

Appendix III CARs completion report from Feb 05

<i>Resp</i>	<i>Ref</i>	<i>Corrective Actions /Observa</i>	<i>Action Planned</i>	<i>Sig Asp</i>	<i>Progress</i>	<i>Date due</i>	<i>Done</i>
Lead Surveyor, PS	CAF 04/05 9	Resident (8, Powell Croft) rang to report Sewage Treatment Works failure at Upton Bishop on 24/1.	Lead Surveyor (PS) rang Mayglothing, service contractors for the plant, with instructions to attend the same day. It is expected they will remedy the problem while on site and then notify Lead Surveyor if any further works are required. A capital bid has already been submitted to upgrade the works.	Pollution	Capital bid agreed on March 11th.	07/02/05	07/02/05
PS	CAF 05/06 1	Chairperson for the Three Elms Action Group, rang at 8.55am on behalf of herself & neighbours on the Three Elms road, to log a complaint. She says the Contractors, were this morning since 8.30am, carrying out some works on site (she says painting) that was causing a white dust that is now depositing on the houses, as the wind is blowing due west in their direction . She is also concerned that the wind will be blowing their way again tomorrow & that the contractor should have picked a less windy day to carry out the painting.	See below	Pollution & nuisance	The problem was related to the dry cutting of some pre-cast concrete units. The work created dust that blew on to the complainants property. The problem was reported to the site agent who instructed that dry cutting must cease and "wet" machinery must be used. An apology was given and the matter has now resolved itself.	06/05/05	06/05/05
H&T, PS, HJS	CAF 04/5 2	Email from HJS Operational Manager (Highways), on 16/7 saying " HJS have written to the Council Project Manager setting out the position with regards to Salt this Winter - in short, we will not be operating from Burcott Road or Ross. Head of Highways & Transportation is aware of our concerns and is actively working to get a salt barn in Thorn - we wait to hear confirmation. There is also an issue on the storage of the gritters. They need to be parked on other than contaminated land.	GEM Audit of salt storage procedure - visits to depot sites on 19/7.	Discharges to ground/water	Lease for salt barn at Thorn finalised in Nov 04 for use in the 05/06 season. Pontrilas Development are converting the building (having received planning consent in Feb 2002) and works are well underway, with planned completion in June. Burcott Rd, Kingsland and Bromyard to be used this year, with emergency stocks at Pontrilas (in barn) and Ross (sheeted). Maintenance undertaken on stores at Burcott and Kingsland. Once Thorn store is operational, stores at Ross and Burcott will be phased out and Burcott sold.	01/08/05	

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LD/EH/PS	CAF 04/5 3	Noise complaint re EnviroAbility recycling operations at Old Station Yard, Ross in August 04, also further complaint in May 05 including resident petition with 20 names.	Env Health enquiry/complaint number Open Insight 79163, recorded on 9/8. EH officer has visited operation & sent memo to Property Services, who negotiated the terms on which EnviroAbility use the site. 18/8. EH and PS now leading. Complaint only notified to GEM as result of audit. Need to remind managers of need to report such occurrences to their GEM leads. Ongoing monitoring planned after May complaint.	Nuisance	Soundproofing works undertaken in October 04. Noise levels were found to be acceptable in November by Env Health - further checks to be made in summer when doors may be open and more residents outside. EH in correspondence with Property Services re action after May complaint.	01/08/05	
GEM group	Obs 3	GEM objectives should be reviewed to ensure they are auditable. For example the objective to reduce waste generated by council activities by 1% seems actually intended to mean a reduction in office waste sent to landfill by 1% - is this an 1% reduction in absolute tonnage or a reduced % compared to % recycled?	Address when drawing up objectives for 05/06			01/07/05	
Waste Man/ FOCSA	Obs 4	FOCSA method statements are to be reviewed by April 2005 to reflect current practice - review at next visit	Info emailed to Waste Management and FOCSA 24/3.	Contractor Man	Meeting to action this has taken place between Waste Management & FOCSA. Proposed changes will be taken to Head of EHTS in May.	01/07/05	
ESS/Proper ty/various	Obs 7	Review at next visit progress on Carbon Management Initiative action plan	Carbon Management Plan agreed by Cabinet 24th March: commits Council to 1.25% reduction per year till 2012 and signing the Nottingham Climate Change Declaration. ESU speaking to GEM group on move to CM Action Plan implementation on 22nd June 05.			01/07/05	01/03/05

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Strat Housing, Property Services	CAR 1	1 Fire alarm function tests have not been carried out weekly in accordance with Fire Certificate requirements, eg no test between 1/3/04 and 17/05/04 and 16/8/04 and no tests in December. The last quarterly check of the fire alarm system does not confirm that heat and smoke detectors were tested. 2 There is no evidence that the new Officer in Charge at Garrick House has had any formal training for the task.3 Whilst energy consumption is monitored, there is no feedback to the office and there is little evidence that measures to control energy usage have been implemented, eg hot radiators at 5pm and A/C switched on.	Email to Officer in charge, Prop Services 24/3 asking for information on action to be taken. 2. Presentation for OiCs to work through has been prepared and needs to be finalised and flagged up to OiCs	Air pollution	1(DJ).The last quarterly check on heat and smoke detectors was done on 27 Jan 05 and signed by the tester. Its in the book SGS looked at under "automatic door release" and "automatic detectors". 3 (DJ). System is Air Conditioning, not just air cooling, designed to move air around the building. It is switched on in winter as it has a warm air facility for the winter months and if it is not left switched on the air becomes muggy etc. There was a problem during the SGS visit as the thermometer governing outside to in temperatures was broken. It has since been replaced. The radiator that was left on was in the main social care section, which becomes very cold - the visit was undertaken in mid winter.	01/06/05	
Waste Man/ESU	SAT SW	Next visit will include visit to Worcester and to HWS to see how the env elements of the Method statements/working Plan/Waste Management Licence are monitored in practice	Undertake visit to Severn Waste once 2004/5 reports, including env reports, are out.	Contractor Man	Reports now with HC (May 05): reviewed and email sent to Waste Monitoring Officer at WCC.	01/06/05	
Education/ Property Services	CAF 04/05 11	Serious fire at Kingstone & Thrupton primary school	The Fire Officer report suggests that the fire was caused by plugging an item from a private home into the school circuit without unravelling the lead. Ask Martin Danks to reduce future risk by sending information round to schools reminding them of the need to PAT test all electrical appliances and to ensure that privately owned and non PAT tested items are not used in schools.	Air pollution	Schools Health & Safety officer, included info in bulletin sent to all schools on PAT testing, particularly of private items bought in, and correct use of extension reels.	01/06/05	01/01/05
GEM auditors	Obs 2	Ensure the compliance/non-compliance column of the Internal audit checklist is filled in for all audits and is attached to the audit report in all cases, eg Transportation 16/7/04	Addressed at Auditors meeting on March 14th 2005 and reminder included in the minutes. Will also be included in future GEM auditor training planned for June 23rd 05			01/06/05	14/03/05

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Property Services & other services managing contracts	Obs 5	At the Leominster swimming pool construction site, the CDM H&S plan was referred to as the main method of environmental control. However it was not clear that this plan had systematically evaluated environmental risks and their method of control. The EMS should give clear guidance to Planning Supervisors (be they council staff or consultants) on minimum requirements for the H&S plan to assist them in its review	Email to Head of Prop Serv & Head of H&T 24/3. Info to be sent out to Planning Supervisors.	Contractor Man	List of Planning Supervisors being drawn up and memo drafted. Property Services to send.	01/05/05	
Waste Man	Obs 6	FOCSA have had a number of incidents involving loss of hydraulic fluid from vehicles. It is acknowledged that these will occur periodically even in a well maintained fleet. However it is recommended that Waste Management review with FOCSA whether there is reasonable scope to improve current arrangements for spill response	Info emailed to Waste and FOCSA 24/3. Will be referenced in review.	Contractor Man	Discussed at review. Current arrangements are deemed to be sufficient for the scale of potential spill from vehicles.	01/05/05	01/04/05
Waste/Property Services	CAF 04/05 10	Drain mapping at Grafton depot in Jan 05 showed that water from FOCSA's refuse lorry washing is going to the storm drain without going through the interceptor.	FOCSA are currently washing their refuse lorries at Severn Waste. However this is a short term arrangement. Property Services and Waste managers will meet to look at options once drain map of depot received from contractor and then decide with FOCSA how to proceed.	Discharge to water	Further investigation has revealed a second interceptor. A final map of the area investigated is awaited from the contractor. Email 24/3. No problems reported from FOCSA re current washing arrangements.	01/04/05	28/02/05
EH/ESS	CAF 04/05 8	The existing landfill gas flare at Stretton Sugwas is of poor design and does not burn the gas at the correct temperature to ensure the products of combustion are safe. Landfill gas is deemed a waste within the terms of the landfill directive and flaring of gas per se is a waste management activity controlled by Waste Management Licensing Regulations, even on an unlicensed site. The flare does not comply with Environment Agency guidelines which would be applicable to licences.	A capital bid was submitted in November 2004 for a new flare, compliant with current Environment Agency guidance on landfill flares. The flare is still in use because otherwise the gas would migrate, posing a danger to properties and residents around the perimeter of the site.	Air pollution	The capital bid was unsuccessful but the matter will be taken forward as part of a Carbon Management Plan project to generate electricity from the landfill gas. Design work will start shortly and is due for completion in 05/06.	01/03/06	
CXMT	Obs 1	Consider recording responsible person and a target date against each of the recommendations made in the management review minutes	Follow observation for future CXMT reports				