidents arising from work activities in their areas of responsibilities in line with the Council Policy.

**Unit Managers/Principal Safety Officer**

- (4) Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

**Unit Managers/Principal Safety Officer**

(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 Risk Assessments, Hand Arm Vibration, Asbestos, Legionella, Fire Procedures, Violence to Employees and Emergency Planning.

(i) Risk Assessments

Policies and Guidance

The number of services using the SHE Safety Management System is continuing to grow and Safety Officers will provide assistance to Managers in the use of the system.

Managers will be offered a series of modular training sessions of the SHE system during the next financial year.

(ii) Hand Arm Vibration

A new system for monitoring exposure to Hand Arm Vibration has recently become available and will be introduced as a pilot scheme within the Grounds Maintenance section in January or February 2010.

The system is the first commercially available device to monitor and record actual vibration levels, coupled with actual exposure times and has many further benefits which Members welcomed.

(iii) Asbestos

Since the report was written it has been resolved that asbestos waste disposal has been reverted back to the Chesterfield site where manual handling is not an issue.

(iv) Legionella

No matters to report

(v) Fire Procedures

The hazard created by pigeon waste on the rear fire escape steps at Retford Town Hall is being dealt with under an "as needs" clean up carried out by contractors, but this is expensive and the Environmental Health Section is currently attempting to identify a suitable location for a pigeon trap to eliminate them.

(vi) Violence to Employees

No reports of violence to staff have been received since the last Safety Committee Meeting. Customer Service Units have been reminded to bring to attention of infrequent interview room users, the pertinent information relating to the safe use of interview rooms and activation of the panic alarm system. Copies of the Information

Sheet, Safety Poster and Panic Alarm Response Procedure were attached as Appendix 1.

The Chairman and the Health and Safety Officer informed Members that they had carried out an alarm test in the Retford One-Stop Shop prior to the meeting. The response time was good, within 30 seconds. However, the layout in Interview Room B was felt to be unsatisfactory with regard to staff safety if there was a need to escape from a PVP. It was agreed that the Principal Safety Officer inspect the room and carry out any necessary alterations.

(vii) Emergency Planning.

Following a request by Members at the last Safety Committee Meeting, information was outlined as to how they would be informed of any implications arising from emergency incidents within the District.

Appendix 2 outlined to Members that they would be informed via the Emergency Sub Committee of any emergencies.

It was also explained that the "Clarborough incident" was not an emergency situation and was adequately dealt with by Environmental Health and the Engineering Department.

(viii) Incident Control Room

A small group has been established in order to equip and establish an effective layout of the Council's Emergency Incident Control Room. The main aims of the group were identified in the report.

**RESOLVED** that

- (1) The report on the health and safety priorities be noted.
- (2) At the next meeting, to include progress in getting Potentially Violent Person (PVP) data on to SHE Safety Management System  
**Principal Safety Officer**
- (3) A reminder be sent Line Managers re the need to risk assess visits to individuals who are included on the PVP register.  
**Principal Safety Officer**
- (4) The layout of Interview Room B at Retford One-Stop Shop be inspected with regard to staff safety in the event of a need to escape from a PVP and any necessary alterations be made.  
**Principal Safety Officer**

(c) Memorial Safety Inspection

The Environment Services Manager gave a powerpoint presentation updating Members on the Memorial Safety Inspections based on the Ministry of Justice (MOJ) Guidance 2009. The report covered such aspects as the changes in inspection procedures, training of staff, testing, persons responsible for repairs etc. All information was contained in a handout of the slides given to each Member.

**RESOLVED** that the report be noted and the Chairman thanked the Environment Services Manager for a very comprehensive report.

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

**Key Decisions**

None

**Other Decisions**

**23. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

As there was no further business to be discussed, the Chairman closed the meeting.



**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**COUNCIL'S HEALTH AND SAFETY COMMITTEE 19/01/10**

FROM: Senior Democratic Services  
Officer

TO: Principal Safety Officer  
(to forward to Unit Managers)

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

22) **REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES**

(a) **Accident Report for the period 1st April 2009 to 30<sup>th</sup> June 2009**

- (2) Unit Managers 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.

**Unit Managers/  
Principal Safety Officer**

- 3) Unit Managers continue to investigate the cause(s) of all accidents arising from work activities within their areas of responsibilities in line with the Council Policy.

**Unit Managers/  
Principal Safety Officer**

- 4) Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

**Unit Managers/  
Principal Safety Officer**

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

(vi) **Violence to Employees**

- (2) A report be brought to the next meeting to include progress in getting Potentially Violent Person (PVP) data on to the SHE Safety Management System.

**Principal Safety Officer**

- (3) A reminder be sent to Line Managers re the need to risk assess visits by employees to addresses/individuals who are included on the PVP register.

**Principle Safety Officer**

- (4) The layout of Interview Room B at Retford One-Stop Shop be inspected with regard to staff safety in the event of a need to escape from a PVP and any necessary alterations be made.

**Principle Safety Officer**



COUNCIL'S HEALTH AND SAFETY COMMITTEE20<sup>th</sup> April 2010OUTSTANDING MINUTES LIST

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

HEH = Head of Environment and Housing

PSO = Principal Safety Officer

SR = Safety Representatives

<u>Min No</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
23(b)	15.1.08	Accident Report for the period 1 <sup>st</sup> July to 30 <sup>th</sup> September 2007	(5) the Council's Health & Safety Committee be informed of any further incident or proposals for modification of the electrical system at Kilton Forest Golf Club House	PSO
<b>Report to be presented to a future meeting if applicable</b>				
23(a)(ii)	20.1.09	Occupational Health	(2) Ms Howe-Shilton be invited to attend the Health and Safety Committee on an annual basis to advise on occupational health matters	PSO
<b>To attend April 2010 meeting</b>				
23(d)	20.1.09	Update on Payments to Council First Aiders	(2) A further report providing a review on the rate of pay for First Aiders be presented to the Committee in one years time	PSO
<b>Report to be presented to April 2010 meeting</b>				
30(c)	21.4.09	Bassetlaw District Council Response to the Pitt Report on Flood Management	An update report on Flood Planning be presented to the Health and Safety Committee on an annual basis.	PSO
<b>Report to be presented to a future meeting</b>				
8(a)	7.7.09	Health & Safety Management System	(2) the matter of incorporating the Council's Potentially Violent Person (PVP) register on the SHE system be reported back to the Committee.	PSO
<b>Report to be presented to a future meeting</b>				

16(b)	03.11.09	Any Other Business	A report be sought from the Fire Service into the recent incident at Blyth roundabout where a tanker caught fire and be reported back to Health and Safety Committee.	PSO
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**Report to be presented to a future meeting.**

**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**20<sup>th</sup> April 2010**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**ACCIDENT REPORT FOR THE PERIOD**  
**1<sup>ST</sup> OCTOBER 2009 TO 31<sup>ST</sup> DECEMBER 2009**

Cabinet Member (Portfolio): Policy

Contact: Mark Ladyman  
Ext: 3160

1. **Public Interest Test**

Mark Ladyman 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 Council's Safety Committee with details of all reported injuries for the period October to December 2009 and to provide a comparison with the same period in 2008.

2.2 To also provide the Council's 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 2009 there were a total of 15 injuries reported. This compares with 11 injuries reported during the same period in 2008.

- 3.2 There were 3 “over 3 day reportable injuries” during this reporting period, compared with 2 during the same period in 2008. 11 working days were lost as a result of the accidents in this report period. 56 working days were lost due to accidents during the same period in 2008. Details of the lost time injuries for this period are given at Appendix 1
- 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, (eg, cuts, sprains etc) for all Injuries. Results show, that minor cut and bruising injuries accounted for 66% of the injuries during this period. These injuries generally resulted from slips, striking against and being struck by moving objects.

Table 3 Shows a summary of all accidents by Service. The table indicates a small increase within 3 of the 4 Services reporting accidents during this period. The largest increase being within Environment & Housing.

- 3.4 In order to provide a comparison between the number of accidents occurring at Bassetlaw District Council (BDC) and other Council’s in the East Midlands Region (EMR), the information at Appendix 3 has been provided.
- 3.5 Appendix 3 gives details of Accident Incidence Rates (AIR) for BDC and EMR. The purpose of providing data in AIR is to enable a more accurate comparison of statistics.

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

Number of employed persons used at the date the report was produced was 636.

- 3.6 Due to the delay in the collection of data throughout the East Midlands Region, the most recent incidence rates available are for the period July to September 2008. Bassetlaw District Council’s Incident Rate for this period is higher than the regional average for the first time since September 2007.

#### 4. Implications

a) For service users

Work related accidents may cause some disruption for Service Users.

b) Strategic & Policy

Nil

c) Financial Ref: 11 / 289

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: 91 / 04 / 10

As stated within the report.

e) Human Resources

Accidents contribute to the absenteeism problem.

f) Community Safety, Equal Opportunity, Environmental

Nil

f) 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 Council's Safety Committee in receiving the information regarding the number of accidents for the period October to December 2009, 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 within their areas of responsibilities 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**

BASSETLAW DISTRICT COUNCIL

REPORTABLE "OVER 3 DAY" INJURIES FOR THE PERIOD  
1<sup>ST</sup> OCTOBER 2009 TO 31<sup>ST</sup> DECEMBER 2009

<b>DATE OF ACCIDENT</b>	<b>SERVICE</b>	<b>JOB TITLE</b>	<b>DETAILS OF INJURY</b>	<b>DETAILS OF ACCIDENT</b>
04/10/2009	Environment & Housing	Other Cleaning Operative	Back sprain	The injured person reported that he had injured his back whilst carrying out his usual duties which involved clearing up leaves from Town Centre and mopping public toilets. The injury was reported to have happened the previous week but the employee continued to work for one week before going off work as a result of the injury.
06/11/2009	Environment & Housing	Groundsperson	Back sprain	The injured person was mixing concrete by hand on the back of a vehicle. He pulled his back whilst carrying out this task.
27/11/2009	Environment & Housing	Mechanic	Torn Chest Muscle	The injured person fell against a screw that was protruding from the wall at the Carlton Forest Depot, Garage. His GP diagnosed the injury as torn chest muscle.

Table 1

Summary of all accidents by injury type for the period  
1<sup>st</sup> October – 31<sup>st</sup> December 2009

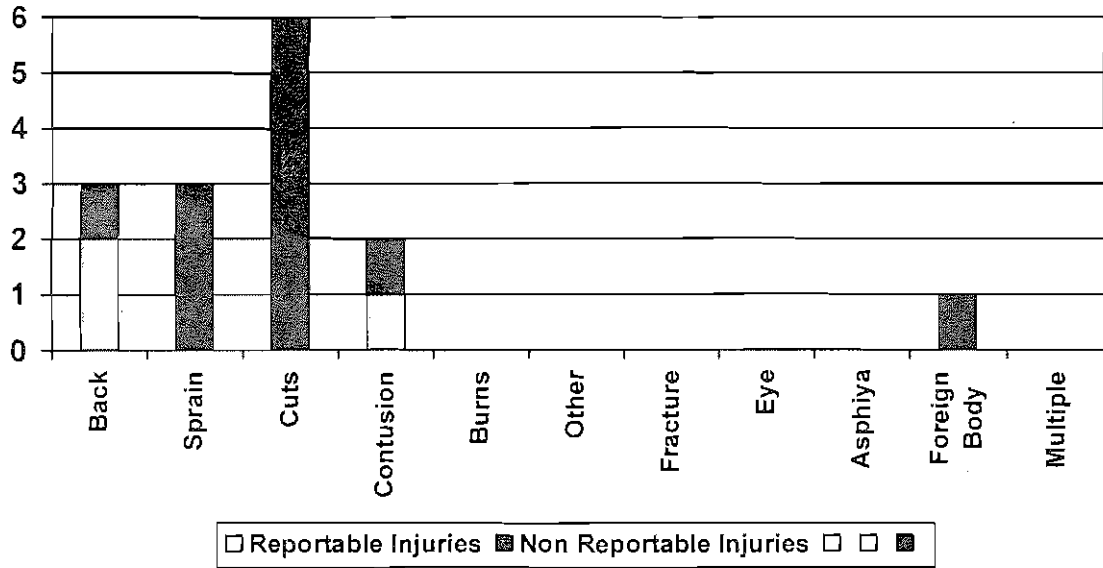
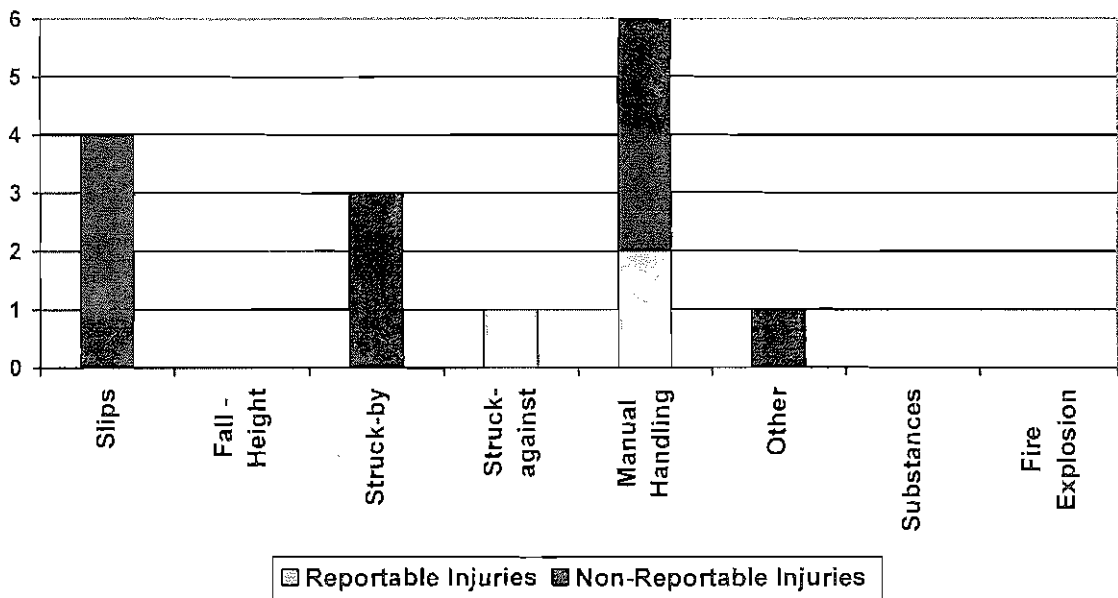


Table 2

Summary of all accidents by type of accident for the period  
1<sup>st</sup> October – 31<sup>st</sup> December 2009



**Table 3**

**Summary Of All Accidents By Service For The Period**  
**1<sup>st</sup> October to 31<sup>st</sup> December 2009**

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Environment & Housing	2	3	7	9	+3
Community Prosperity			1	1	
Revenue & Customer Services			1		-1
Support Services				1	+1
Finance & Property				1	+1
Community Engagement & Performance					
Human Resources					
Contractors etc					
Total No Of Accidents	Previous Year		This Year		+4
	11		15		

### Appendix 3

#### Comparison of Accident Incidence Rates (Per 1,000 Employees) Between Bassetlaw District Council (BDC) & Other District Local Authorities Within the East Midlands Region (EMR)

October - December 2009

Table 1 – All Accidents

	<u>ACCIDENT CAUSES</u>					
	<u>Manual Handling</u>	<u>Strike Against</u>	<u>Struck By</u>	<u>Slips, Trips, and Falls</u>	<u>Others</u>	<u>Total</u>
<u>EMR</u>	<u>3.7</u>	<u>2.8</u>	<u>4.1</u>	<u>5.7</u>	<u>6.1</u>	<u>22.4</u>
<u>BDC</u>	<u>9.43</u>	<u>1.57</u>	<u>4.72</u>	<u>6.29</u>	<u>1.57</u>	<u>23.58</u>
<u>Variation +/-</u>	<u>+5.73</u>	<u>-1.23</u>	<u>+0.62</u>	<u>+0.59</u>	<u>-4.53</u>	<u>+1.18</u>

**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**20<sup>th</sup> April 2010**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

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

Cabinet Member (Portfolio):  
Policy  
Contact: Mark Ladyman  
Ext: 3160

**1. Public Interest Test**

Mark Ladyman has determined in preparing this Report that the report is not considered to be 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 Risk Assessments**

**Hand Arm Vibration**

- 3.2.1 The new hand arm vibration monitoring system referred to at the last Safety Committee has been purchased by the Health and Safety Unit and a pilot scheme will commence by May 2010 within the Grounds Maintenance Section. The system, "Total Operator and Tool Management" (TOTM) is the first commercially available device to monitor and record actual vibration levels, coupled with actual exposure times.

3.2.2 Details of the results of the pilot will be reported to a future meeting of this Committee.

### **3.3 Asbestos**

No matters to report.

### **3.3 Legionella**

3.3.1 Monitoring is ongoing and there are no matters to report.

### **3.4 Fire Procedures**

3.4.1 Fire Risk assessment reviews have been carried out recently at 5 of the Councils workplace premises. The initial assessments were carried out during 2006. The premises are:

- Retford Town Hall
- 18 The Square, Retford
- 17b The Square, Retford
- Bassetlaw Museum, Retford
- DSO Block and Garage, Carlton Forest Depot.

3.4.2 On this occasion the assessments are being carried out using the SHE Safety Management System. This will enable the appropriate remedial actions, together with timescales for their completion to be identified and clearly allocated to individual Officers or Services. Progress in the implementation of the measures can be easily monitored by anyone with appropriate access to the system.

3.4.3 Any significant findings will be reported to a future meeting of the committee.

### **3.5 Violence to Employees**

3.5.1 The possibility of transferring the Council's existing Potentially Violent Person (PVP) data on to the SHE System has been explored with the Software designers. Unfortunately the company have indicated that it will not be possible in the short term to proceed with this request.

3.5.2 The SHE System Developers have been requested to keep the issue on their list of possible future development work and the request will again be raised by the Safety Officers at forthcoming User Group events.

- 3.5.3 All Managers have been reminded to ensure that any employee who is required to visit clients away from BDC workplaces (ie at the Clients home address) should consult the PVP Register. Where an individual client or their home address is included on the register then the Line Manager must carry out a more detailed risk assessment. This issue is to be raised at a future Corporate Management Team meeting in order to reinforce the message to all Managers through the Departmental and Service Management Team process.
- 3.5.4 A Violence / Lone Worker assessment has been developed by the Safety Officers and is available on the SHE System.
- 3.5.5 In addition to the above, further information and guidance on preventing and dealing with the risk of Violence at Work has been produced and will be distributed to all employees through the Councils Newsletter.
- 3.5.6 Following a test of the Panic Alarm system at Retford "One Stop Shop" by the Chairman and Safety Officer in January, a number of issues regarding the Interview Room layout were raised. These were subsequently discussed with the Customer Services Team Leader and proposals for improving the layout of the room agreed.

### **3.7 Emergency Planning**

#### **3.7.1 Emergency Planning**

##### Incident Control Room

The Working Group membership has been agreed since the last meeting of the Safety Committee. This includes Employee Representation. The group has not yet convened as the mapping system which will form a fundamental part of the Incident Room is not yet operational due to IT problems.

##### Emergency Plan

A revised Emergency Plan has been produced and is currently in draft form. The content of the plan is to be taken to a future Corporate Management Team with a view to seeking approval for further consultation with managers at Departmental Management Teams. Following this process the draft document will be submitted to a future meeting of this committee.

##### Business Continuity Exercise.

The Council's current Business Continuity Management (BCM) were produced during 2008 and revised again in 2009.

The arrangements have resulted in 13 “Critical Services” and 7 main areas of risk being identified by Management Team.

A strategy has been produced for each of the risks in order to reduce their impact and improve the Council’s ability to continue with the provision of its “Critical Services” during a business continuity incident.

An exercise to test one or more of the above strategies has been arranged for 19<sup>th</sup> May. Lessons learned from the exercise will be incorporated in the next revision of the BCM arrangements.

#### **4. 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: 11 / 476

The above actions will be funded from existing budgets.

d) Legal Ref: 92 / 04 / 10

As stated within this report

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.

Not a Key Decision

5. Options, Risks and Reasons for Recommendations

Not applicable

6. Recommendations

6.1 That the progress on the health & safety priorities be noted.

**Background Papers**

**Location**



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL SAFETY COMMITTEE**

**20<sup>th</sup> APRIL 2010**

**REPORT OF THE DIRECTOR OF COMMUNITY SERVICES**

**UPDATE ON PAYMENTS TO COUNCIL FIRST AIDERS**

Cabinet Member (Portfolio):  
Policy  
Contact: Mark Ladyman  
Ext: 4135

**1. Public Interest Test**

**Mark Ladyman has determined in preparing this Report that the report is not considered to be confidential**

**2. Purpose of the Report**

- 2.1 To update Members on the current situation regarding payments made to Council First Aiders. See outstanding minute No. 23(d).

**3. Background and Discussion**

- 3.1 This report was requested by Members on an annual basis in order to compare levels of payment made to Council First Aiders with those made by other Council's within Nottinghamshire.
- 3.2 Details of payments currently made to First Aiders are given at Appendix 1.
- 3.3 Bassetlaw District Council currently pays £120 p.a. to fully qualified First Aiders.
- 3.4 Currently the average sum paid across Nottinghamshire Council's is £121 p.a. The maximum amount being paid is £165 and the lowest sum being £102 p.a.
- 3.5 Only one Council has implemented an increase during the last year (of £3.20 p.a.).

#### 4. Implications

- a) For service users

The payment to First Aiders helps the Council maintain its level of First Aid provision to 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 Act and First Aid at Work Regulations.

- c) Financial Ref: 10 / 774

First Aid allowance payments are being contained within existing budgets.

- d) Legal Ref: 93 / 04 / 10

- e) Human Resources

The above actions will further protect the health and safety of employees

- f) Community Safety, Equal Opportunity, Environmental

Not applicable.

- 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 information on First Aiders payments be noted.

**Background Papers**

**Location**

FIRST AIDER PAYMENTS – 2009 - 2010  
SOURCE - NOTTINGHAMSHIRE HEALTH & SAFETY RISK  
MANAGEMENT GROUP

ORGANISATION	£ p.a.	Change
Ashfield	165.00	No
Bassetlaw	120.00	No
Broxtowe	147.60	+£3.20
Gedling	104.04	No
Mansfield	104.00	No
Newark	120.00	No
Nottingham City	104.00	No
Rushcliffe	102.00	No
<b>Average</b>	<b>121.00</b>	<b>+£0.40</b>



**BASSETLAW DISTRICT COUNCIL**

**COUNCIL'S HEALTH & SAFETY COMMITTEE**

Tuesday, 20<sup>th</sup> April 2010

**REPORT OF THE EMPLOYEES SIDE**

**INTERVIEW ROOM PROTOCOL and PANIC ALARM PROCEDURE**

Cabinet Member: Policy

Contact: Keith Circuit  
Ext: 3431

**1. Public Interest Test**

The author of this report has determined that the report is not confidential.

**2. Purpose of the Report**

To highlight the health & safety concerns of staff with regards to the interview rooms at Queen's Buildings and to bring to the attention of this committee issues concerning the lack of a proper, working code of practice with regards to response to the panic alarms in the main reception at Queen's Buildings.

**3. Background and Discussion**

These concerns have been brought to this committee previously and although the concerns have been supported there seems to have been little progress.

Interview room C is the escape route from rooms A & B and there are regularly boxes piled in the corridor. Although the corridor is wide enough to have boxes stored, there is concern that eventually storage will encroach onto the escape area and restrict access.

The subject of panic alarms is more of a concern. Although there has been an agreed 'Code of Practice' in place for some time it is unclear who should respond in circumstances where the panic alarm is activated. The Head of Revenues and Customer Services has responded to the alarm in the past but he is not always available and the question needs to be asked who responds in his absence?

It is felt that until a designated postholder is identified to respond in such situations this problem is likely to continue.

UNISON also seeks clarification on whether staff have been trained with regards to the procedure concerning panic alarms. If this training has taken place could the committee be informed who has received the training. The question of 'refresher' training and training for new members of staff should also be addressed.

**4. Implications**

- a) For service users – a safer working environment
- b) Strategic & Policy - none
- c) Financial - Ref:
- d) Legal - none
- e) Human Resources -- none
- f) Community Safety, Equalities, Environmental - none
- g) Whether this is a key decision, and if so the reference number. Not a key decision

**5. Options, Risks and Reasons for Recommendation**

- a) To review the area surrounding the interview rooms to ensure that they comply with Health & Safety regulations and to investigate various options with regards to the existing panic alarm procedure.
- b) To do nothing

**6. Recommendations**

The recommendation to this committee is to agree option (a) above

**Background Papers**

**Location**

**BASSETLAW DISTRICT COUNCIL**

**COUNCIL'S HEALTH & SAFETY COMMITTEE**

Tuesday, 20<sup>th</sup> April 2010

**REPORT OF THE EMPLOYEES SIDE**

**STAFF HEALTH & WELFARE IN RELATION TO VIOLENCE AT WORK**

Cabinet Member: Policy

Contact: Keith Circuit

Ext: 3431

**1. Public Interest Test**

**The author of this report has determined that the report is not confidential.**

**2. Purpose of the Report**

To highlight the risks that staff may face, especially in concern with sheltered accommodation.

**3. Background and Discussion**

An incident took place recently at one of the Council's sheltered accommodation sites. A resident threatened a warden (an employee of A1 Housing) with a large kitchen knife. Following a period during which the warden was, naturally, very frightened she managed to escape. Following this the resident stabbed herself, very seriously with the knife. The concern is that, once recovered, the resident will be allowed back into her property, once again putting the safety of employees at risk.

**4. Implications**

- a) For service users – a safer working environment
- b) Strategic & Policy - none
- c) Financial - Ref: none
- d) Legal - none
- e) Human Resources -- none
- f) Community Safety, Equalities, Environmental - none
- g) Whether this is a key decision, and if so the reference number. Not a key decision

5. **Options, Risks and Reasons for Recommendation**

- a) To investigate the circumstances surrounding the incident and review the policy of allowing residents to return to their property therefore putting employees health & safety at risk.
- b) To do nothing

6. **Recommendations**

The recommendation to this committee is to agree option (a) above

**Background Papers**

**Location**