



**Bassetlaw**  
DISTRICT COUNCIL  
— North Nottinghamshire —

## **Health and Safety Committee**

### **Agenda**

Meeting to be held at The Ceres Suite,  
Worksop Town Hall, S80 2AH  
On Wednesday, 10th April, 2024  
At 1.30 pm

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# **Health and Safety Committee**

**Membership: 2023-24**

**Councillors:** D Challinor, L A Dixon, T P Eaton, C Entwistle, J O Manners, J Potts, D R Pressley, J C Shephard and D Fretwell.

**Substitute Members:** Any

**Quorum:** 2 Members

**Lead Officer for this Meeting**

N Moon

**Administrator for this Meeting**

C Hopkinson

## **Health and Safety Committee**

**Wednesday, 10th April, 2024**

### **Agenda**

1. Apologies For Absence
2. Declarations Of Interest By Members And Officers
  - a. Members
  - b. Officers
3. Minutes Of The Meeting Held On 17th January 2024 (Pages 5 - 8)
4. Outstanding Minutes List (Pages 9 - 10)

#### **Section A - Items For Discussion In Public**

##### **Key Decisions**

None.

##### **Other Decisions**

5. Report(s) Of The Director Of Regeneration And Neighbourhood Services
  - a. Accident Report For The Period 1st October to 31st December 2023 (Pages 11 - 20)
  - b. Progress Report On Health, Safety And Emergency Planning Priorities (Pages 21 - 28)

##### **Exempt Information Items**

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

#### **Section B - Items For Discussion In Private**

##### **Key Decisions**

None.

##### **Other Decisions**

6. Any Other Business Which The Chair Considers To Be Urgent

**Notes:**

1. The papers enclosed with this Agenda are available in large print if required.
2. Copies can be requested by contacting us on 01909 533252 or by e-mail [ruth.colebourne@bassetlaw.gov.uk](mailto:ruth.colebourne@bassetlaw.gov.uk)

## Health and Safety Committee

### Minutes of the Meeting held on Wednesday, 17th January, 2024 at The Ceres Suite, Worksop Town Hall, S80 2AH

Present: Councillor

Councillors:

L A Dixon	T P Eaton
C Entwistle	J O Manners
D R Pressley	L A Sanders
N J Sanders	

Employee Representatives in attendance: M Bassett, J Common, T Walstow, A Watson and G Watson

Officers in attendance: J Hindley, C Hopkinson and N Moon

(The meeting opened at 1.30 pm.)

#### 14 Apologies For Absence

Apologies for absence were received from Councillors D Challinor, J Potts and J Shephard.

Apologies were also received from C Taylor and employee representative K Circuit.

#### 15 Declarations Of Interest By Members And Officers

##### 15a Members

There were no Declarations of Interest from Members.

##### 15b Officers

There were no Declarations of Interest from officers.

#### 16 Minutes Of The Meeting Held On 4th October 2023

**Resolved** that the Minutes of the meeting held on 4<sup>th</sup> October 2023 be approved.

#### 17 Outstanding Minutes List

**Resolved** that the Outstanding Minutes be received.

#### Section A - Items for Discussion in Public

##### Key Decisions

None.

##### Other Decisions

## HEALTH AND SAFETY COMMITTEE

### **18 Report(s) Of The Director Of Regeneration And Neighbourhood Services**

#### **18a Accident Report For The Period 1st July to 30th September 2023**

The Committee were presented with details of all reported injuries for the period July to September 2023 and provided with a comparison with the same period in 2022.

For the period July to September 2023 there were 12 incidents reported. This compares with 11 incidents reported during the same period in 2022.

There had been three “reportable injuries” during this reporting period. This compares to one “reportable injury” during the same period in 2022. 119 working days were lost as a result of the accidents from 1st July 2023 to 30th September 2023.

The information on the cause of injury type and location of the reported accidents for the reporting period was appended to the report.

Anti-Social Behaviour / Violent Incidents were also detailed within the report.

Department of Work & Pensions (DWP) accident details relating to their work at Queens Buildings were reported for information. There have been no incidents reported by DWP staff for this reporting period.

#### **Resolved that:**

1. That the Health and Safety Committee in receiving the information regarding the number of accidents for the period July to September, discuss any measures for further addressing Health and Safety Awareness.
2. That Service 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.
3. That Service 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.
4. That Service 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. A comparison of Anti-Social Behaviour/ Violent Incidents over a longer timescale be given at future meetings to monitor the frequency of occurrences.
7. The Safety and Resilience Manager circulate information to line managers to ensure they are aware how to report Anti-Social Behaviour / Violent Incidents incidents.

#### **18b Progress Report On Health, Safety And Emergency Planning Priorities**

The Committee were informed of progress made within the agreed priorities of the Health, Safety and Emergency Planning Priorities, which included;

- Fire Risk Assessments
- Domestic Property Fires
- Housing Water Quality Monitoring
- Corporate Water Quality Monitoring
- Health and Safety Training
- H&S Policy Review
- H&S Audits

## HEALTH AND SAFETY COMMITTEE

- Anti-Social Behaviour Report

Members were updated on the emergency planning priorities. This included business continuity plans, flood containers and the corporate risk group update.

In relation to housing water quality monitoring an elected Member asked how many properties have not had legionella risk assessments carried out due the Council being unable to gain access.

Elected Members/ employee representatives asked questions/ raised comments in relation to needle stick injuries, manual handling training and weapon amnesties.

In relation to training the Safety and Resilience Manager advised that there have been face to face manual handling training sessions. He is working with the Learning and Development Department to develop adequate training.

### **Resolved that:**

1. The progress on the health and safety priorities be noted
2. Information regarding the number of properties have not had legionella risk assessments carried out in relation to housing water quality monitoring due to the Council being unable to gain access be circulated to Members.
3. The Committee be advised if a risk assessment has been completed for the handing in of weapons on amnesty days to the police at Queens Building's.

### **19 Any Other Business Which The Chair Considers To Be Urgent**

As there was no urgent business the Chair closed the meeting.

(Meeting closed at 2.08 pm.)

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**Health and Safety Committee**

**Outstanding Minutes List**

**10<sup>th</sup> April 2024**

**Members please note that the updated positions are shown in bold type following each item.**  
(SM = Safety Manager)

<b>Min No</b>	<b>Date</b>	<b>Subject</b>	<b>Decision</b>	<b>Officer Responsible</b>
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None.

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**Bassetlaw District Council**

**Health and Safety Committee**

**10<sup>th</sup> April 2024**

**Report of the Director of  
Regeneration and Neighbourhood Services**

**Accident Report for the Period  
1<sup>st</sup> October to 31<sup>st</sup> December 2023**

Cabinet Member: Director of  
Regeneration and Neighbourhoods

Contact: Craig Taylor

**1. Public Interest Test**

Craig Taylor 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 2023 and to provide a comparison with the same period in 2022.
- 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 1<sup>st</sup> October to 31<sup>st</sup> December 2023, there were 9 incidents reported. This compares with 8 incidents reported during the same period in 2022.
- 3.2 There has been 0 “reportable injuries” during this reporting period. This compares to 2 “reportable injuries” during the same period in 2022. Details of the RIDDOR reportable injuries would be listed below.

There has been 0 working days lost as a result of RIDDOR reportable accidents from October to December 2023.

- 3.3 Information on the cause, injury type and location of all reported accidents within the Council for this reporting period is included in the charts at Appendix 1. Appendix 2 provides the following information:

- Tables 1 & 2: Show a breakdown of different injury types and causes for all Incidents.
- Results show that the biggest contributor to incidents during this period were “slips, trips and falls” (4).
- Table 3: Shows a summary of all accidents by Service.  
The table indicates an overall increase in the number of accidents reported (8 to 9), an increase of 1 for the same period last year.
- The were no RIDDOR reportable accidents.
- Table 4: There has been 2 reports of anti social, violent or aggressive behaviour incidents reported on Assure for the last period.

## Anti Social Behaviour / Violent Incidents

1. **Parks & Open Spaces** – Female member of staff assaulted by an unknown male. Police informed and attending.
  2. **Tenant Services** – Tenant reported violence and aggression from his neighbour. Housing Officers advised that they would attend, as well as the Police. Housing Officers were then involved in the incident, with one being assaulted.
- 3.4 In order to give some further comparison of accident statistics over a longer period (3 Years), the quarterly accident figures from October 2019 to October 2023 have been included for information at Appendix 2.

The **total number of accidents for the current reporting period** (9) is above the “3 Year Average” of 7.5 accidents per quarter.

The number of “**Reportable**” **lost time accidents for the current reporting period** (0) is above the “3 Year Average” for “Reportable” injuries of 1.1 accidents per quarter.

- 3.5 The Safety Officers will continue to work with service managers to ensure that the causes of accidents are adequately investigated.
- 3.6 Department of Work & Pensions (DWP) accident details relating to their work at Queens Buildings will be reported to this committee for information only. There have been 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 – 24/756

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 that 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 – 002/04/2024

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) Climate Change, Environmental  
Nil
- g) Community Safety, Equal Opportunity, Environmental  
Nil
- h) General Data Protection Regulations  
Nil
- i) 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

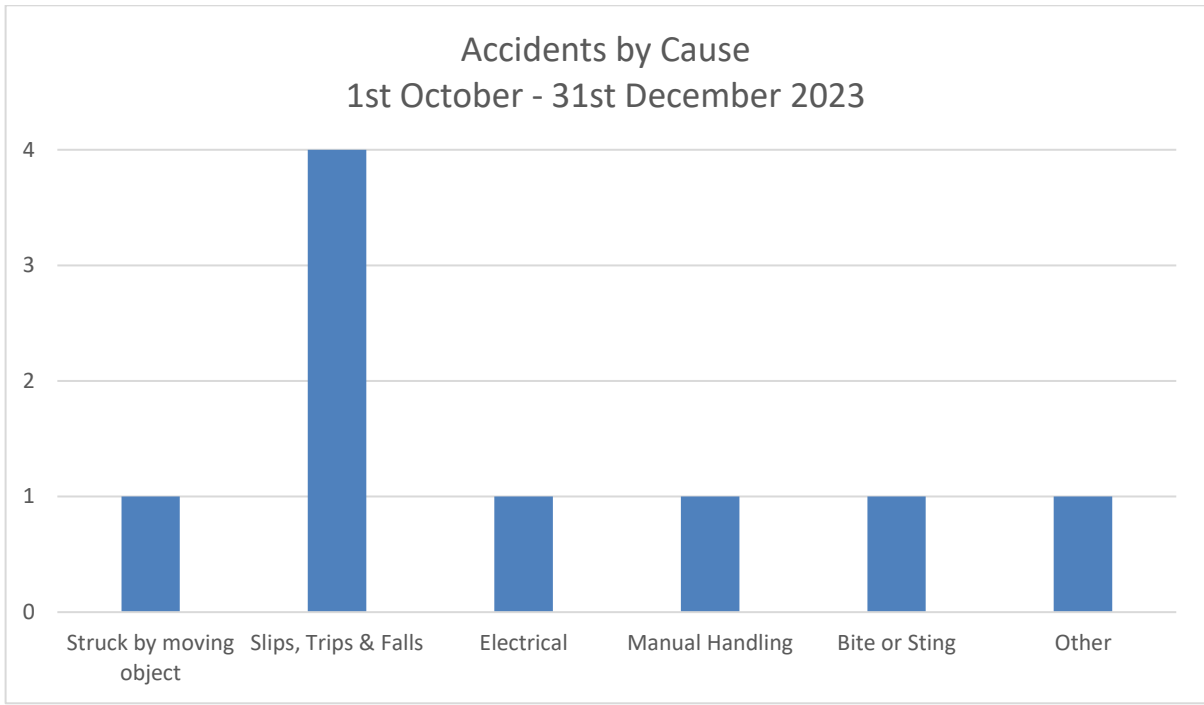
**6. Recommendations**

- 6.1 That the Health and Safety Committee in receiving the information regarding the number of accidents for the period October to December, discuss any measures for further addressing Health and Safety Awareness.
- 6.2 That Service 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 Service 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 Service 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.

Summary of all accidents by cause

Accident for the period  
1<sup>st</sup> October 2023 to 31<sup>st</sup> December 2023

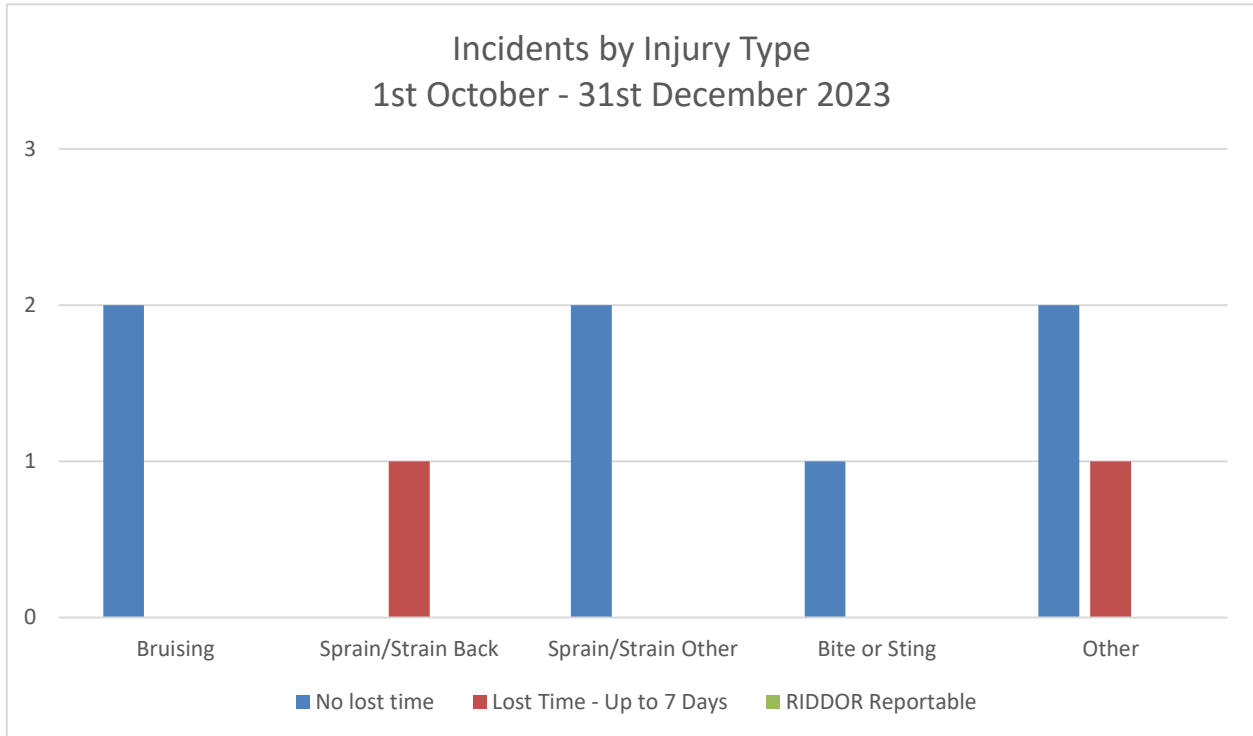
**Table 1**



## Summary of all accidents by injury type

Accident for the period  
1<sup>st</sup> October 2023 to 31<sup>st</sup> December 2023

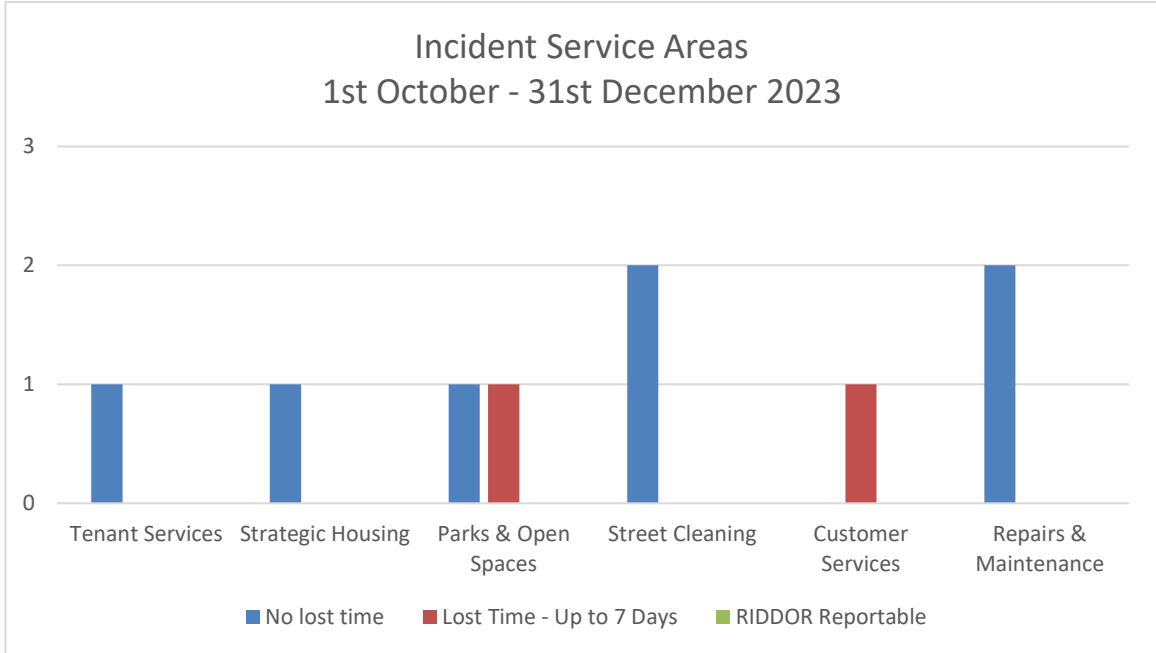
Table 2





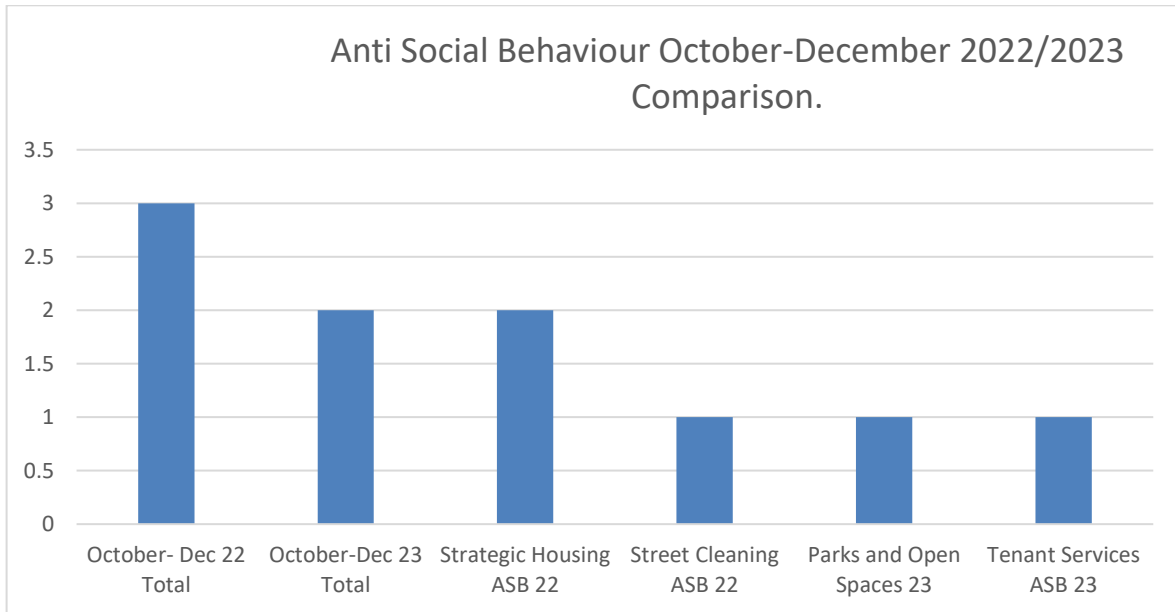
**Table 3**

**Summary of All Accidents by Service Area for the Period  
1<sup>st</sup> October 2023 to 31<sup>st</sup> December 2023**



**Table 4**

**Anti Social Behaviour / Violent Incidents  
For the period 1<sup>st</sup> October 2023 to 31<sup>st</sup> December 2023 with comparison from same  
2022**

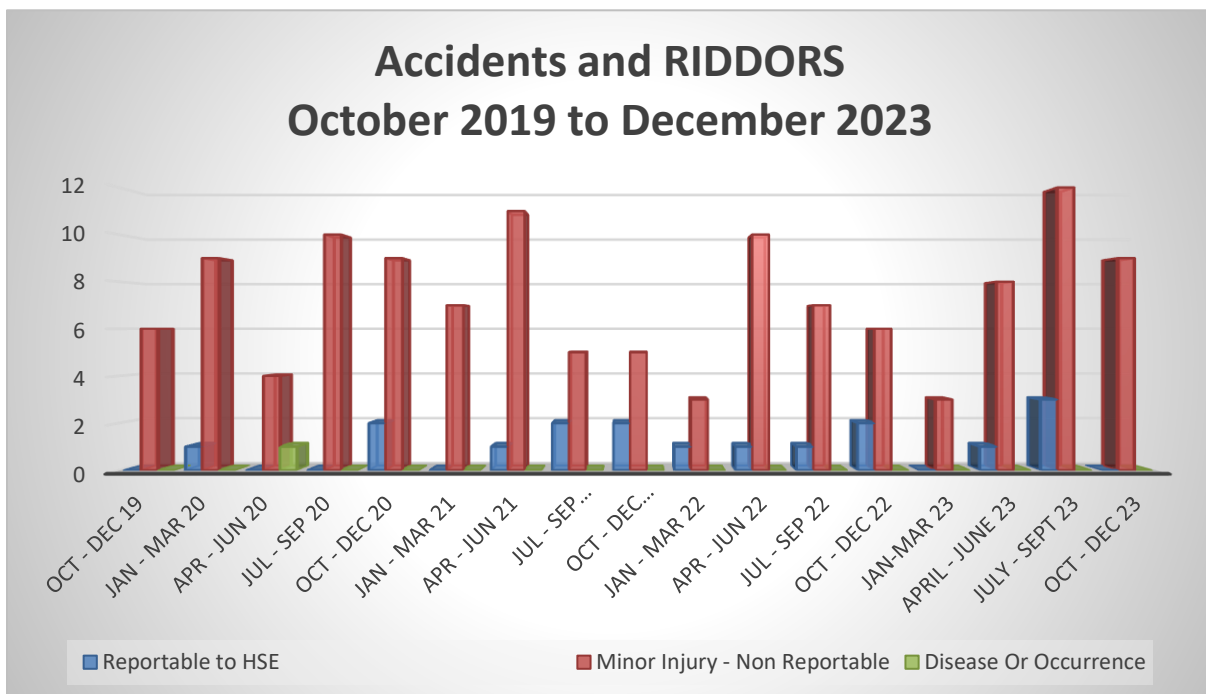
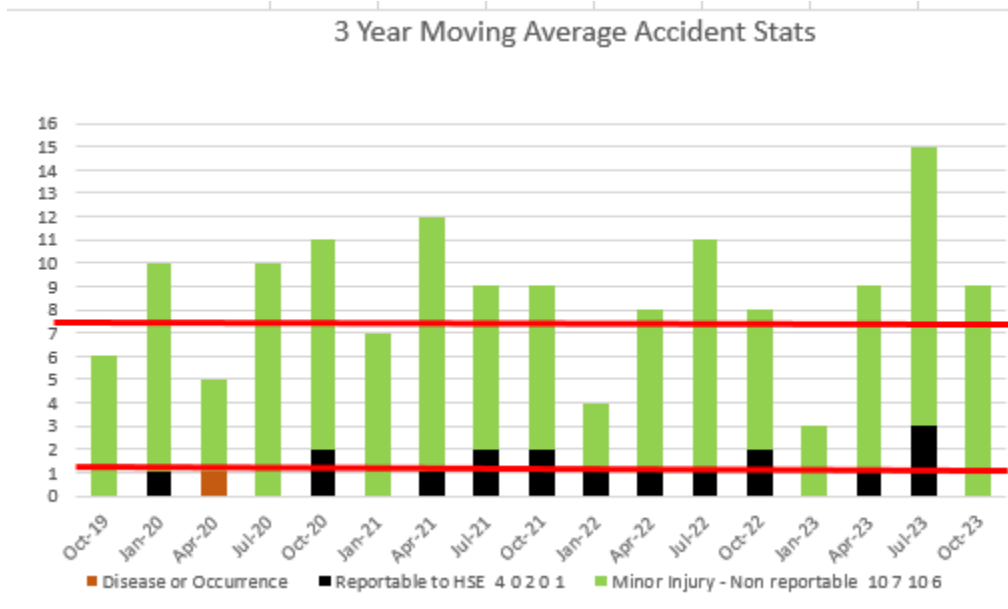


**Table 5**

<b>Service</b>	<b>Reportable</b>		<b>Not Reportable</b>		<b>+/-</b>
	<b>Previous Year 2022</b>	<b>This Year 2023</b>	<b>Previous Year 2022</b>	<b>This Year 2023</b>	
Neighbourhoods	2		6	4	-2
Regeneration					
Corporate Services				1	+1
Finance & Property					
Human Resources					
Housing				4	+4
Contractors etc.					
Total No of Accidents	<b>Previous Year</b>		<b>This Year</b>		+1
	8		9		

### Long Term Comparison of Accidents Occurring Between 1<sup>st</sup> October and 31<sup>st</sup> December 2023

The 3 year moving average for accidents is 7.6 which is above the average of 7.5. The 3 year moving average for RIDDOR Reporting is 1 which is below the average of 1.1



**Bassetlaw District Council**  
**Health and Safety Committee**

**10<sup>th</sup> April 2024**

**Report of the Director of  
Regeneration and Neighbourhood Services**

**Progress Report on Health, Safety and  
Emergency Planning Priorities**

Cabinet Member: Policy, Strategy &  
Communications  
Contact: Craig Taylor

**1. Public Interest Test**

Craig Taylor 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**

A fire risk assessment has been carried out at The Priory Centre – Worksop. Actions have been assigned to the relevant Managers. Following the assessment fire procedures have been created and circulated to Security and Managers.

A fire risk assessment has been carried out prior to Larwood House opening to new tenants 17/11/23

## **Domestic Property Fires**

No domestic fire incidents have been reported on Assure since the last meeting.

### **3.3 Housing Water Quality Monitoring**

Second Element have completed 12 risk assessments in January, with 3 in February. It has been agreed that no further surveys are to be undertaken until the new financial budget in April 2024.

Tenants who have received letters from legal regarding access issues, Second Element have been given the authority to carry these out.

There are approx. 576 properties that require a risk assessment to complete all the Housing stock portfolio. Out of the 576 properties 25 have had letters for access 9 tenants have replied to date.

Second Element confirmed they are carrying out random sampling on void properties.

### **Crown Place Community Centre**

DCS completed the sampling of 11 community centres in January 2024. A failure was received for Crown Place Community Centre.

The failure was identified in the Ladies toilet right thermostatic mixer valve. The reading was 80 colony forming unit (cfu/l) legionella species.

The reading is below the 100 cfu/l the recommendation from the legislation is to re-sample. Additional flushing to twice a week was implemented with resampling. The results of the re-sample were clear of any legionella species.

### **3.4 Corporate Water Quality Monitoring**

#### **Queen's Buildings**

Following the installation of the new heating system at QB, monitoring of the temperatures continue monthly to ensure that the Calorifiers are getting to 60°C at all times in line with L8.

#### **Priory Court**

The installation of the CLo2 dosing system by the contractor was completed on 13<sup>th</sup> of December. Subsequent testing will be carried w/c 4<sup>th</sup> March to establish the effectiveness of the chemical dosing unit. Priory Court requires a revised legionella risk assessment.

### **3.5 Health and Safety Training**

The table below shows the courses and numbers of people trained in Quarter 2,

1<sup>st</sup> October – 31<sup>st</sup> December 2023.

<b>Course Name</b>	<b>Service Area</b>	<b>Attendees</b>
Abrasive Wheels	Housing Repairs	2
	Fleet	6
	Facilities	1
Asbestos Awareness	Housing Repairs	2
Driver CPC	Operational Services	32
Emergency First Aid	Parks & Open Spaces	1
	Economic Development	2
First Aid at Work Initial	Tenant Services	1
	Customer Services	1
	Museum	1
	Customer Services	1
	Environmental Health	1
	Legal Services	1
First Aid at Work Refresher	IT Services	1
Fire Awareness October	Various	4
Fire Awareness November	Various	13
Fire Awareness December	Various	4
Fire Evacuation Awareness	Finance & Property	1
Fire Warden	Housing Services	8
	Facilities	1
ISO 45001: 2018 Audit Requirements	Health & Safety	5
Industrial Counterbalance	Facilities	1
	Refuse	2
	Fleet	1
	Housing Repairs	1
Legionella/Water Quality Risk Management	Facilities	7
Manual Handling	Street Cleaning	1
Monitoring signing, lighting and guarding	External Works	2
Sharps eLearning	Street Cleaning	15
	Customer Services	1

	Housing Property & Development	1
Terberg Level 2 Train the Trainer	Refuse	1
Tractor Driving	Parks & Open Spaces	4
<b>Total</b>		<b>126</b>

### 3.6 H&S Policy Review

The Policy review is in progress by Safety Officers to meet the demands of the work plan for 23/24, this will incorporate a new format for the Policy documents. Consultation on the following policies is in progress.

- Accident Reporting & Recording
- Control of Substances Hazardous to Health (COSHH)
- First Aid at Work
- Lone workers
- Manual Handling
- New and Expectant Mothers
- Young People at Work
- Guidance on Sharps
- Management of construction and contractors (CDM), Permit to Work

Once the consultation period has passed the new Policies be included in the Agenda for Safety Committee.

### 3.7 H&S Audits

The H&S Audit and inspection programme has been added to the work plan for 23/24. H&S Audits and Inspections have been shared between team members and planned into diaries for the forthcoming year.

From 1<sup>st</sup> October – 31<sup>st</sup> December there was two Housing site inspections undertaken in Housing Repairs.

## 4.0 Emergency Planning

### 4.1 Flooding

Work is currently in place preparing for public drop-in events at Worksop on 14<sup>th</sup> March and Retford on 27<sup>th</sup> March. Environment Agency, Nottinghamshire County Council (Flood Risk Team) and Severn Trent Water will be in attendance to answer questions from the public.

Review of the Flood Preparedness Standards Of Performance is programmed for the year ahead to incorporate learning from Storm Babet and Henk. Identifying a Flood Response Team and improving communications with Flood Wardens by using whatsapp.

Looking to redeploy 2 surplus shipping containers from Dojo site to use as flood resilience stores at Dunham and a second site at Retford.



## **4.2 Security Plan**

The Security Policy being substantially re-written with current Counter-Terrorist threats which is being done ahead of the Protect duty under Martyn's law. The new policy includes details of different types of attack so people can recognise the threat and provides various options for response. Liaison with Nottinghamshire Police Counter Terrorism Security Advisor has taken place and they are satisfied that the above policy now includes all the current relevant aspects needed.

The plan incorporates "Move to Critical" tactical actions. A request has been made for a Vehicle Dynamics Assessment for events held in Worksop Market Place.

## **4.3 Training**

Reviewing the need for employee training using ACT Training which we can sign up to for free and load on the BDC training app. All staff will be required to undertake a basic course, to give an awareness of terrorist threats and improve their security vigilance.

A more in-depth courses will be available for managers and those in specialist roles such as CCTV operators.

Following training a security exercise for QB will take place.

## **5 Business Continuity**

Progress on business continuity impact assessments is 100% complete across all areas of the Council. These are being developed into departmental Business Continuity Plans.

The Loss of Utilities Plan needs to be reviewed urgently with a robust plan for the generator to provide back-up power at QB in the event of a power failure or National Power Outage.

This currently is a single point of failure for all departmental BCP's which would ultimately result in the loss of ICT services if back-power is not quickly provided. Business Continuity Plans will be added to the corporate plan.

### **5.1 Training**

Officers have attended the LRF Strategic Coordinating Group training 8<sup>th</sup> March & 3 places for Bassetlaw on the Tactical Coordinating Group training on 25<sup>th</sup> March.

Cyber security training taking place on Monday 18<sup>th</sup> March.

## 6.0 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".

The Council's Safety Committee will continue to be informed of the Corporate Risk Management Group's assessment of the level of corporate risk arising from that issue.

The risk rating has remained at the same level as previously reported to the 15<sup>th</sup> December 2023 meeting of this Committee (i.e. C3 Amber Risk).

The Corporate Risk Group will review the risk level every 3 months and adjust the risk level accordingly.

## 7. 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.

Financial - Ref: – 24-728

The above actions will be funded from existing budgets.

### c) Legal - Ref: - 001/04/2024

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) Climate Change, Environmental

Nil

G) Community Safety, Equal Opportunity, Environmental

The above actions will further protect the health and safety of the community.

h) General Data Protection Regulations

Nil

i) Whether this is a key decision, and if so the reference number.

This is not a key decision.

## 8. Options, Risks and Reasons for Recommendations

Not applicable.

## 9. Recommendations

9.1 That the progress on the health and safety priorities be noted.

### Background Papers

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