

FREEDOM OF INFORMATION ACT 2000

Your request for information has now been considered and the Council's response to your questions is shown below.

You asked:

I am conducting a survey of East Midlands Local Authorities to better understand current Health and Safety provision and arrangements for future procurement.

I would be grateful if you could provide the following information under the Freedom of Information Act:

- 1. What range of in house Health and Safety Services and Training do you currently provide? Please tick**

ANSWER:

Services	✓	Training	✓
Site safety inspections	✓	Basic health & safety	✓
Health & safety audits	✓	Fire marshal/fire warden	✓
CDM Coordination	✓	Fire safety awareness	✓
COSHH Assessments inc Legionella	✓	First Aid at work	✓
Asbestos surveys and management plans	✓	Emergency First Aid at work	✓
Local exhaust ventilation inspection and testing		Paediatric First Aid	✓
Accident investigation and reporting	✓	Managing stress	✓
Fire risk assessments	✓	Manual handling	✓
First Aid needs analysis	✓	Manual handling (train the trainer)	
Display screen audits	✓	Occupational health monitoring	
Electrical Safety	✓	IOSH Managing Safety	
Dangerous substances and explosive atmosphere risk assessments		Asbestos awareness	✓
Manual handling assessments	✓	PAT Training	
Noise and vibration assessments	✓	Accident reporting, recording and investigation	✓
Occupational health monitoring		COSHH	✓
Workplace stress risk assessments	✓	Electrical Safety	
Vehicular/pedestrian risk assessment	✓		

- 2. Do you provide Health and Safety Services and Training to external organisation? Yes/No**

Yes

If so, please provide details of services provided and to which organisations:

Services	Organisations
Site safety inspection Health & safety audits	Academy schools and other external educational establishments
Training	Organisations
Basic health & safety Fire Safety Awareness Managing stress Manual handling Asbestos awareness COSHH	Academy schools and other external educational establishments
Moving & Handling (People Handling)	Adecco Recruitment Agency
Design & Technology (various accredited courses)	Accessible to Design & Technology Association members, including schools both within and outside Leicester.
Health & Safety in the Workplace (Level 2)	Courses provided by Business Regulation team and accessible to any individuals/business organisations both within and outside Leicester.
First Aid at Work	
Emergency First Aid at Work	
Paediatric First Aid	
Food Safety – various accredited courses	
Safeguarding	

3. What Health and Safety Services and Training do you currently buy in? (Please tick)

Services	<input checked="" type="checkbox"/>	Training	<input checked="" type="checkbox"/>
Site safety inspections		Basic health & safety	
Health & safety audits		Fire marshall/fire warden	
CDM Coordination	<input checked="" type="checkbox"/>	Fire safety awareness	
COSHH Assessments inc Legionella	<input checked="" type="checkbox"/>	First Aid at work	<input checked="" type="checkbox"/>
Asbestos surveys and management plans	<input checked="" type="checkbox"/>	Emergency First Aid at work	<input checked="" type="checkbox"/>
Local exhaust ventilation inspection and testing	<input checked="" type="checkbox"/>	Paediatric First Aid	<input checked="" type="checkbox"/>
Accident investigation and reporting		Managing stress	
Fire risk assessments	<input checked="" type="checkbox"/>	Manual handling	<input checked="" type="checkbox"/>
First Aid needs analysis		Manual handling (train the trainer)	
Display screen audits		Occupational health monitoring	
Electrical Safety	<input checked="" type="checkbox"/>	IOSH Managing Safety	
Dangerous substances and explosive atmosphere risk assessments		Asbestos awareness	
Manual handling assessments		PAT Training	
Noise and vibration assessments		Accident reporting, recording and investigation	
Occupational health monitoring	<input checked="" type="checkbox"/>	COSHH	
Workplace stress risk assessments		Electrical Safety	
Vehicular/pedestrian risk assessment			

4. How do you procure external Health and Safety Services?

Herewith brief summary of procurement process for all types of opportunities, including health and safety, in Leicester City Council:

Minor contracts (<£1K): quotation followed by placement of an order.

Small contracts (£1-30K): local advertisement to encourage local suppliers leading to four written quotations (including 2 from local suppliers) followed by placement of an order.

Intermediate contracts (£30-70K): local advertisement to encourage local suppliers leading to four written quotations (including 2 from local suppliers) and full completion of a Selection Questionnaire (&RA) followed by placement of an order subject to Divisional Director approval.

Large contracts (including contracts exceeding EU limits): local and public advertisement inviting expressions of interest prior to tender process including completion of a Selection Questionnaire (with risk assessments and method statements if applicable) with at least 5 quotations followed by placement of an order subject to Divisional Director approval in consultation with the Executive Lead.

Furthermore, Leicester City Council advertise all opportunities above £1K on the Source Leicestershire portal: <http://www.sourceleicestershire.co.uk/>

**5. Do you have any existing Health and Safety Service contracts?
Yes/No**

Yes

If so, what do they cover, who are they with, what is the value of the contracts, and, when are they expected to come to an end?

Service	Organisation	Value	Expires
CDM Coordination - Other	Project Management Companies (various)	Variable	Specific to each contract/project
Legionella Risk Assessments	Integrated Water Services	£150K	July 2017
Legionella Risk Ass - Housing	JCL Services	£600K	Mid-2016
Asbestos Surveys & Analysis	Lucion	£1.3m	Mid-2017
LEV Inspection & Test	Zurich Insurance	<£1K	Ongoing
LEV Inspection & Test	Dustraction Target	Variable	As required
Fire Risk Assessments	Faithful & Gould	Variable	As required
Electrical – Fixed Installation	Quantec	£800K	Mid-2015
Electrical – PAT Testing	Lowe Electrical	Variable	As required
Occupational Health Monitoring	HML Ltd	Variable	May 2016
OH - Stress Counselling	Amica	£84K	June 2015
Musculoskeletal Rehabilitation	IPRS	£132K	March 2015
Training	Organisation	Value	Expires
Manual Handling – Practical	Construct Training Ltd	£15K	Dec 2013
Respirator Face Fit Testing	Construct Training Ltd	£15K	Jan 2014
First Aid - various	St Johns Ambulance	Variable	As required

**6. Do you have any planned Health and Safety Services procurement?
Yes/No**

Yes

If so, please provide details:

Service	Status	Value	Period
Electrical – PAT Testing	Preferred Tender / Awaiting Approval	c.£130K	4 Years

7. Do you use a Health and Safety Service Provider List for lower value service requirements? Yes/No

No

If so, what types of lower value services/training do you obtain through the Health and Safety Provider List?

Leicester City Council does not have such a list.

The Council does not hold this information. Therefore this letter acts as a refusal notice under section 17.1 of the Freedom of Information Act 2000 because, in accordance with section 1.1 of the Act, this information is not held by Leicester City Council.

8. What is the process for being added to the Health and Safety Provider List?

Not applicable – see responses to Q4 and Q7.

9. Who is responsible for making Health and Safety procurement decisions and what are their contact details?

All procurement tendering decisions will be led by the Corporate Procurement Team. Contact details: 0116 252 8920

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If you are dissatisfied with the handling of your request please write to:
Information Governance Manager
Information and Support
Leicester City Council
FREEPOST (LE985/33)
New Walk Centre
LEICESTER LE1 6ZG
e-mail: FOIA@leicester.gov.uk

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Wycliffe House
Water Lane
Wilmslow SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

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