

**A**

**Minutes of Meeting of the Development Committee of Mid Ulster District Council held on Thursday 4 December 2014 in Cookstown District Council Offices**

**Members Present:** In the Chair, Councillor Burton(Chair)  
  
Councillors Forde, Mallaghan, McAleer, McNamee, Molloy, Monteith, C O'Neill, T Quinn, G Shiels and Wilson

**Officers in Attendance:** Mr Tohill, Chief Executive  
Ms Campbell Director of Policy & Development (MDC)  
Mr Cassells, Director of Technical Services and Leisure Services (MDC)  
Mr Glavin, Head of Leisure Services (CDC)  
Mr McCreesh, Acting Chief Executive (CDC)  
Mr McCrory, Head of Community Engagement (MDC)  
Mr McShane, Sports Services Manager(CDC)  
Mrs Forde, Mayor's PA/Member Support Officer (DSTBC)

The meeting commenced at 7pm

**D52/14 Apologies**

Apologies were received for Councillor McEldowney, Dillon and Reid. The Chief Executive advised that the Chairperson, Councillor Burton would be late.

**D53/14 Election of Chair for Meeting**

The Chief Executive sought nomination for a member to chair the meeting until the arrival of Councillor Burton.

Proposed by Councillor Wilson  
Seconded by Councillor Mallaghan and

**Resolved** That Councillor Forde Chair the meeting of the Development Committee of 4 December 2014 until arrival of Councillor Burton.

Councillor Forde took the Chair.

**D54/14 Declarations of Interest**

The Chair reminded members of their responsibility with regards to declarations of interest.

**D55/14 Deputation P Glasgow, Glasgowbury**

The Chair welcomed Paddy and Stella Glasgow, representatives of Glasgowbury to the meeting. The representatives showed a series of three video clips showcasing

their achievements and highlighting a rock festival at the top of Sperrins, which since inception had grown from 1000 participants at a cost of £1k to £250k with access of 5000 participants.

Video clips also showcased the Cornstore facility, highlighting workshops with children and adults with special needs. They explained they had worked with Autism NI and Downs Syndrom groups to deliver projects with special needs groups. They further highlighted that they had received funding in conjunction with BT to deliver Internet Confidence courses designed to encourage older generations to devices such as ipads. The representatives emphasising that the organisation was on a learning curve recognised that arts was a rapid growing industry in Northern Ireland, and organisations such as Glasgowsbury: Small but Massive needed investment to expand and continue delivering arts in rural communities.

The representatives tabled a brochure and confirmed they:

- had delivered creative projects in rural Mid Ulster since 2000;
- were managed by a core of 2 staff supported by self employed creatives and volunteers;
- governed by a Board of 7 Directors officially constituted in 2003;
- became a company limited in 2010 with charitable status since 2011;
- relocated to a landmark heritage site building, the Cornstore, Draperstown in 2013;
- had presented to DCAL, DARD and now Council on financial support; and
- had achieved recognition in being awarded UK Promoter of the Year Award.

In conclusion, the representatives advised that in its final year Glasgowsbury was 80% sustained and 20% externally funded with many students had gained invaluable experience working at the event. They added that it was hoped to bring The Cornstore to the same level. Mr Glasgow also made reference to praise received from the Probation Board and local justice agencies for their work.

The Chair thanked the representatives for the presentation.

Councillor Molloy remarked that he had been sorry that Glasgowsbury had stopped as he had personally attended the event, had found it professionally run, camped 50 yards from the gate next to families and it was an extremely safe environment. He added that it would be nice to have it back.

Councillor C O'Neill commended the representatives on the creative hub work, in particular asking about engagement with schools. The representatives spoke of their work during the Derry City of Culture year which involved visiting schools.

They also commented that they would like to become further engaged with schools and to have them use the centre, together with expanding work with special needs groups and those with behavioural issues. They further emphasised the wealth of experience students had gained in working on the Glasgowsbury event such as setting stages and sound systems.

Councillor Burton entered the meeting at 7.30pm

Councillor G Shiels remarked on the workshops designed for people with autism stating he had attended three different meetings during the week at which autism projects would be of great interest. In response the representatives spoke of the benefit of music therapy and lessons advising that they hadn't been pre trained but what they had engaged in had succeeded.

Councillor Forde thanked the representatives for the presentation following which they withdrew from the meeting at 7.35pm

#### **D56/14      Exchange of Chair**

Councillor Forde vacated the Chair and Councillor Burton assumed the Chair.

#### **Matters for Decision**

#### **D57/14      Receive and confirm minutes of the Development Committee meeting held on Thursday 6 November 2014**

Councillor Wilson asked for the undernoted amendments:

Page 5 of 'In Committee' minute item D48/14 that 10<sup>th</sup> paragraph meeting venue be amended from Greenvale Hotel to Mid Ulster Sports Arena. Also that in the 6<sup>th</sup> paragraph 'The Chair, Councillor Forde' be amended to read 'Councillor Reid' and noted that the statement was inaccurate.

Councillor Quinn clarified he had requested an amendment at the Council meeting on 27 November.

Proposed by Councillor Quinn  
Seconded by Councillor Forde and

**Resolved**      That the minutes of the meeting of the Development Committee held on Thursday 6 November (items D33/14-D43/14 and D51/14), were considered and, subject to the forgoing amendments, were signed as accurate and correct.

#### **D58/14      Consultation response to strategy for the delivery of Generalist Advice Services in Northern Ireland 2015-2020**

Ms Campbell advised that the purpose of the report was to consider a draft response to the Consultation Document, Advising, Supporting, Empowering - A Strategy for the Delivery of Generalist Advice Services in Northern Ireland 2015-2020. Ms Campbell highlighted the key issues noted in the response and asked members to consider the response for submission to the Department for Social Development covering a series of issues:

- The need to have an Advice Service that is accessible and of high quality;
- Individuals should be empowered to allow them to help themselves. However the use of self service and technological systems should not be introduced if the approach has a detrimental impact on the people within the district who

are in most need of generalist advice. The Council would strongly urge that resources should be focused on face to face and telephone service provision.

- Delivery approach for advice services should be aligned to avoid duplication and conflict;
- Advice to the most vulnerable must be free. Council would have concerns about advice providers being put under additional pressure to identify other sources of funding detracting from the quality of advice provision;
- Advice quality standard should be introduced across the Advice Sector; and
- The role of volunteers within the sector is essential. The Council agrees that their contribution to the sector must be fully recognised and their skills are used to full effect.

Councillor Monteith expressed concerns that there was no thought in the consultation document around specialist advice, stating people may need to obtain general advice on issues such as housing rights, mortgage issues, employment rights and as such they needed to be signposted to specialist advisers such as the Labour Relations Agency which were all Belfast based. He further stated that these questions had not been raised in the consultation document but Council should find a means of incorporating them into the response.

Councillor Monteith added that a mechanism was required to ensure those charities providing advice should be involved with forming the policies surrounding it stating that the dynamics of one would dictate the other. Emphasis was made that funding and policy needed to be separated and policy makers needed the freedom to view with a critical eye.

The Chair, Councillor Burton, concurred with issue of specialised and quality advice.

Councillor Wilson in referring to specialised advice said it was very important and that as it was not included in consultation document it meant if services were tendered for in the future it could not form part of it. He stated that factors concerning specialised advice should be highlighted in the response.

Responding Ms Campbell stated that there was a box for any other comments in which she would include issues raised concerning specialised advice.

**Resolved** That it be recommended to Council that the response presented be submitted to DSD with the inclusion of concerns on specialised advice.

#### **D59/14      Development and Regeneration Forward Work Plan**

Ms Campbell presented a report giving a development and regeneration update. She drew attention to key issues included in the report and advised that the Local Economic Development Plan 2014-2016 was to date not fully developed and would be presented to a future meeting. With regard to a Good Relations Strategy and plan for Mid Ulster she advised that OFMDFM letters are to be issued to Mid Ulster in January 2015 and a draft plan would be subsequently prepared in the New Year for it to be finalised by February 2015.

## **D60/14      PEACE IV**

Ms Campbell presented a report giving an up on Peace IV and advised that to date no guidance on Peace IV had been issued but that Special EU Programmes Body (SEUPB) anticipates that the Programme will be approved by the Commission in May 2015. They therefore expect that Local Action Plans to be developed by May 2015, and submitted to SEUPB following this date.

In response to the Chair's question on the level of funding Ms Campbell advised that it is likely that SEUPB will be inviting Local Authorities, on behalf of a PEACE Partnership, to submit proposals for up to 100% funding under three areas:

- Children and Young People
- Shared Space and
- Building Positive Relations at a Local Level

Ms Campbell advised that Officers had requested a meeting with SEUPB to discuss a number of matters including partnership makeup, delivery mechanisms, budgets and new arrangements regarding vouching requirements but the body appeared reluctant to meet until after guidance had been issued. She further advised that until more information becomes available from SEUPB, the process of developing the PEACE IV plan will be agreed through Council.

Ms Campbell stated that information being gathered through the community planning consultation could be used to inform the Mid Ulster PEACE IV Action Plan. She emphasised that it was essential that the PEACE IV Action Plan be integrated with and compliment the Good Relations Action Plan.

## **IN COMMITTEE**

Proposed by Councillor Monteith  
Seconded by Councillor T Quinn and

**Resolved**      That item D61/14 – D67/14 be taken in committee.

## **D68/14      Duration of Meeting**

The meeting was called for 7pm and ended at 9.05pm in closing the meeting the Chair Councillor Burton on behalf of both the Chief Executive and herself wished everyone a Happy Christmas and prosperous New Year.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_

**B**

<b>Subject:</b>	EU Erasmus+ Programme
<b>Reporting Officer:</b>	Michael Browne, Magherafelt DC

<b>1</b>	<b>Purpose of Report</b>
1.1	To outline an opportunity for Mid Ulster District Council (MUDC) to apply to the EU Erasmus+ Programme for funding to deliver a series of Junior International/European Sporting events that will increase the profile of Mid Ulster Council, enhance local sporting clubs and attract and increase the tourism sector creating an economic benefit to MUDC.
1.2	To outline the mechanisms and processes of applying and delivering a potential project under the EU Erasmus + Programme.

<b>2</b>	<b>Background</b>
2.1	International Sporting events have been cited as a major contributor to enhancing regions, both in an economic and in a social context. From the annual Milk Cup event to the recent success of the Irish Open Championship at Royal Portrush Golf Club and the Giro d'Italia, major sporting events have contributed to the economic wealth of an area, its image, and how the area is perceived.
2.2	Tourism a growing part of the Northern Ireland economy. Between 2012 and 2013, the revenue that it delivers to the economy grew by 5% and is now worth £723 million and activity tourism is an important part of the tourism offering. The latest available figures show that activity tourism in Northern Ireland, including cycling and mountain biking, is estimated to be worth about £100 million to the economy here. It has been cited by NITB that outdoor activities, in particular, really help to promote the very best of our beautiful environment and stunning natural heritage in Northern Ireland.
2.3	MUDC can boast a wealth of sporting excellence which has been recognised and supported by the three constituent Council's for many years. This is evident by the many successful clubs both at national and international level, and many different champions that have been produced at an individual and club level. In addition to this and over the years the three Councils have been involved directly and indirectly providing some high class sports facilities.
2.4	Under the sports chapter of the Erasmus + Programme Not-for-profit European Sports Events support the implementation (in the field of sport)



2.5	<p>of EU strategies in an areas of social inclusion &amp; equal opportunities, encourage participation in sport &amp; physical activity &amp; support the implementation European sporting events.</p> <p>Activities supported under the Erasmus + programme include:</p> <ul style="list-style-type: none"> <li>- organisation of education activities for athletes</li> <li>- coaches, organisers &amp; volunteers in the run-up to the event</li> <li>- organisation of the event</li> <li>- organisation of side-activities to the sporting event (conferences, seminars)</li> <li>- implementation of legacy activities (evaluations, drafting of future plans)</li> <li>- communication activities linked to the topic of the event.</li> </ul>
2.6	<p>To qualify for funding “Not-for-profit sports events” organised in one country must involve participants to the events from at least 12 different programme countries OR for events organised simultaneously in several programme countries – the events must involve participants from at least 12 different programme countries (participants involved in the sum of events in total). This can be achieved by delivering a series of different sporting events within the one application.</p>
2.7	<p>Applications may be submitted twice a year. However for this proposal we recommend submitting an application for the 14 May 2015 deadline (at 12 noon). This would mean that the event must take place in 2016. The budget available is €500k (maximum 80% of the total eligible costs).</p>

<b>3</b>	<b>Key Issues</b>
3.1	<p>It has been widely recognised that international sporting events can be a major contributor to the local economy. With this in mind a working group of officers within the MUDC have been scoping the potential of developing a series of sporting events that will fulfil the EU Erasmus + programme criteria and the following objectives for the MUDC.</p> <p>Objectives:-</p>
3.2	<ul style="list-style-type: none"> <li>• To attract as broad a demographic to the event as possible.</li> <li>• To leave a sporting events legacy for the Mid Ulster region</li> <li>• The creation of new European events in the Mid Ulster area.</li> <li>• To increase the capacity and sustainability of the voluntary sports sector.</li> <li>• To receive positive national press coverage for Mid Ulster District Council region.</li> <li>• To align with the Northern Ireland Sports Councils objectives</li> </ul>

3.3	The working group propose to develop a series of International competitions during European Week of Sport to show case MUDC area and what it has to offer by way of excellent facilities. For example Sailing at Ballyronan, Boxing, Hockey, and Junior Tour of Ireland (Cycling). Please note that this is not a definitive list.
3.4	For a successful project the Council would need to develop and establish relationships with the key clubs and governing bodies of the different sports involved. The working group have already had preliminary discussions with a number of sporting bodies/clubs. Early indications suggest that the potential capacity and expertise exists to deal with the significant challenges that the delivery of this type of event would present.
3.5	The working group recommend that the proposed event is made up of junior events including both genders. This would align the application to the Northern Ireland Sports Councils Objectives and may open up other funding opportunities in addition to the Erasmus+ Programme. Furthermore it is felt that the "Milk Cup format" should be investigated as a tried and tested delivery model.
3.6	The Erasmus + programme is a one year programme, and if successful in 2016 the group would recommend applying again in 2017 to run a second programme in the summer of 2018.

<b>4</b>	<b>Resource Implications</b>
4.1	<b><u>Human resources</u></b>
4.1.1	A formal MUDC working group would require time to work up the concept of this proposal and submit the application by the 14 May 2015 deadline. This group should include officers from both the leisure, tourism and events departments.
4.2	<b><u>Financial resource</u></b>
4.2.1	Whilst this project falls into fiscal year 2016/17, no financial commitments are required in fiscal year 2015/16. It is worth bearing in mind that a potential financial exposure to MUDC in year 2016/17 could be up to 20% of €500k euros, however there may be potential for match funding to be in kind or other sources, such as Sports and Lottery.  (Please note as this is a European Fund we can't match with other European funding sources such as Rural Development.)
4.2.2	During the planning and application period of this project a small budget to work up the project may or may not be required. We would anticipate

	that there may be a need for the production of publicity materials, presentations, meetings etc. and that a financial resource of £10k is considered in fiscal year 2015/16.
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<b>5</b>	<b>Other Considerations</b>
5.1	Close working relationships need to be developed and established with the local sports clubs and governing bodies involved in this proposed event. There will be a requirement to implement a programme of capacity building and provide support for these clubs.

<b>6</b>	<b>Recommendations</b>
6.1	To present paper to Mid Ulster District Council and seek permission to submit an application to Erasmus + programme by 14 May 2015 (a financial commitment will not be required in 2015-16 but delivery of a successful programme will be subject to approval of match funding via rates setting process for 2016-17, should external funding not be available to meet the required 20%).

<b>7</b>	<b>List of Documents Attached</b>
7.1	Appendix 1 - Erasmus + Programme Summary.
7.2	Appendix 2 - Mid Ulster Working group members.

## Appendix 1

### ERASMUS+ Sport

The Erasmus+ programme offers support to sports initiatives across Europe through a variety of different projects.

As the successor programme to the Preparatory Actions for Sport, Erasmus+ allows organisations to access funding for grassroots sport activities.

Projects funded under the Sport Action in the Erasmus+ programme are managed by the European Commission's Executive Agency, like Preparatory Actions were previously, and funding priority will be given to projects that focus on grassroots sports.

#### Who is the programme for?

Erasmus+ is open to a wide range of organisations involved in sport.

Erasmus+ Sport promotes fair play and cooperation in sport in order to respond to major challenges facing the sector today.

#### What activities are possible?

Organisations can apply to the European Commission's Executive Agency for funding under the following Sport Actions:-

- **Collaborative Partnerships** - Collaborative Partnerships support the development, transfer and/or implementation of innovative practices in sport and physical activity
- **Not-for-profit European Sport Events** - Supports the organisation, implementation and legacy activities of Europe-wide voluntary sport events that involve sports people from at least 12 Programme Countries.
- **Actions that strengthen the evidence base for policy-making** - Supports the gathering and sharing of evidence to better understand participation levels in sport across Europe as well as the levels of corruption, discrimination, violence and doping in sport.

#### Call dates:-

- Collaborative partnerships in the sport field related to the European Week of Sport 2015 only **22 January 2015**
- Collaborative partnerships in the sport field not related to the European Week of Sport 2015 **14 May 2015**
- Not-for-profit European sport events related to the European Week of Sport 2015 only **22 January 2015**
- Not-for-profit European sport events not related to the European Week of Sport 2015 **14 May 2015**

## **Appendix 2**

### **Mid Ulster Working Group Members**

#### **Cookstown District Council**

- Mrs Mary McKeown – Tourism Manager
- Mr Oliver McShane – Head of Sports Services
- Mr Liam Glavin – Head of Leisure Services

#### **Dungannon and South Tyrone Borough Council**

- Mr Iain Frazer – Director of Development
- Mr Oliver Donnelly – Neighbourhood Renewal Programme Manager

#### **Magherafelt District Council**

- Mrs Davina McCartney – Economic and Regeneration Manager
- Mrs Sharon Arbuthnot – Arts and Events Officer
- Mr Michael Browne – Head of Development Service

C

<b>Subject</b>	Health & Safety Audit - Leisure and Sport Services
<b>Reporting Officer</b>	Elaine Girvan, Dungannon & South Tyrone BC
<b>Contact Officers</b>	Ray Hall, Cookstown DC; Laurence Hastings, Magherafelt DC

<b>1</b>	<b>Purpose of Report</b>
1.1	To provide Mid Ulster Council Chief Executive and Members with the outcome of an analysis of the Occupational Health and Safety Management systems across Dungannon, Cookstown and Magherafelt Leisure & Sport Services.

<b>2</b>	<b>Background</b>
2.1	It was agreed that previous audit action taken to analyse gaps in health and safety management systems for waste and operations be extended to leisure and sport and that a further report be brought to the Chief Executive and relevant Committee outlining areas where the establishment of common documentation and work practices for Mid Ulster need to be considered.
2.2	Leisure and Sport across Mid Ulster offer a diverse and wide-ranging set of services, including cricket, tennis, fishing, boating, shooting, canoeing, cycling, indoor, outdoor and 10 pin bowling, football, basketball and indoor and outdoor children's play. There are also a wide range of facilities: Leisure Centres, Sports Centres, Community centres, Forests, Parks, Canals, Loughs and Marinas. This report was carried out by a Health and Safety Task group comprised of Officers who deliver Health and Safety advice services corporately in Dungannon and Cookstown Councils and in Magherafelt to the Leisure Services Team.
2.3	<p>The aim was to establish to what extent existing arrangements were in place for:</p> <ul style="list-style-type: none"> <li>• Responding to the requirements of relevant legal requirements</li> <li>• Identifying and anticipating the significant hazards, assessing risks to health and safety arising from the work environment and work activities.</li> <li>• Developing and implementing effective risk controls to eliminate hazards and minimize risk to health or safety.</li> <li>• Consultation and reporting arrangements</li> <li>• Identifying the documentation and forms that each Council used</li> <li>• Measuring performance including the reporting and investigation of accidents and incidents</li> </ul>

<b>3</b>	<b>Key Issues</b>
3.1	<b>Organisational Arrangements:</b>
3.1.1	All three Councils have a Health and Safety Policy In place
3.1.2	Two of the Councils had formal reporting structures in place to ensure that Elected members, senior management and trade unions were kept informed about the suitability and adequacy of health and safety performance. One Council has ad hoc arrangements in place where any significant issues are brought. One Council did not have in place a Health and Safety Committee which is a legal requirement if requested by unions. The recognised unions in the 3 Councils for Leisure and Sport staff across are NIPSA, UNITE and GMB.
3.1.3	<b>We draw your attention to a draft Mid Ulster Health and Safety Policy and Committee Terms of Reference included as Appendix 1 to this report. We recommend that this be considered at the next available Policy &amp; Resources Committee meeting of Mid Ulster Council.</b>
3.1.4	Whilst the management structures differ across all 3 Leisure & sport-related services, there are clear Building Management lines in all three Councils, although responsibility for inspections of outdoor facilities is managed outside Leisure in one Council.
3.1.5	All three Councils have in place Safeguarding policies and arrangements for Child Protection and Vulnerable Adults. Two Councils have separate policies and one is combined. Whilst recruitment vetting and barring is dealt with by Human Resources across all 3, there is a need for consistent practice and key officers need to be identified as these vulnerable groups are major customers of the service.
3.1.6	<b>We recommend Safeguarding arrangements are aligned with identified officers responsible in facilities to ensure compliance with Section 12 Safeguarding Board (Northern Ireland) Act 2011.</b>
3.2	<b>Procedures</b>
3.2.1	Standard Normal Operating Procedures were evident in all 3 Councils.
3.2.2	Emergency Operating Procedures are in existence within 2 Councils. These encompass a range of procedures and processes to be utilised at those sites.
3.2.3	<p>The following issues were identified:</p> <ul style="list-style-type: none"> <li>• The procedures and processes for Facility Hiring are not consistent across all 3 Councils and could be aligned.</li> <li>• Some review and updating of existing procedural documents is required in 2 Councils.</li> <li>• The control of Legionella is a high risk activity for the service and also a priority for HSE (NI). 2 Councils presented evidence of a robust policy and procedure in place identifying management responsibilities and emergency arrangements etc.</li> <li>• 2 Councils have similar external monitoring arrangements in place and utilise an IT based management system to comply with Regulation L8, whereas</li> </ul>



	<p>one utilises Council staff and a paper-based system.</p> <ul style="list-style-type: none"> <li>• Event management within the services are high risk activities and while arrangements are formalised at 2 Councils there is need to improve the documented arrangement at the other Council.</li> <li>• Procedure for management arrangements with clubs using the facilities need to be documented eg Bowling Club, Cricket Club etc.</li> </ul>
3.2.4	<b>We recommend that a documented Control of Legionella Bacteria procedure be prepared for Mid Ulster Council for introduction 1<sup>st</sup> April 2015.</b>
3.2.5	<b>The alignment of the Mid Ulster Councils monitoring arrangements for Control of Legionella Bacteria is a priority and should be explored at an early stage.</b>
3.2.6	<b>Where clubs have complete use or part use of Council's facilities and equipment, we recommend that a SLA is put in place.</b>
3.3	<b>Risk Assessment Processes:</b>
3.3.1	To effectively manage Occupational Health and Safety it is essential to systematically identify the significant hazards with a potential for harm in terms of human injury or ill health; assess the risks and implement the appropriate controls to manage the risk. It is also a legal requirement that risks are documented.
3.3.2	<p>The following key issues were identified:</p> <ul style="list-style-type: none"> <li>• Two Councils had in place an extensive range of risk assessments, in a very similar format.</li> <li>• One Council had very significant gaps in risk assessment evidence; they are working to close this and have adopted a common procedure and document format.</li> <li>• All 3 Council had evidence of extensive Fire Risk Assessments.</li> <li>• Significant inconsistencies and gaps were identified in the management of maintenance, both done in-house and by external maintenance contractors. All maintenance is co-ordinated by one division within one Council, with extensive evidence of management of large scale contracts. Maintenance Contractors are managed directly by the Building Managers in the other two Councils.</li> <li>• Service Level Agreements in one Council are controlled by Finance and not by the Facility Managers.</li> <li>• Significant risks arise where facility managers don't have information relating to contractor or service provider information for facilities under their control, e.g. Method Statements and Risk Assessments</li> </ul>
3.3.3	<b>We recommend that common processes and documentation are agreed and put in place for Mid Ulster relating to risk assessment and the management and control of maintenance and service works, done by both direct labour and by external contractors.</b>
3.4	<b>Monitoring, Inspection and Review</b>
3.4.1	Inspections and reviews are a vital element of any safety management system to

	determine whether the standards set for the work activities are being met and to allow the identification of problems before they become more serious or result in an incident or accident. They also provide essential evidence to enforcers and claims defence that safety management is active and taking place.
3.4.2	Two of the Councils have internal formal safety audit and inspection regimes.
3.4.3	All three Councils have regular inspection systems of equipment and facilities, with differing frequency rates and reporting systems for defects. The recording and documentation of these inspections ranges from IT based systems to comprehensive paper records to minimal records
3.4.4	All 3 Councils have inspections for Play park Equipment.
3.4.5	The management of service delivery offers specific challenges and is not without risk. There was no evidence of the monitoring of Risk Assessments or equipment and facility inspections where a contractor provides the service on behalf of the Council. Where a service is provided for Council either in partnership or entirely by a 3 <sup>rd</sup> party there is limited evidence across all 3 Councils of inspection of documentation.
3.4.6	<b>We recommend that arrangements are put in place for monitoring the management of services at all facilities where services are provided entirely or in part by a third party. Where Service Level Agreements for Partnership arrangements exist that these are extended consistently across all 3 Councils.</b>
3.5	<b>Training</b>
3.5.1	It is a statutory requirement that employees receive adequate training to allow them to do their job safely. Two of the Councils had in place a formalised training programme and while the other was more ad hoc the training in high risk activities was mostly evident.
3.5.2	All of the Councils have managers in Leisure who have some form of formalised safety training with varying providers; NEBOSH, IOSH and CIMPSA. In some cases this has not been refreshed in some time.
3.5.3	Basic Safety-related training exists in all 3 Councils for Leisure staff: Fire, First Aid and Manual handling with varying degrees of refresher training or none at all.
3.5.4	Where services are provided either wholly or in part by other parties on Council's behalf, documentation evidencing staff training would need to be presented and assessed. There is a need moving forwards ensure the consistent delivery of the same.
3.5.5	<b>We recommend that a Role Specific, Health and Safety related, Training Needs Analysis is put in place, as soon as structures are embedded in the Mid Ulster Council.</b>
3.6	<b>Measurement</b>
3.6.1	It was relatively easy for two of the Councils to measure their performance in relation to numbers of accidents and trends as they are using an IT system for the reporting and recording of accidents.

3.6.2	One Council has incorporated a Quality Based System, by doing so the discipline of health and safety was enhanced, and a cycle of continuous improvement could be easily evidenced.
3.6.3	We recognise significant advantages in following an accredited Safety Management System in improving safety performance and evidencing best practice and delivering an excellence of service. If Mid Ulster Council decides that this would be route to pursue a decision needs to be taken by as to which accredited system is adopted to ensure.
3.6.4	<b>We recommend expanding the existing IT accident/incident management system to cover all 3 Councils and new Mid Ulster Council in the short to medium term. In the longer term a more comprehensive IT based Health and Safety system be introduced that would encompass all aspects of Leisure and Sport.</b>
<b>4</b>	<b>Resources</b>
4.1	<b><u>Financial</u></b> - None required at this stage
4.2	<b><u>Human</u></b> - Health and Safety Task Group
4.3	<b><u>Basis for Professional/ Consultancy Support</u></b> - None Required
4.4	<b><u>Other</u></b> – None required at this stage

<b>5</b>	<b>Other Considerations</b>
5.1	There was very clear evidence of co-operation and positive engagement across the three Councils in working together to improve and align safety management systems as far as possible in preparation for the move to Mid Ulster Council

<b>6</b>	<b>Recommendations</b>
6.1	We recommend that the draft Mid Ulster Health and Safety Policy and Committee Terms of Reference included as Appendix 1 to this report be considered at the next available Policy & Resources Committee meeting of Mid Ulster Council. Subject to Policy & Resources Committee consideration consultation should take place with relevant stakeholders.
6.2	We recommend Safeguarding arrangements are aligned with identified officers responsible in facilities to ensure compliance with Section 12 Safeguarding Board (Northern Ireland) Act 2011
6.3	We recommend that a documented Control of Legionella Bacteria procedure be prepared for Mid Ulster Council for introduction 1st April 2015.

	<p>The alignment of the Mid Ulster Councils monitoring arrangements for Control of Legionella Bacteria is a priority and should be explored at an early stage. We recommend where clubs have complete use or part use of Council's facilities and equipment, that a SLA is put in place.</p>
6.4	<p>We recommend that common processes and documentation are agreed and put in place for Mid Ulster relating to risk assessment and the management and control of maintenance and service works, done by both direct labour and by external contractors.</p> <p>Where various clubs have complete use or part use of Council's facilities and equipment, we recommend that a SLA is put in place.</p>
6.5	<p>We recommend that a Role Specific, Health and Safety related, Training Needs Analysis is put in place, as soon as structures are embedded in the Mid Ulster Council.</p>
6.7	<p>We recommend expanding the existing IT accident/incident management system to cover all 3 Councils and new Mid Ulster Council in the short to medium term. In the longer term a more comprehensive IT based Health and Safety system be introduced that would encompass all aspects of Leisure and Sport.</p>

<b>7</b>	<b>List of Documents Attached</b>
7.1	Appendix 1    Draft Mid Ulster Health and Safety Policy
7.2	Appendix 2    Procedure for Risk Assessments

## Health and Safety Policy

Document Control			
<b>Policy / Procedure Owner (name, role &amp; section)</b>	Ray Hall & Elaine Girvan		
<b>Policy/ Procedure Author (name, role &amp; section)</b>	Ray Hall & Elaine Girvan		
<b>Version</b>	v1.0		
<b>Consultation</b>	Transition Management Team		Yes / No
	Trade Unions		Yes / No
<b>Equality Screened by</b>	Ray Hall	<b>Date</b>	
<b>Equality Impact Assessment</b>	Yes / No	<b>Date</b>	
<b>Approved By</b>	Policy & Resources Committee	<b>Date</b>	
<b>Adopted By</b>	Council	<b>Date</b>	
<b>Review Date</b>	February 2015	<b>By Whom</b>	
<b>Circulation</b>	Mid Ulster DC staff		
<b>Document Linkages</b>			

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## **1.0 INTRODUCTION**

- 1.1 The health and safety policy is the starting point for the process of managing health and safety successfully across all the diverse range of services that Mid Ulster Council delivers to the public.
- 1.2 Under the Health and Safety at Work Order (Northern Ireland 1978) Mid Ulster Council must take action to ensure that its activities do not harm the health or safety of its employees or anybody else and prepare a written statement saying how they will achieve this, keep it up to date and bring the latest version to the attention of all employees.
- 1.3 Mid Ulster Council has prepared a written statement of its health and safety policy, signed by the Chief Executive and Chairman and will ensure that this is brought to the attention of its employees
- 1.4 This policy has been designed to meet the requirements of accredited health and safety management systems such as HSG65 Managing for Health and Safety and ISO 18001.
- 1.5 This policy will be supported by procedural documents where the complexity of the issue makes it necessary

## **2. POLICY AIMS AND OBJECTIVES**

- 2.1 The aims of this policy are to:
  - Demonstrate that Mid Ulster Council is committed to addressing its health and safety obligations
  - To provide and maintain a safe working environment for employees and the wider community in which they interact
  - To provide a framework for health and safety management at all levels which adopts and supports best practice.
  - To comply with, and where practicable exceed, the requirements and targets set by existing health and safety legislation.

## **3. POLICY SCOPE**

- 3.1 The scope of the policy extends to all those employed by Mid Ulster Council, and to those contractors and public under our management or control

## **4.0 POLICY STATEMENT**

- 4.1 Mid Ulster Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees and of any others (contractors, visitors and members of the public) who may be affected by Council undertakings in accordance with best practice. To fulfil this commitment, Council will:
- 4.2 Provide so far as is reasonably practicable:
- Arrangements for the safe use, handling, storage and transport of articles, materials and substances.
  - Safe plant, equipment and systems of work.
  - Information, instruction, training and supervision as is necessary to ensure compliance with the Council Health and Safety policy by employees, contractors, visitors and members of the public.
  - A work environment that is safe, without risks to health, with facilities and arrangements that are adequate for the welfare of those persons using the premises.
- 4.3 Ensure that hazards and risks that arise from work activities are identified, assessed and controlled to prevent injury.
- 4.4 Ensure that everyone with health and safety responsibilities clearly understands what those responsibilities are.
- 4.5 Ensure that employees have sufficient knowledge, skills and capability to safely carry out their duties.
- 4.7 Provide sufficient resources, including finance and time to ensure that the policy can be implemented effectively.
- 4.8 Appoint competent health and safety personnel to assist management in implementing the Health and Safety Policy.
- 4.9 Establish and maintain a committee to actively encourage consultation between management, trade union safety representatives and other employees to assist in the implementation of the Health and Safety Policy.
- 4.10 Ensure health, safety and welfare is adequately considered in policy development and decision making processes, by both Council Officers and Elected Members.
- 4.11 Monitor and audit compliance with the Health and Safety Policy.
- 4.12 Keep this policy and its arrangements for implementing it under review and where necessary, revise it to ensure that it remains appropriate to the nature of Council services.

Chief Executive \_\_\_\_\_ Date \_\_\_\_\_



## **5.0 LINKAGE TO CORPORATE PLAN**

- 5.1 This Health and Safety Policy is consistent with the Mid Ulster Councils corporate priorities. It contributes to the performance theme of service delivery and provides the framework and system to facilitate the safe delivery of services.

## **6.0 ROLES AND RESPONSIBILITIES**

### **6.1 Elected Members**

Mid Ulster Council Elected Members have a collective responsibility to provide leadership and direction and for budget allocation. This responsibility extends to ensuring that health and safety arrangements are effective and managed appropriately

The goal of effective management of health and safety is more easily achieved where Elected Members understand the risks, the systems in place for managing those risks and an appreciation of the causes of failure.

Elected Members will:

- Ensure that adequate consideration is given to health and safety implications when making Council decisions.
- Allocate sufficient resources to enable the Health and Safety Policy to be implemented in full and discharge the Council's health and safety responsibilities.
- Monitoring the overall performance of the Council's health and safety management system.

### **6.2 Health and Safety Committee**

The Health and Safety Committee is a consultative committee responsible for promoting a healthy and safe working environment for all employees of the council making recommendations to senior management for the protection of any person from risk to health or safety arising from activities carried out by the Mid Ulster Council.

The Committee will:

- Advise and assist the Council and its Management team with the formulation of effective health and safety arrangements to enable the Council to comply with legislation and to enable all employees to be represented on matters involving health and safety at work.
- Assist with the development of health, safety and wellbeing policies and procedures.
- Review health, safety and wellbeing performance and make recommendations for improvement to management.

### 6.3 Chief Executive

The Chief Executive is at the top of the organisational structure and has overall executive responsibility for the health and safety at work of Mid Ulster Council employees, contractors, visitors and members of the public.

The specific responsibilities of the Chief Executive in relation to health and safety are to:

- Endorse the Mid Ulster Council health and safety policy statement.
- Support elected members in meeting their health and safety responsibilities.
- Report to the Council on the effectiveness of the policy and the health and safety management system.
- Ensure that there is an effective policy and management system for the management of health, safety and welfare within the Council.
- Demonstrate active and strong leadership in creating a positive health and safety culture.
- Appoint a Director (Health and Safety Lead Director) with strategic responsibility for health and safety to be specifically responsible for the implementation and monitoring of health, safety and welfare matters.
- Appoint a competent person or persons to advise the Council on health, safety and welfare matters.
- Ensure that responsibilities are clearly defined, properly assigned and correctly discharged at all levels.
- Ensuring that suitable funds and resources are made available to meet the requirements of the policy as far as is reasonably practicable.
- Ensure that there are objective targets set for the improvement of health, safety and welfare.
- Ensure that the health and safety policy is reviewed periodically and updated where necessary.

### 6.4 Health and Safety Lead Director

The Health and Safety Lead Director will have strategic responsibility for:

- Co-ordinating the Council's activities with regards to health and safety including monitoring and implementation of the health and safety policy and management systems.
- Acting as the Health and Safety 'Champion' in Mid Ulster Council
- Taking a leadership role to ensure full compliance with statutory requirements so far as is reasonably practicable
- Advising the Council on the requirements and application of resources to achieve compliance with the policy

### 6.5 Directors

Directors are expected to take the initiative in promoting and monitoring the health and safety of all persons liable to be affected by activities under their

control and in establishing within their department a culture of safe working practice. They are responsible for ensuring that sufficient risk assessments are carried out and ensuring that suitable measures are identified and implemented to manage and control risks.

They will:

- Demonstrate a high personal standard of health and safety.
- Ensure that the Council Health and Safety Wellbeing Policy is implemented and that staff under their control are fully aware of their responsibilities as regards health, safety and welfare of all Council employees and others who may be affected by the Councils operations.
- Ensure that there is a system in place to ensure all levels of employees are competent to perform their duties and have received adequate and suitable training in health and safety management and safe working practices.
- Ensure that appropriate arrangements are in place for the communication of health, safety and wellbeing issues to all employees, contractors and visitors
- Ensure departmental annual health and safety objectives and targets are set and regularly reviewed.
- Co-operate with health and safety investigations, monitoring and auditing
- Ensure adequate resources and finances are available to achieve the health, safety and welfare standards required of the Council Health, and Safety Policy and procedures.
- They liaise with the Corporate Health and Safety Officer on health, safety and welfare matters

## 6.6 Heads of Service

Heads of Service will ensure:

- They set a personal example by following any instructions and rules and by wearing the correct PPE
- Staff under their control are aware of and follow health, safety and welfare procedures and instructions
- Staff under their control have been briefed on their health, safety and welfare responsibilities
- Suitable and sufficient risk assessments have been carried out and any control measures resulting from the assessments are implemented
- All work, including visits to sites, is adequately planned and controlled and appropriate information and instruction is provided to staff prior to commencing work
- Staff are provided with appropriate PPE and safety equipment for the project
- specific health and safety training needs are identified and appropriate training provided

- Adequate and responsible supervision is provided to reflect the degree of risk with special attention paid to vulnerable members of staff
- All incidents are reported and investigated according to the incident and accident reporting and investigation procedure and any resulting actions to prevent recurrence are carried out.
- Where contractors are employed that their health and safety performance is assessed prior to selection and subsequently monitored and reviewed.
- They are fully aware of the Health and Safety Policy and the procedures which are relevant to their area of responsibility and know the requirements of health and safety legislation relevant to the activities under their control.
- They liaise with the Corporate Health and Safety Officer on health, safety and welfare matters.

## 6.7 Line Managers/Supervisors

All Line Managers/Supervisors are responsible for the implementation of the Health and Safety Policy in their area of control. Line Managers/Supervisors will ensure:

- They keep up to-date with the Health and Safety Policy and procedures relevant industry best practice, legislation and guidance relevant to their area of activity.
- They set a personal example by following any instructions and rules and by wearing the correct PPE
- Staff under their control are aware of and understand relevant procedures and instructions.
- All relevant health and safety information is communicated effectively to their staff and contractors under their control.
- Health and safety training and development needs of staff are identified and appropriate training provided.
- Risk assessments are carried out in their area of control and identified control measures recorded.
- Employees' health and safety wellbeing performance is monitored and action taken when standards fall below acceptable
- All incidents are reported and investigated according to the Council incident and accident reporting and investigation procedure and resulting actions to prevent recurrence are carried out
- They liaise with the Corporate Health and Safety Officer on health, safety and welfare matters within their area of responsibility

## 6.8 All Staff

Everybody has responsibility for their own health and safety and that of others who may be affected by their acts or omissions. In addition employees may be given specific health, safety and wellbeing related roles or responsibilities.

These may be detailed in other Council related policies or job descriptions. Failure to comply or to co-operate with any health and safety measures required by the Council may lead to disciplinary action being taken.

All employees are responsible for:

- Looking after their own work-related health, safety and wellbeing and the safety of others affected by their work activities.
- Treating each employee with dignity and respect as an individual
- Co-operating with the Council by following safe working practices and carrying out their health, safety and wellbeing responsibilities as detailed in this and other Council related policies and procedures
- Using correctly any work equipment provided in accordance with the instruction and training received
- Not misusing or interfering with anything provided in the interest of health and safety
- Taking reasonable care of any personal protective equipment (PPE) provided and reporting any faults immediately
- Reporting any incidents promptly to line manager
- Seeking advice if they do not feel competent to carry out their responsibilities
- Accepting opportunities for occupational health review or counselling when recommended.

## 6.9 Corporate Health and Safety Officer

The Corporate Health and Safety Officer is the nominated competent person to provide health and safety assistance as required by Regulation 7 of The Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and will:

- Advise the Chief Executive and others on health and safety matters.
- Co-ordinate the implementation and maintenance of the health and safety management systems used by Mid Ulster Council.
- Develop and keep under review Council-wide health and safety policies and advise Safety Representatives on the development of health and safety procedures.
- Keep up to date with legislation and other requirements and advise Council personnel on the requirements in order to ensure full compliance.
- Support the Council's governance processes by advising on the Council's health and safety risk profile, establishing systems for the monitoring and review of health and safety performance and delivering a programme of health and safety audits.
- Provide advice on health and safety competence and capability, and organisational training and development needs.
- Provide regular updates on the performance of the health and safety management system.
- Develop and maintain health and safety communications on new developments, performance, and incident reports.

- Develop an effective system for reporting, investigation and corrective action for all incidents and work related ill health cases and monitor its implementation.
- Liaise with the regulatory authorities and other external interested parties.
- Act to promote a positive health and safety culture.

## 6.10 Safety Representatives

Safety Representatives appointed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 or the Health and Safety (Consultation with Employee Regulations) 1996, amongst other things, have the following range of functions:

- Investigation of accidents, complaints by an employee, hazards etc. and the examination of the causes of accidents at the work place.
- Making representation to the employer on the above investigations, and on general matters affecting the health and safety of employees they represent.
- Inspect the workplace as regards health, safety and welfare issues.
- Representing employees at discussions with inspectors of the Health and Safety Executive Northern Ireland and receiving such information from such inspectors.
- Attending safety committee meetings and assisting in developing effective health and safety communication to all employees.
- Making representations to the employers.
- Carrying out inspections of the workplace.

## 7.0 PROCEDURE AND IMPLEMENTATION

7.1 The Health and Safety policy is supported and supplemented by a suite of specific procedures, guidance notes and codes of practice. These will be developed and published on the Mid Ulster Council Intranet and made available to all employees.

Procedures will include:

- Accident Reporting and Investigation Procedure
- General Risk Assessment Procedure
- Control of Substances Hazardous to Health (COSHH) Procedure
- Display Screen Equipment Procedure
- Safer Manual Handling Procedure
- Dangerous Substance and Explosive Atmospheres Procedure
- Electricity at Work Procedure
- Working at Heights Procedure
- The Management of Asbestos Procedure
- The Management of Contractors Procedure
- Fire Procedure
- Legionella

- 7.2 Forms supporting this policy and associated procedures will be developed and published on the Corporate Health and Safety Mid Ulster Council Intranet and made available to all staff.

## **8.0 IMPACT ASSESSMENT**

- 8.1 This policy has been “screened out” for equality impact assessment.
- 8.2 Mid Ulster Council has a statutory duty to comply with health and safety legislation and is required to do as much as is reasonably practicable to protect the health and safety of its own employees and anyone else who could be affected by its activities. It is essential that sufficient financial investment and resources are made available to achieve compliance with the law.

## **9.0 SUPPORT AND ADVICE**

- 9.1 Support and advice on this policy can be obtained from the Corporate Health and Safety Officer.

## **10.0 COMMUNICATION**

- 10.1 A master electronic controlled copy of this policy will be kept up-to-date on the website.
- 10.2 The signed policy statement will be displayed on notice boards across Council facilities

## **11.0 MONITORING AND REVIEW ARRANGEMENTS**

- 11.1 The Health and Safety policy will be reviewed bi-annually from date of adoption at Council and thereafter.
- 11.2 The Health and Safety Committee will, with the co-operation of the relevant Directors review the programme of safety audits conducted by the Corporate Health and Safety Officer on a regular basis. Audits will assess whether the policy and procedures have been implemented effectively.
- 11.3 The Corporate Health and Safety Officer shall ensure that issues that arise from such audits are recorded and management informed. The Health and Safety Lead Director will review audit reports and ensure compliance with recommended actions.
- 11.4 The Health and Safety Committee will carry out annual management reviews in order to evaluate performance against objectives and targets as well as any problems associated with the health and safety management systems.

## **APPENDIX A:**

### **HEALTH, SAFETY AND WELFARE COMMITTEE TERMS OF REFERENCE:**

#### **1.0 Purpose**

The purpose of the Health, Safety and Welfare Committee is to assist the Chief Executive in the discharge of his health and safety responsibilities.

#### **2.0 Responsibilities**

The Committee is a consultative committee with responsibility for promoting a healthy and safe working environment for all employees of the council making recommendations to senior management of the Mid Ulster Council.

The Committee will deliver but not be limited by the following responsibilities:

- Advise and assist the Council and its Management team with the formulation of effective health and safety arrangements to enable the Council to comply with legislation and to enable all employees to be represented on matters involving health and safety at work.
- Assist with the development of health, safety and wellbeing policies and procedures.
- Review health, safety and welfare performance against targets and make recommendations for improvement to management.
- Review all reportable accidents and Incidents making recommendations to prevent recurrence.

#### **3.0 Composition:**

Chair:	Health and Safety Lead Director
Secretariat:	Through Democratic Services
Members	Head of Waste
	Head of Property Services
	Head of Tourism
	Head of Leisure
	Head of Parks
	Head of HR
	Corporate Health and Safety Officer
	1 x Safety Reps from Recognised Trade Unions

#### **4.0 Frequency of Meetings**

The Committee will normally meet quarterly.



## PROCEDURAL ARRANGEMENTS RELATING TO RISK ASSESSMENTS

Document Control			
Policy / Procedure Owner (name, role & section)	Ray Hall, Elaine Girvan		
Policy/ Procedure Author (name, role & section)	Ray Hall, Elaine Girvan		
Version	v1.0		
Consultation	Transition Management Team	Yes / No	
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## **1.0 PROCEDURE AIM**

Mid Ulster Council recognises that the effective management of risk is central to providing a safe and healthy workplace. The aim of this procedure is to:

- Create awareness throughout the Council about the importance of recognising and taking positive action to manage health and safety risks.
- To protect the health and safety of staff, visitors and contractors through a clear process of risk identification and assessment. This approach will ensure that these risks are managed.
- To allow the Council to fully comply with the Management of Health and Safety Regulations (Northern Ireland) 2000 as amended in 2006.

This procedure is part of a suite of procedures that together make up the Councils approach to health and safety.

## **2.0 ROLES AND RESPONSIBILITIES:**

### **2.1 Chief Executive**

The Chief Executive is at the top of the organisational structure and has ultimate responsibility for ensuring compliance to this procedure,

### **2.2 Directors**

Directors are responsible for ensuring that their directorates carry out sufficient risk assessments and that suitable measures are identified and implemented to manage and control risks. They will ensure that these are documented using the Council General Risk Assessment Form (Appendix B) and that these assessments are made readily available to all staff

### **2.3 Heads of Service/Managers**

Heads of Service will ensure that their service has suitable and sufficient risk assessments carried out, that actions are identified and introduced to minimise risks, so far as is reasonably practicable, including the introduction of control measures and the establishment and maintenance of safe systems of work. They will ensure that any control measures resulting from the assessments are implemented and that their staff properly use any control measures/precautions that are provided to reduce risks.

They must provide their staff with suitable and sufficient information for them to know and understand the risks that they face. Staff must also be trained on any emergency procedure identified in the assessment.

### **2.4 All Employees**

All employees of the Council have a legal duty to take reasonable care of their own and others health and safety during any work activity.

All employees must co-operate and comply with any control measures/ safe systems of work that have been devised as a result of risk assessments.

## **2.5 Corporate Health and Safety Officer:**

The Corporate Health and Safety Officer will provide advice and guidance on the risk assessment process. The Corporate Health and Safety Officer will provide suitable training in the completion of risk assessments for appointed assessors and assistance where specialised knowledge is required. He will also provide ongoing support and advice for them in their role.

## **2.6 Appointed Risk Assessors**

Appointed Risk Assessors will be required to carry out assessments and to make recommendations for action and adequate control of risks. They are not however responsible for ensuring that the assessment is suitable and sufficient, this is the responsibility of the risk owner who will have a management role

## **3.0 REVIEW OF POLICY:**

The Health, Safety and Welfare Committee will review this policy on a regular basis in light of any changes in statutory legislation and/or operational experience that prevents full implementation of the procedure as intended.

**DEFINITIONS:**

**Risk Assessment** - Risk assessment is the process of identifying hazards, analysing the risks, evaluating the risks and determining the appropriate options for risk control.

In practice, a risk assessment is nothing more than a careful examination of what, in your work area, could cause harm to people, so that you can weigh up whether you have taken enough precautions or need to do more to prevent harm.

**Reasonably practicable** - In essence, this means you must do everything that can be done to reduce a risk to its lowest possible level, *except that* you don't have to do something where its cost is clearly excessive, compared to the size of the risk reduction.

**Hazard** – Anything with the potential to cause harm or loss.

**Risk** – The probability of that harm or loss occurring.

**Control Measure** – A measure that once implemented reduces the level of risk.

## **LEGISLATION:**

The Management of Health and Safety at Work Regulations (NI) 2000) are a specific set of Regulations designed to reduce and control risk in general. The regulations (specifically Regulation 3) require the employer (the Council) to make suitable and sufficient risk assessments. In order for the Council to do this they must identify the hazards and risks associated with respective workplaces and control these risks so far as is reasonably practicable.

## **DEFINITIONS:**

It is important that assessors understand the difference between the terms Hazard and Risk and the phrase "Control Measure". While there are many definitions, simple and complex, for the purposes of this guidance the following definitions will apply:

A Hazard is anything with the potential to cause harm or loss.

A Risk is the probability of that harm or loss occurring.

A Control Measure is a measure that once implemented reduces the level of risk.

## **RISK EVALUATION:**

Once all relevant hazards have been identified it is necessary to evaluate the risks, in order to identify if existing control measures are adequate, or if additional/revised control measures are required. The system that the Council uses requires the application of numerical values to both the severity of the consequences, and the probability of the event occurring, which are then multiplied together to provide an overall risk rating.

Where such an evaluation identifies the need for additional/revised control measures, the process should be repeated following the implementation of such measures. It will often prove impossible to eliminate and/or control risk completely. The remaining risk is called residual risk and the aim is to reduce this to the lowest reasonably practicable level.

## **MONITORING AND REVIEWING:**

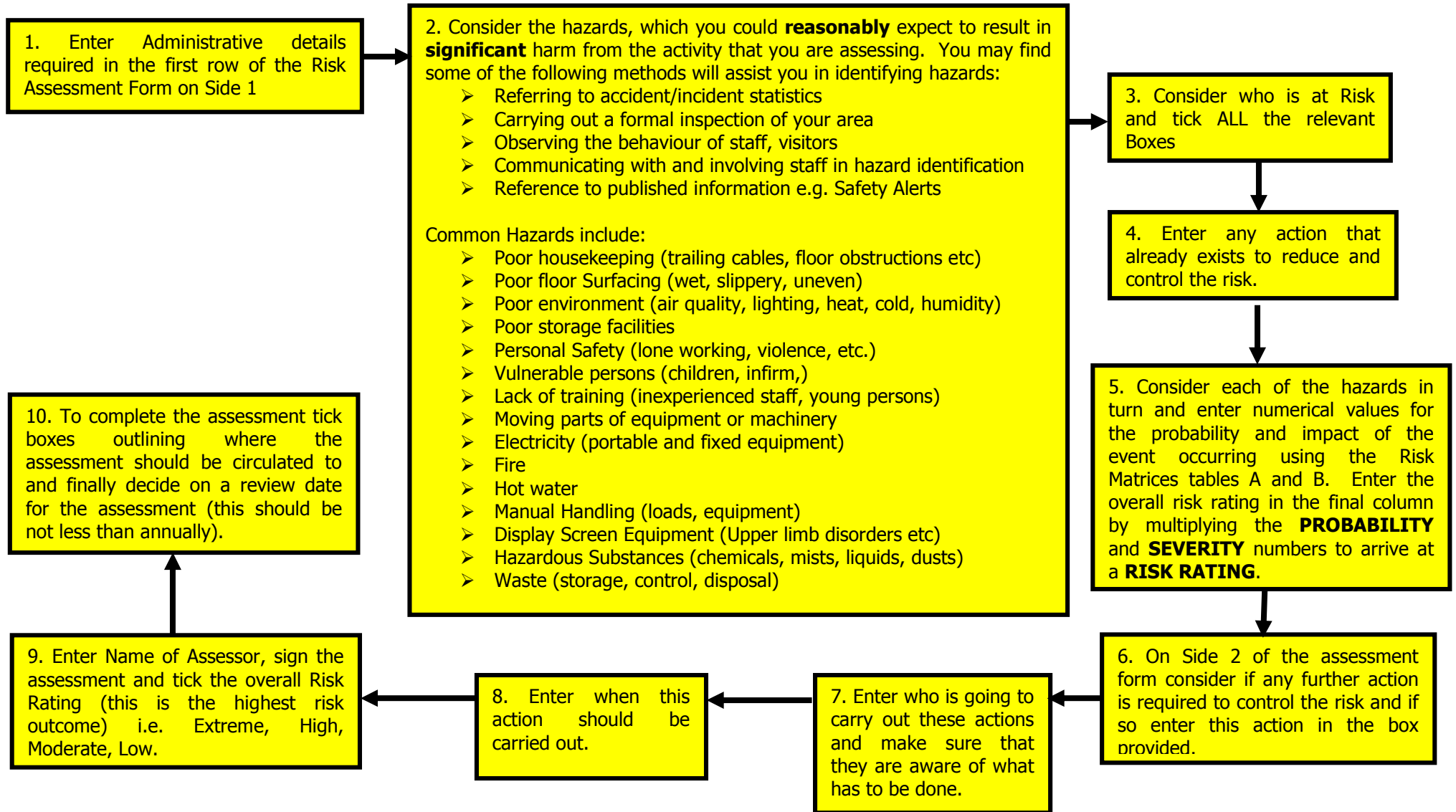
Risk assessments must be reviewed when there is reason to suspect they are no longer valid or there has been a significant change. It is good practice to review all risk assessments on an annual basis

## **RESPONSIBILITIES**

As a Risk Assessor you will be required to carry out assessments and to make recommendations for action and adequate control of risks. It is, however, the responsibility of the Director along with the Head of Service/Manager to ensure that the assessment has been completed, is suitable and sufficient, and that identified controls are implemented.

All Risk Assessments should now be documented on the General Risk Assessment Form which is enclosed. The guidance for completion of the form will hopefully assist you in the completion of an adequate assessment. Further advice, if required, on the assessment procedure is available from the Councils Health and Safety Officer

## GUIDANCE ON COMPLETING THE RISK ASSESSMENT FORM



## RISK MATRICIES

TABLE A: RISK LIKELIHOOD/PROBABILITY MATRIX

	PROBABILITY	DESCRIPTION
1. RARE	1 IN 10000 (TIMES)	DO NOT BELIEVE WILL EVER HAPPEN
2. UNLIKELY	1 IN 1000 (TIMES)	DO NOT EXPECT TO HAPPEN
3. POSSIBLE	1 IN 100 (TIMES)	MAY OCCUR OCCASIONALLY
4. LIKELY	1 IN 10 (TIMES)	WILL PROBABLY OCCUR
5. ALMOST CERTAIN	1 IN 2 (TIMES)	VERY LIKELY TO OCCUR

TABLE B: RISK SEVERITY/IMPACT MATRIX

	SEVERITY IMPACT ON STAFF/VISITOR/CONTRACTOR
1. INSIGNIFICANT	NO HARM.
2. MINOR	MINOR HARM.LESS THAN 3-DAY ABSENCE, FIRST AID TREATMENT MAY INVOLVE MORE THAN ONE PERSON.
3. MODERATE	SIGNIFICANT HARM, TREATMENT FROM MEDICAL STAFF REQUIRED, RIDDOR INJURY
4. MAJOR	PERMANENT HARM OR NEAR DEATH.
5. CATASTROPHIC	DEATH

TABLE C: RISK OUTCOME TABLE: RISK = LIKELIHOOD/PROBABILITY x SEVERITY/IMPACT

RISK RATING	RISK DESCRIPTOR
16 – 25	EXTREME RISK (IMMEDIATE ACTION REQUIRED)
10 - 15	HIGH RISK (URGENT ACTION REQUIRED)
7- 9	MODERATE RISK (ACTION REQUIRED)
1 – 6	LOW RISK (KEEP UNDER REVIEW)



# GENERAL RISK ASSESSMENT FORM

Side 1

Management of Health and Safety at Work Regulations (NI) 2000

DEPARTMENT/ AREA/SECTION		ACTIVITY COVERED		FORM REF. NO.	
-----------------------------	--	---------------------	--	------------------	--

GENERAL HAZARDS	Who is at risk (Please Tick)			WHAT ARE THE EXISTING CONTROLS THAT ARE IN PLACE TO DEAL WITH THE LISTED HAZARDS? (Briefly detail any existing controls in place, e.g. refer to the existing provision of training and information, local procedures, safety signs, restricted access, personal protective equipment, guards on machinery, etc.)	RISK RATING RISK = P X S		
	Staff	Public	Others		Probabilit y (P)	Severity (S)	Risk Rating
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

ADDITIONAL CONTROL MEASURES REQUIRED:	WHO TO ACTION:	BY WHEN

NAME OF ASSESSOR		SIGNATURE OF ASSESSOR		OVERALL RISK RATING (Please tick)	E	H	M	L
RISK OWNER		SIGNATURE OF RISK OWNER						

CIRCULATION OF ASSESSMENT RECORD - <i>Circulation of assessment:</i> (Please tick as applicable)					
Staff: (Available to all staff)		Director/Head of Service Manager/Supervisor:		Other: (E.g. file copy, contractor All Staff, etc.)	

DATE AND ROUTINE DATE FOR REVIEW OF ASSESSMENT					
Date of Assessment		Next Review due		Signature of Reviewer	

Side 2

**D**

<b>Subject</b>	Development and Regeneration update
<b>Reporting Officer</b>	Anne-Marie Campbell, Adrian McCreesh and Iain Frazer

<b>1</b>	<b>Purpose of Report</b>
1.1	To provide members with an update regarding progress on the Development and Regeneration Forward Work Plan previously presented.

<b>2</b>	<b>Background</b>
2.1	The Committee agreed the forward work plan of Development and Regeneration Working Group at its July Committee meeting. This included a number of key activities that the group had to complete by the 31 <sup>st</sup> March 2015.

<b>3</b>	<b>Key Issues</b>
3.1	A number of key activities have been progressed as detailed in Appendix 1. In particular:
3.1.1	<p><b>Local Economic Development Plan (2014-2016)</b></p> <p>The formulation of Mid Ulster's Economic Development Plan is advancing well. We are progressing in tandem with the 'community planning process'. Now that all 12 community planning sessions are complete, the information garnered across Mid Ulster relating to economic development/town centre regeneration is being collated and reviewed. Further input from social economy businesses will be available early January 2015 following completion of the survey being undertaken by Williamson Consulting. These additional inputs will augment the work completed to date by RSM McClure Watters and will inform the first draft of an Interim Local Economic Development Strategy for Mid Ulster to be presented to the Development Committee on 5 February 2015.</p>
3.1.2	<p><b>Review of Financial Assistance Policy and Process for the Community and Voluntary Sector</b></p> <p>Williamson Consulting has held an initiation meeting with the Chief Executive. They have initiated a review of existing documentation and processes within the three existing Councils. Three officer meetings have occurred with the Development and Regeneration working group and other relevant officers to consider high level policy and operational issues. Questionnaires have been issued to community groups. The overall process will be reviewed after returns have been received. Consultations have been held with the community /voluntary sector and identified stakeholders in each council area. A separate report is presented at this development meeting.</p>

3.1.3	<b>Social Economic and Environmental Data Analysis</b>  Oxford Economics has undertaken some initial analysis of the Mid Ulster area's social, economic and environmental aspects across the three merging councils. Their work continues on schedule
3.1.4	<b>Good Relations strategy and plan for Mid Ulster</b>  Commissioning letters from OFMDFM are to be issued to Mid Ulster District Council in January 2015. It is likely that the Good Relations Plan for the Council will have to be ready for February 2015. Officers are currently drafting the plan for Council consideration.
<b>4</b>	<b>Resource Implications</b>
4.1	<b><u>Financial</u></b>  All financial commitments have been previously approved.
4.2	<b><u>Human Resources</u></b>  It is envisaged that the human resources required will be met within existing staffing complements.
4.3	<b><u>Basis for Professional/ Consultancy Support</u></b>  Use of consultancies identified have been previously approved.
4.4	<b><u>Other</u></b>  None

<b>5</b>	<b>Other Considerations</b>
5.1	None

<b>6</b>	<b>Recommendations</b>
6.1	Members are asked to note progress that is being made.

<b>7</b>	<b>List of Documents Attached</b>
7.1	Appendix 1 – Development and Regeneration Progress Report for January 2015.

## Development and Regeneration Working Group

### Progress Report for January 2015

Activity	Target Completion Date	Status
Pursue and secure match funding for production of new Baseline Study for Cookstown, Dungannon, Magherafelt, Coalisand and Maghera)	31/3/15	Ongoing.
Complete Mid Ulster Tourism Plan	31/3/15	TOR will be issued after Community Planning consultation process with a view to appointment of professional support.
Provide necessary input data and evidence towards ongoing preparation of Mid Ulster Community Plan	31/3/15	Statistical analysis report draft is due end December to be finalised by end of January.
Produce a new Foreign Direct Investment App for Mid Ulster	31/3/15	Finalising app development with final version due Feb/March 2015.
Mid Ulster Advice Service – review of current provision and recommendations for future delivery	31/3/15	Williamson Consulting finalising draft recommendations for Grants and Advice provision for mid January.  Response to DSD Advice Consultation document submitted through Development Committee.
Produce a Mid Ulster Business Directory	31/3/15	Ongoing. Staffing resources have been increased to 2 part time staff to meet the March timescale.
To develop and agree an approach towards Grant – Aid consideration and allocation across Mid Ulster, commencing 1 <sup>st</sup> April 2015	31/3/15	Williamson Consulting finalising draft recommendations for Grants and Advice provision for mid January.
Complete an interim Mid Ulster Economic Development Action for 2014-2016	31/12/14	The formulation of Mid Ulster's Economic Development Plan is advancing well. We are progressing in tandem with the 'community planning process'. Now that all 12 community planning sessions are complete, the information garnered across Mid Ulster relating to economic development/town centre regeneration is being collated and reviewed. Further input from social economy businesses will be available early January 2015 following completion of the survey being undertaken by Williamson Consulting. These additional inputs will augment the work completed to date by RSM McClure Watters and will inform the first draft of an Interim Local Economic Development Strategy for Mid Ulster to be presented to the Development Committee on 5 February 2015.

Activity	Target Completion Date	Status
To have an agreed approach for Arts, Culture and Heritage offering	31/3/15	Sharing practice across Councils ongoing December and January with proposal for standardisation of services to be complete by end of January.
Prepare a Good Relations Strategy for Mid Ulster	31/3/15	Strategy development ongoing in liaison with OFMDFM – paper to February MU Committee Liaison with members – and discussion with A Tohill undertaken.
Finalise discussions with DSD on Urban Regeneration, Community Development and Neighbourhood Renewal. Determine viability of four Environmental Improvement Schemes	31/3/15	DSD delivery will remain as it for 2015/2016. Discussions ongoing with DSD on budget for 2015/16. Environmental improvement schemes discussion with MU Shadow Council.
Shape the structure and approach for the: <ul style="list-style-type: none"> <li>• Mid Ulster Rural Development Programme (2014-2020); and</li> <li>• PEACE IV Plan (2014-2020)</li> </ul>	31/3/15	LAG creation ongoing through DARD.  Discussion with DARD re strategy development; awaiting confirmation on process.  Peace IV programme direction pending .
Shape the content of future European Programmes, including Interreg V, ERDF, ESF etc	31/3/15	ICBAN has been invited to attend next meeting. ERASMUS+ – agree approach going forward Ongoing structural fund programme development for Rural Development, Peace, ERDF ESF facilitation of organisation proposals ongoing – 3 potential submissions
Discuss and agree Town Centre Action Plans and associated funding for 2015/2016	31/3/15	Discussions ongoing with DSD on budget for 2015/16. Budget analysis proposals complete for potential Council funding.
Review existing programmes to determine ‘gaps in provision’ will occur before future funding becomes available	31/3/15	Action complete.
Develop Development budget for 2015/16	30/11/14	Action complete.

**E**



**Subject** Northern Ireland Rural Development Programme 2014-2020

**Reporting Officers** Adrian McCreesh / Maggie Bryson, Cookstown DC

1	Purpose of Report
1.1	To provide an update to members on the new Local Action Group formation process in Mid Ulster relating to the 2014-2020 NI Rural Development Programme.
1.2	To update members on the current status and closure process relating to the 2007-2013 NI Rural Development Programme delivered through SWARD (South West Action for Rural Development)

2	Background
2.1	<p><u>New Local Action Group formation process</u></p> <p>Members will be aware from previous reports that a new Local Action Group (LAG) for Mid Ulster will be established responsible for the delivery of funding within Mid Ulster through the 2014-2020 Rural Development Programme. The new LAG will form as a limited company with directors comprised of elected members and social partners.</p>
2.1.1	Council has agreed to form a sub-group of 12 members on an interim period to allow the LAG formation process to move forward. These members will be replaced on 1 <sup>st</sup> April 15 by those appointed at the council AGM through normal council nomination processes. These 12 members will be directors of the new LAG Board.
2.1.2	Social partner representation on the LAG board will come from a wider LAG membership. As of 17 <sup>th</sup> December 170 individuals had submitted membership registration forms for the Mid Ulster LAG membership of which 60 have indicated an interest is becoming a board member.
2.2	<p><u>2007-2013 Rural Development Programme – current status and closure process</u></p>
2.2.1	SWARD (South West Action for Rural Development) received an allocation of £20.5m under the current RDP (2007-2013) which included administration funding. Of the £17.1m allocated against project funding, £16.7m has been spent to date with over 300 projects funded. Remaining spend is expected to be achieved by March 15.
2.2.2	An exit strategy is currently being prepared following DARD guidance which will detail the requirements for completion of administrative checks on all applications received. While the majority of closure activities will be complete by September 15 it is envisaged that there will be queries to address beyond that and into the new programme period. Such queries will be addressed by council

	staff working on the service level agreement to the new LAG board.
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<b>3</b>	<b>Key Issues</b>
3.1	<p><u>New Local Action Group formation process</u>  The closing date for receipt of LAG membership registrations is 19<sup>th</sup> December. Thereafter the timeline for appointment of social partner representation to the LAG board is as follows:</p> <ul style="list-style-type: none"> <li>• <b>7<sup>th</sup> January</b> – LAG Board (Social Partner) nomination forms to be submitted from interested members.</li> <li>• <b>12<sup>th</sup> January</b> – received nominations independently verified and acknowledgement notifications issued.</li> <li>• <b>30<sup>th</sup> January 2015</b> –social partner appointments to the LAG board announced and issued to all LAG members.</li> </ul>
3.2	<p>The appointment of social partners to the LAG board may follow an election process depending on the number of nominations received. This will complete the LAG animation process. Following this, and in line with EU regulation, DARD will issue a public call inviting applications for the appointment of Local Action Groups across Northern Ireland.</p>
3.3	<p><u>Closure of current Programme</u>  An interim staffing structure has been identified to reflect the volume and nature of work associated with closure activities which in the main will consist of file closure and completion of project monitoring and evaluation activities. This interim arrangement will remain in place until September 15 funded through the current administration budget. A new staffing structure moving into the new programme period will be agreed as soon as it is practical to do so.</p>
3.4	<p>The exit strategy also requires a measure level analysis on the achievement of both financial and non financial outcomes the SWARD Local Rural Strategy. This review is currently underway.</p>

<b>4</b>	<b>Resource Implications</b>
4.1	<p><b><u>Financial</u></b>  Programme closure activities will be resourced through the current RDP administration allocation.</p>
4.2	<p><b><u>Human resources</u></b>  Current council staff working on the 2007-2013 RDP will be used for closure activities.</p>
4.3	<p><b><u>Assets and other implications</u></b>  N/A</p>

<b>5</b>	<b>Other Considerations</b>
5.1	N/A

<b>6</b>	<b>Recommendations</b>
6.1	Member are asked to note the progress made in the LAG formation process.

<b>7</b>	<b>List of Documents Attached</b>
7.1	N/A

**F**

<b>Subject</b>	EU Partnership Building
<b>Reporting Officer</b>	Adrian McCreesh

<b>1</b>	<b>Purpose of Report</b>
1.1	To update on progress relating to European funding opportunities for Mid Ulster.

<b>2</b>	<b>Background</b>
2.1	At previous Development Committee meetings, Members have been updated on opportunities for European funding in partnership with statutory partners.

<b>3</b>	<b>Key Issues</b>
3.1	<u>ESF</u>
3.1.1	Mid Ulster Council took a decision not to submit a direct application to the ESF fund however to link with its new community planning partners in relation to maximisation of funding to the Mid Ulster area.
3.1.2	Officers have facilitated discussions and meetings on potential ESF Mid Ulster wide bids, and supported linkages where possible and inclusion of community.
3.1.3	Permission was sought previously to provide letters of support, if requested, to support bids that meet the needs for training, upskilling support and employability for the new Mid Ulster area. Contributions to match funding may also be required.
3.1.4	Discussion and liaison is ongoing and members will be continually updated.
3.2	<u>Other EU Funding</u>
3.2.1	The RPA Development Group has undertaken exploratory links into other EU funding opportunities including ERASMUS which is targeted at youth engagement and development. Further information will be provided as this develops.
3.2.2	Further EU opportunities are being explored with regard to other EU opportunities including Interreg, LIFE + etc.
3.3	<u>Council EU Funding Programmes</u>
3.3.1	Members will be aware that Councils have the opportunity to partner statutory departments on the delivery of EU funded programmes. Work is ongoing with regard to progressing plans to ensure maximum EU investment to Mid Ulster from ERDF Economic Development Funding, Rural Development Funding, and Peace IV.

<b>4</b>	<b>Resource Implications</b>
4.1	<p><b><u>Financial</u></b></p> <p>The programme of work is being delivered within existing and previously agreed Mid Ulster budget parameters.</p>
4.3	<p><b><u>Human resources</u></b></p> <p>Officer time facilitating discussions.</p>

<b>5</b>	<b>Other Considerations</b>
5.1	As previous report; Council is facilitating maximisation of funding, however match funding opportunities may be required, pending Mid Ulster Corporate Plan objectives.

<b>6</b>	<b>Recommendations</b>
6.1	To note to Mid Ulster EU Funding update report.

<b>7</b>	<b>List of Documents Attached</b>
7.1	N/A