

Bassetlaw District Council
Health and Safety Committee

10th 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 13th of December. Subsequent testing will be carried w/c 4th 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,

1st October – 31st December 2023.

Course Name	Service Area	Attendees
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
Total		126

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 1st October – 31st 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 14th March and Retford on 27th 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 8th March & 3 places for Bassetlaw on the Tactical Coordinating Group training on 25th March.

Cyber security training taking place on Monday 18th 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 15th 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