

SAFETY COMMITTEE

**23RD SEPTEMBER 2008
AT 1400 HOURS**

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Other Equalities information is available on our web site.
www.bolsover.gov.uk or by e-mail from equalities.officer@bolsover.gov.uk

Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 9th September 2008

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in the Executive Meeting Room, Sherwood Lodge, Bolsover, on Tuesday 23rd September 2008 at 1400 hours.

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16th May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget.

You will find the contents of the agenda itemised on page 20.

Yours faithfully,



Chief Executive Officer

To: Chair and Members of the Safety Committee

Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450 **Text** 07729 421737

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Chief Executive Officer: Wes Lumley, B.Sc., F.C.C.A.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Thursday, 10th July 2008 at 1400 hours.

PRESENT:-

Members:-

Councillors J. A. Clifton, D. McGregor and B. R. Murray-Carr

Officers:-

L. Keeling (Head of Human Resources and Payroll), T. Walker (Health and Safety Officer), T. Robinson (Property and Estates Manager) and R. Leadbeater (Democratic Services Officer).

Unison:-

R. Farnsworth, R. Frisby and M. J. Ritchie

Unite:-

There were no Unite representatives in attendance

169. APOLOGIES

Apologies for absence were received from Councillor P. M. Bowmer.

170. ELECTION OF CHAIR

Moved by Councillor B. R. Murray-Carr, seconded by Councillor J. A. Clifton.

RESOLVED that Councillor D. McGregor be elected as Chair for the ensuing year.

Councillor D. McGregor in the Chair

171. APPOINTMENT OF VICE CHAIR

Moved by M. J. Ritchie, seconded by R. Frisby

RESOLVED that R. Farnsworth be appointed as Vice Chair for the ensuing year.

SAFETY COMMITTEE

172. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

173. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

174. TERMS OF REFERENCE

Moved by Councillor B. R. Murray-Carr, seconded by Councillor J. A. Clifton
RESOLVED that the Terms of Reference be agreed.

175. MINUTES – 24TH APRIL 2008

Moved by Councillor J. A. Clifton, seconded by Councillor D. McGregor
RESOLVED that the minutes of a meeting held on 24th April 2008 be accepted as a true record.

Minute No. 957 - Waste Improvement Plan Update

Further to questions, the Health and Safety Officer confirmed that workplace assessments with regard to the Bulky Refuse collection service had been considered and referred back to the Street Services Manager with a request to review procedures further.

SAFETY COMMITTEE

176. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS

The Head of Human Resources and Payroll presented the report to advise the Safety Committee of the Sickness Absence Occupational Health Referral Statistics for 2007/08 with 2006/07 comparisons. The meeting was advised that an outturn of 7.37 days per FTE had been achieved for sickness absence against the target of 9.5 days per FTE and national average of 9.6 days. In the family group, Bolsover had been placed second only to Teesdale who had outturned at 6.6 days; however Bolsover was the best district council in Derbyshire in respect of sickness absence.

Occupational Health referrals were slightly higher than last year and outcomes detailed in the report.

Stress was still one of the highest causes of sickness absence at 17.5% of all absence, however days lost had improved slightly. The national stress absence percentage was 23%. More work would be undertaken as part of the Council's People Strategy to help to reduce this further.

A detailed breakdown by department was included in the report.

Union representatives questioned whether any action had been taken to remedy the level of absence caused by lifting and handling accidents. The Health and Safety Officer advised that the majority of lifting and handling, muscular/skeletal and back problems were attributed to Waste Services and Grounds Maintenance operatives which was to be expected. It was added that there may be scope for specialist outside training to address these issues. The Health and Safety Officer was investigating this possibility further.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr
RESOLVED that the report be received.

177. FIRE RISK ASSESSMENTS UPDATE

The Property and Estates Manager presented the report to update the Committee on the Fire Risk Assessments carried out by Independent Consultants at all Council premises in accordance with the Regulatory Reform (Fire Safety) Order 2005). Sherwood Lodge, Contact Centres, Leisure Centres and Depots were 100% complete and Pleasley Vale Business Park was 90% completed with the remaining works ongoing. The Head of Housing had confirmed that outstanding works to Group Dwellings would be concluded by the end of August 2008.

SAFETY COMMITTEE

Further to questions, the Health and Safety Officer confirmed that the new procedures would allow a 'stay put policy' to be put in place for evacuation procedures in group dwellings. Questions were raised as to whether residents had been fully informed. The Health and Safety Officer confirmed that guidance would be provided to all residents.

The Chair requested it be noted that it was considered extremely important that all residents were fully informed of the procedures, as in most cases residents in group dwellings were elderly and frail.

Members asked questions with regard to the supply of Evac Chairs. The Health and Safety Officer advised that these were not available in group dwellings as trained personnel were not in situ to execute a safe evacuation. It was added that if a risk assessment had not recommended the supply of Evac Chairs, installation may add to confusion over the evacuation procedures. The Health and Safety Officer added that the Evac Chair in Sherwood Lodge had been supplied for the purpose of evacuating disabled people attending meetings in the Council Chamber.

The Chair added that full consultation should be carried out with residents of group dwellings to ascertain their thoughts and a full training programme undertaken to ensure that all residents were aware of the procedures in place.

Moved by M. J. Ritchie, seconded by Councillor B. R. Murray-Carr
RESOLVED that the report be received and the content noted.

The Property and Estates Manager left the meeting.

178. WORKPLACE INSPECTION PROGRAMME UPDATE

The Health and Safety Officer presented the report to advise the meeting that under the new policy and guidance, all service areas had completed at least one Health and Safety Inspection. Outstanding items still remained in Regeneration and Environmental Health however these were expected to be completed shortly.

Members asked questions with regard to the recent incident at Creswell Leisure Centre and asked what measures had been put in place to prevent a similar incident. The Health and Safety Officer confirmed that new methods had been used to secure equipment to the ceiling and lighting had been re-sited.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr
RESOLVED that the report be received.

SAFETY COMMITTEE

179. RISK ASSESSMENT POLICY AND GUIDANCE

The Health and Safety Officer presented the report which included a new policy and guidance designed to cover the Council's responsibilities under the Management of Health and Safety at Work Regulations 1999. This covered the employer's legal duty to take reasonable care to ensure that health and safety was not compromised through excessive exposure to risks arising from the way work was undertaken or organised.

Moved by Councillor D. McGregor, seconded by Councillor J. A. Clifton
RECOMMENDED that the Workplace Health and Safety Risk Assessment Policy and Guidance be forwarded to Council for approval.

(Head of Human Resources and Payroll/Council)

180. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor J. A. Ritchie, seconded by Councillor D. McGregor
RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

The Chair left the meeting

R. Farnsworth in the Chair

181. ACCIDENT AND STRESS STATISTICS 2007/08 EXEMPT – PARAGRAPH 2

The Health and Safety Officer presented the report to Committee in respect of accident and stress statistics for the period 1st April 2007 to 31st March 2008 with comparative figures for the same period of 2006/07. A full list of all accidents reported for the period were provided in the report for consideration.

Moved by M. J. Ritchie, seconded by Councillor B. R. Murray-Carr
RESOLVED that the report be received.

The meeting concluded at 1437 hours.

Committee:	Safety Committee	Agenda Item No.:	5.
Date:	23 rd September 2008	Category	
Subject:	Sickness Absence/Occupational Health Statistics April-June 2008	Status	Open
Report by:	Head of Human Resources/Payroll		
Other Officers involved:	Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance Portfolio Holder		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

TARGETS

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

VALUE FOR MONEY

As this report relates to retrospective monitoring data value for money criteria is not applicable

THE REPORT

1. Sickness Absence/Occupational Health Referral Statistics April to June 2008 and 2007.
 - 1.1 The sickness absence outturn for the first quarter of 2008 (April to June) is shown below, with comparisons for the same period during 2007:

Apr-June 2008	Apr-June 2007
1.79 days per FTE	1.88 days per FTE

The target for April to June 2008 was 2.25 days per FTE.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 10 for information.

Whilst the overall sickness figure is encouraging, due to a reduction in long term sickness, there has been an increase in short term sickness absence from 0.51 days per FTE to 0.71 days per FTE. As a result Heads of Service have been asked to ensure proactive measures are taken in those departments with the highest levels of short term sickness absence.

- 1.3 The outcome of occupational health referrals for the first quarter of 2008, with comparisons for the same period during 2007 are shown below:

	Apr-June 2008	Apr-June 2007
Rehabilitation	8	14
Resigned	0	1
Dismissal	0	1
Ill Health Retirement	0	1
Outstanding	2	0
TOTAL	10	17

- 1.4 The following health surveillance events have been held during the period April to June 2008.

Three routine health surveillance clinics were held in April and May covering reviews for Hepatitis B and blood tests, Hand Arm Vibration assessments, driver medicals and audiometry reviews for 36 employees.

There have been two employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

Members of the Committee are asked to note the statistical information provided and action taken to address any adverse trends.

IMPLICATIONS

Financial : None

Legal : None

Human Resources : Compliance with employment legislation relating to managing sickness absence

RECOMMENDATION

That the report be received.

ATTACHMENT: **Y (1)**

FILE REFERENCE: **N/A**

SOURCE DOCUMENT: **N/A**

APRIL TO JUNE 2008 LONG TERM SHORT TERM SPLIT							
DEPARTMENT	TOTAL FTE	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
FINANCIAL SERVICES	18.11	6	0.33	0	6.00	0.00	0.33
PROCUREMENT	4.00	0	0.00	0	0.00	0.00	0.00
CHIEF EXECUTIVES OFFICE	5.00	0	0.00	0	0.00	0.00	0.00
ICT SERVICES	13.50	1	0.07	0	1.00	0.00	0.07
LEGAL SERVICES INCLUDING LAND CHARGES	11.78	53	4.50	52	1.00	4.41	0.08
PLANNING SERVICES	22.00	8	0.36	0	8.00	0.00	0.36
LEISURE SERVICES	31.42	60	1.91	21	39.00	0.67	1.24
DEMOCRATIC	11.10	12	1.08	0	12.00	0.00	1.08
COMMUNITY SERVICES	18.75	23	1.23	0	23.00	0.00	1.23
HUMAN RESOURCES AND PAYROLL	9.44	3	0.32	0	3.00	0.00	0.32
ENVIRONMENTAL HEALTH	27.82	43.5	1.56	29	14.50	1.04	0.52
CUSTOMER SERVICE/PERFORMANCE	15.00	5	0.33	0	5.00	0.00	0.33
REGENERATION INCLUDING SECURITY	41.66	70.5	1.69	21	49.50	0.50	1.19
REVENUE SERVICES	40.50	21.5	0.53	0	21.50	0.00	0.53
HOUSING (INC REPAIRS AND WARDEN SERVICE)	116.58	233	2.00	137	96.00	1.18	0.82
STREET SERVICES	103.21	349	3.38	274	75.00	2.65	0.73
CONTACT CENTRES	26.74	38	1.42	24	14.00	0.90	0.52
GRAND TOTAL	516.61	926.50	1.79	558	368.50	1.08	0.71

Street Services include Depot Resources, GM and Cleansing and Waste Services

Committee:	Safety Committee	Agenda Item No.:	6.
Date:	23 rd September 2008	Category	
Subject:	HSE Sensible Risk Campaign	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance Portfolio Holder		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing information which can be used to shape future policy decisions

TARGETS

The subject matter of this report does not contribute to any Corporate Plan Targets

VALUE FOR MONEY

Value for money criteria is not applicable as this report is for information purposes only.

THE REPORT

1. The Health and Safety Executive (HSE) are co-ordinating a national campaign aimed at promoting a common sense approach to health and safety decision making. This campaign is called “Sensible Risk” and the 10 principles are attached at page 13.
2. In an effort to combat myths and rescue tarnished reputations, the campaign was launched at the LGA National Conference in 2007 and 30 local authorities have signed up to date.
3. At the last meeting of the Joint Board on 29th July a ceremony was held with the Council Leaders and Chief Executives signing up to the campaign.
4. A press release has been issued by all of the signatory Councils.

5. A copy of the signed document has been circulated to the Business Risk Group and Heads of Service.

ISSUES FOR CONSIDERATION

Members of the Committee are asked to note the Council's commitment to the HSE Sensible Risk Campaign.

IMPLICATIONS

Financial : None

Legal : None

Human Resources : As outlined in the attached document.

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A



Saving lives, not stopping people living

We are committed to managing health and safety risks sensibly.

Sensible risk management IS about:

- ✓ ensuring that workers and the public are properly protected;
- ✓ providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences;
- ✓ enabling innovation and learning not stifling them;
- ✓ ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action; and
- ✓ enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Sensible risk management IS NOT about:

- ✗ creating a totally risk free society;
- ✗ generating useless paperwork mountains;
- ✗ scaring people by exaggerating or publicising trivial risks;
- ✗ stopping important recreational and learning activities for individuals where the risks are managed; and
- ✗ reducing protection of people from risks that cause real harm and suffering.

Signed on behalf of the Health and Safety Executive *Alan Craddock*

Signed on behalf of Bolsover District Council

Leader *[Signature]*

Chief Executive *[Signature]*

Signed on behalf of Chesterfield Borough Council

Leader *Ron Russell*

Chief Executive *J.C. Jower*

Signed on behalf of North East Derbyshire District Council

Leader *J. Basster*

Chief Executive *[Signature]*



Committee:	Safety Committee	Agenda Item No.:	7.
Date:	23 rd September 2008	Category	
Subject:	First Aid at Work Policy and Guidance	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By reducing the consequences of accidents, incidents, and dangerous occurrences and thereby reduce likelihood of enforcement action, legal action or compensation claim.

Customer Focussed Services: - providing excellent customer focussed services. By providing services that reduce the consequences an accident, incident or illness.

Community safety:- Ensuring that communities are safe and secure. By providing emergency assistance in the event of accident or illness

TARGETS

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By complying with legislation and best practice, and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

The Policy and Guidance has been revised as part of a regular review, and has been put into the new format.

Responsibilities for all levels of personnel have been outlined on page 9.

Information on contents of first aid boxes and where to get supplies has been included on page 10.

Revised arrangements for the organising of first aid training, which is now carried out 'in-house' by leisure services have been added at pages 10 and 11.

Provision of defibrillators (although not a requirement of the regulations) is also covered on page 11.

Several links to first aid websites have been added at page 11.

A section on carrying out first aid needs assessments have been added at page 12.

ISSUES FOR CONSIDERATION

The First Aid at Work Policy and Guidance.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent compensation, legal prosecution and increased insurance costs.

Legal : Compliance with the Health and Safety (First Aid) Regulations 1981.

Human Resources : Reduction in severity of the consequences of accidents etc

RECOMMENDATION

That the First Aid at Work Policy and Guidance is considered and referred to Council for adoption.

ATTACHMENT:

FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

First Aid at Work Policy and Guidance

September 2008



This Policy addresses the following Corporate Aims:



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	First Aid at Work Policy and Guidance
Document type – i.e. draft or final version	Draft revision of existing document
Location of Policy	Human Resources
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	Safety Committee People and Performance Portfolio Holder
Reviewed by Director of Strategy	15 th July 2008
Date Risk Assessment completed	04/07/08
Date Equality Impact Assessment approved	Currently being reviewed
Partnership Involvement (if applicable)	Nil
Date added to the Forward Plan	N/A
Policy Approved by	Council
Date Approved	
Policy Review Date	September 2010
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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1. INTRODUCTION AND SCOPE

The Council is committed to providing adequate numbers of trained first aiders to meet the needs of employees and other persons in our workplaces and comply with the requirements of the First Aid at Work Regulations.

The policy will apply to all employees, volunteers, trainees contractors, agency workers and elected members and to all council sites used as regular workplaces.

2. LEGAL REQUIREMENTS

2.1 Legislation

The Health and Safety at Work etc. Act 1974
Health and Safety (First Aid) Regulations 1981

2.2 Summary of Legal Requirements

Provide adequate and appropriate equipment, facilities and trained personnel to enable first aid to be given to your employees if they are injured or become ill at work.

What is adequate and appropriate will depend on the circumstances in the workplace: this will be determined by risk assessment.

The minimum first-aid provision on any work site is:

- a suitably stocked first-aid box.
- an appointed person to take charge of first-aid arrangements.

First-aid provision to be available at all times people are at work.

The HSE also recommends that sufficient provision is made for visitors, service users etc. who may be using our premises or facilities.

3 POLICY STATEMENT

The objective of the First Aid at Work Policy is to establish effective arrangements to provide first aid care for employees and others using our workplaces or attending events which we manage.

The Council will provide adequate numbers of trained first aiders - Provision of facilities etc. will be determined by risk assessment

The Council will provide information and training on first aid to employees to ensure that its legal requirements and the needs of the organisation are met.

The Council encourages all employees to report all accidents and incidents requiring first aid treatment

The Council undertakes to provide and maintain adequate first aid equipment, supplies and facilities appropriate to the degree of risk, especially for those employees who work 'in the field', off site, who are mobile or who undertake more hazardous tasks.

In line with Health and Safety Executive recommendations, the Council aims to provide adequate first aid facilities for the users of our workplaces, public buildings and supported accommodation.

4. RESPONSIBILITIES

4.1 The Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there is effective first aid provision for employees.

4.2 Senior Management Team

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility. Specifically they will ensure:

Compliance with the Council's First Aid at Work Policy within their area of responsibility.

Employees in their area are aware of, accept and carry out their responsibilities under the policy.

4.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the First Aid at Work Policy is complied with in their Service Area. Additionally they will ensure:

Adequate paid time is made available for employees to undertake the required first aid training.

Adequate numbers of trained first aiders or appointed first aiders are available.

First aiders who are appointed carry out their duties in accordance with this policy and the First Aid at Work Regulations

Employees are encouraged to seek appropriate first aid treatment.

4.4 Managers and Team Leaders

Are responsible to their Head of Service for ensuring effective measures are in place to control risks within their area of responsibility. Additionally they will ensure:

Employees understand and use local procedures designed to protect their health and safety.

That they bring to the attention of their line manager / Head of Service first aid related health and safety issues of which they are aware, including non-compliance with this policy, where they cannot be resolved locally.

4.5 All Employees

Individuals at all levels have a responsibility to take care of their own and others health and safety and seek first aid assistance or advice as necessary.

Drivers should take responsibility for the first aid box in the Council vehicle they are using.

Employees with health issues should consider informing their first aiders if they think this is appropriate.

4.6 Head of Human Resources and Payroll

Ensure that the First Aid at Work Policy and associated guidance is reviewed every two years.

Consult with trade unions on the effectiveness of the policy, its implementation, review and revision.

4.7 The Health and Safety Officer

The Health and Safety Officer in Human Resources and Payroll will assist managers and employees in carrying out their roles under the First Aid at Work Policy by:-

Undertaking a risk assessment of first aid needs across the Council (excluding areas where this is already mandatory as part of the employees contract of employment).

Providing additional information and professional support, as required.

Providing advice on the provision of instruction, information and training.

Making employees aware of the Council's procedures at induction training.

Monitoring the implementation of the Policy within Service Areas.

Reviewing the First Aid at Work Policy and guidance every two years.

Ensuring there are adequate arrangements in place for training first aiders.

Maintain the defibrillator equipment at Sherwood Lodge.

4.8 Trained First Aiders

Carry out their first aid duties in accordance with their training.
Undergo refresher training every three years.
Summon medical assistance if required
Co-operate with accident investigations
Ensure that the first aid box for which they are responsible is kept 'topped up' with 'in date' supplies in accordance with the list in **Appendix 1** and is always available for use.

Supplies are available from Stores 827514.

5. SAFE SYSTEM OF WORK

Notices will be posted in all workplaces giving the names and locations of first aiders.

Each first aider will have their own box for which they will be responsible.

Additional boxes will be sited in all workshops and Stores.

Additionally this information is posted on the Council's Health and Safety Webpage

5.1 First Aid Boxes

First aid boxes are provided within workplaces to ensure there are adequate supplies to meet the needs of those working there.
'Travelling' first aid kits will be provided for all Council vehicles
All first aid boxes shall contain at least the items listed in **Appendix 1**.
Only specified first-aid supplies will be kept. Medicines, ointments etc. should not be kept in the first aid box.

Supplies are available from Stores 827514

The budget / funding for first aid supplies is managed by Human Resources and Payroll.

5.2 First Aid Training

First aid training provision is described in the Human Resources Work Instruction WI-008.

First aid training and provision, both for in house training and external courses is now organised, booked and delivered by the 'Leisure Tutor/Trainer Assessor (LT/TA) in Leisure Services 01623 748313. Defibrillator training will also be organised and delivered by the LT/TA as above.

Records of trained personnel will be maintained by Human Resources and Payroll.

Human Resources and Payroll will manage the register of employees who are paid a first aiders allowance, and will ensure payments are made in accordance with local collective agreements.

5.3 Defibrillators

Defibrillators have been provided at

Creswell Leisure Centre,
Kissingate Leisure Centre, Shirebrook
Sherwood Lodge

The Sherwood Lodge equipment is the responsibility of Human Resources and Payroll, those sited at leisure centres are the responsibility of Leisure Services.

Teams of trained first aiders are available at each site, lists of defibrillator operators will be added to the lists of first aiders and displayed adjacent to where the equipment is stored.

Current guidance is that defibrillator refresher training should be undertaken annually.

6 RECORDS

The following records will be kept:

Identities and locations of first aiders
Expiry dates of training
List of employees entitled to first aiders allowance

7 REFERENCES

Human Resources and Payroll – Work Instruction WI - 008: Organisation of First Aid Provision for Employees.

Health and Safety Executives 'Frequently Asked Questions' on first aid;

<http://www.hse.gov.uk/firstaid/faqs.htm>

NHS direct: information on First Aid

<http://www.nhsdirect.nhs.uk/articles/article.aspx?articleid=450#>

HSE 'Basic First Aid at Work Guidance – your questions answered':

<http://www.hse.gov.uk/pubns/indg214.pdf>

Appendix 1 – Contents of First Aid Boxes

There is no standard list of items to put in a first-aid box. It depends on what you assess the needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

20 individually wrapped sterile adhesive dressings (assorted sizes);
two sterile eye pads;
four individually wrapped triangular bandages (preferably sterile);
six safety pins;
six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
one pair of disposable gloves.

For vehicles and workshops at least 1L of sterile saline solution should be available

Appendix 2 – Assessing First Aid Provision

Recommended levels of first aid provision from the HSE are given below.

They will be used by the Health and Safety Officer to complete site specific first aid needs assessments, including the needs of mobile crews.

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower risk eg shops and offices, libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
Medium risk eg light engineering and assembly work, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
Higher risk eg most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed

Committee:	Safety Committee	Agenda Item No.:	8.
Date:	23 rd September 2008	Category	
Subject:	Display Screen Equipment Policy and Guidance	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By identifying and managing workplace hazards and risks we reduce the scope for accidents, incidents, and dangerous occurrences and thereby reduce the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Active management of health and safety risk reduces the cost of providing services, by getting it right first time more often, with no accidents, incidents or interruption to services.

TARGETS

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By complying with legislation and best practice and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

Responsibilities for all levels of staff have been outlined, including the responsibility for undertaking self assessments.

Additional information on setting up the workstation has been included.

Additional Information has been included on homeworking and the use of laptops.

Information on occupational health issue connected to the use of computer workstations has been expanded.

The forms for self assessment and for use by specialist assessors have been revised and included in the body of the guidance as appendix one and three.

The Policy and Guidance has been revised to comply with the new policy format.

Financial support for computer users – payment for opticians appointments and provision of glasses has been detailed, and a revised form for claiming reimbursement has been included as Appendix 2.

DSE assessments will be undertaken by the Health and Safety Officer or the Trade Union Safety Officer.

ISSUES FOR CONSIDERATION

The Display Screen Equipment Policy and Guidance.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent business interruption, reducing the risk of incurring compensation, legal prosecution and increased insurance costs.

Legal : Compliance with the display screen Equipment Regulations 1992 (as amended 2002)

Human Resources : Reduction in lost time and sickness absence due to accidents and ill health.

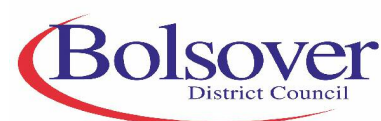
RECOMMENDATION

That the Display Screen Equipment Policy and Guidance is considered and referred to Council for adoption.

BOLSOVER DISTRICT COUNCIL
Display Screen Equipment (DSE)
Policy and Guidance

September 2008

This Policy addresses the following Corporate Aims:



The District of Bolsover Equalities Statement

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Display Screen Equipment (DSE) Policy
Document type – i.e. draft or final version	Draft
Location of Policy	Human Resources / Intranet
Author of Policy	Tim Walker – Health and Safety Officer
Member route for Approval & Cabinet Member concerned	People and Performance Portfolio Holder. Safety Committee
Reviewed by Director of Strategy	Currently being reviewed
Date Risk Assessment completed	23/01/08
Date Equality Impact Assessment approved	With CSPD
Partnership Involvement (if applicable)	Nil
Policy Approved by	Council
Date Approved	
Policy Review Date	July 2010
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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1. INTRODUCTION

The most common types of work-related physical illness associated with computer use are musculoskeletal disorders – in particular those affecting the upper limbs.

Consequently, employers must recognise the importance of providing ergonomically suitable working environments, furniture, equipment, software and job design.

2. LEGISLATION

Bolsover District Council recognises its duties under the following legislation

The Health and Safety at Work Act 1974

The Display Screen Equipment (DSE) Regulations 1992 (amended 2002)

The DSE Regulations lay down minimum health and safety requirements for work with display screen equipment. The Regulations contain a Schedule that specifies the technical requirements that have to be achieved. This has been used as a basis for the assessment sheets attached in the Appendices.

2.1 Summary of Legal Requirements

The Regulations require the Council to minimise the risk of ill health and injury from the use of Display Screen Equipment, more specifically to:

Assess the health and safety risks from work with DSE and reduce those risks to the lowest extent reasonably practicable.

Ensure that workstations provided for DSE users at least meet the minimum health and safety requirements.

Ensure that work activities are planned so as to allow DSE users sufficient breaks and changes in activity - to provide a break from DSE work.

Provide adequate health and safety information and training to employees.

Provide or fund eyesight tests if requested by the employee, and provide corrective lenses where appropriate.

Ensure employees follow safe working procedures.

The legislation also places a responsibility on employees to:

Follow safe working procedures.

Report any health or equipment problems to their manager.

3. SCOPE

Bolsover District Council seeks to ensure the health and the safety of employees who may be affected by the use of display screen equipment.

The objective of this policy is to establish effective arrangements to prevent or adequately control risks associated with the use of DSE.

This will be achieved by a systematic approach to the management of risks, based on risk assessment, safe working procedures, control systems and written records.

4. THE POLICY

Bolsover District Council is committed to maintaining the health and well being of employees, and requires that all reasonably practicable measures are used to control risks from the use of display screen equipment. We will promote a positive workplace culture that:

- Complies with legal requirements and guidance
- Identifies the risks associated with DSE work and acts to control them
- Enables individuals to assess and manage their own workstation
- Provides information on the health and safety risks associated with display screen equipment and how to manage them
- Enables managers to resolve issues identified by employees.

Additionally

- Periodic audits of safe working methods and the implementation of the policy and guidance will be undertaken.
- The policy shall be reviewed at least biannually by the Health and Safety Officer and revised as necessary.

5. RESPONSIBILITIES

5.1 The Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective measures in operation to protect employees and others from the risks associated with the use of display screen equipment.

5.2 Senior Management Team

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to prevent or control risks from the use of display screen equipment: specifically they will ensure:

- Compliance with the Council's DSE Policy within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.
- Employees are competent to carry out DSE work without unacceptable risk.

5.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Display Screen Equipment Policy is complied with in their Service Area. Additionally they will ensure:

Adequate resources are made available to safely manage DSE work and to provide additional equipment required by risk assessments.

Employees have appropriate information, instruction, supervision and training, and that training needs are identified.

All incidences of ill health, such as Repetitive Strain Injury, Carpal Tunnel Syndrome and other work related upper limb disorders (WRULDS) are reported to the Health and Safety Officer in Human Resources.

Specific consideration is given to employees with disabilities or pre-existing medical conditions (such as those noted above) who may require reasonable adaptation to the workplace, system of work etc in order for them to be able to work without unacceptable risk.

Specific consideration is given to the provision of information in differing formats / languages for those employees who require it.

Consider supplying or loaning additional equipment etc. to enable regular homeworkers to achieve adequate / ergonomic working conditions.

5.4 Managers and Team Leaders

Are responsible to their Head of Service for ensuring effective measures are in place to control risks arising from the use of display screen equipment within their area of responsibility. Additionally they will ensure:

The health and safety impact of any new activity or a change in the way an existing activity is carried out is considered and assessed **before** it is introduced.

New employees carry out a DSE self assessment within two weeks of starting their job (see Appendix 1)

Appropriate risk assessments are undertaken and their findings implemented and monitored, especially before the introduction of new or amended work activities.

Maintain, and regularly review records of assessments (at least biannually).

Employees understand and use local procedures designed to protect their safety.

That they bring to the attention of their line manager / Head of Service DSE related health and safety issues of which they are aware, including non-compliance with this policy, where they cannot be resolved locally.

Ensure that reports of defects / damage to equipment etc. are investigated and appropriate remedial measures are taken.

5.5 All Employees

Individuals at **all** levels have a responsibility to take care of their own and others health and safety. Employees will:

- Not to put themselves or others at risk.
- Undergo appropriate training.
- Follow safe systems of work outlined in display screen equipment assessments, training and guidance.
- Co-operate and assist with the undertaking of DSE risk assessments.
- Seek medical assistance or advice as necessary.
- Attend occupational health appointments as required.
- Report all defective equipment, injuries and incidences of DSE related ill health to your line manager.
- Not to attempt to carry out any repairs or modifications to equipment unless suitably qualified and competent to do so.
- Ensure that their work station is set up in a safe and ergonomically sound manner, so far as under their control.

5.6 Head of Human Resources and Payroll

- Ensure that the Display Screen Equipment Policy and associated guidance is reviewed biennially.
- Report as required to the Chief Executive Officer and Senior Management Team.
- Consult with trade unions on the effectiveness of the policy, its implementation, review and revision.

5.7 The Health and Safety Officer

The Health and Safety Officer in Human Resources will assist managers and employees in carrying out their roles under the Display Screen Equipment Policy by:-

- Undertaking, with the Unison Health and Safety Officer DSE Risk Assessments
- Advising on the implementation of control measures and the assessment of risks to health associated with the use of DSE.
- Providing additional information and professional support, as required.
- Making employees aware of the Council's procedures at induction training.
- Notifying the Health and Safety Executive, as required by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*.
- Monitoring the implementation of the Policy within Service Areas.
- Reviewing the DSE Policy and associated guidance on a biennial basis.

6 RECORDS

The following must be recorded: (with responsibility). Wherever possible records will be kept electronically.

- Log of risk assessments undertaken. (Health and Safety Officer)
- Corrective action taken by management (line management).
- Eye and eyesight tests (Human Resources & Payroll).
- The supply of glasses etc. (Human Resources and Payroll).
- Training provided (Human Resources and Payroll).
- Information given to employees (Human Resources and Payroll).
- Incidences of ill health and action taken in response (Human Resources and Payroll).

7 REFERENCES

Health and Safety Executive leaflet 'working with VDU's

<http://www.hse.gov.uk/pubns/indg36.pdf>

Health and Safety Executive office safety mircrosite

<http://www.hse.gov.uk/office/index.htm>

8 GUIDANCE ON POLICY AND CARRYING OUT DISPLAY SCREEN EQUIPMENT ASSESSMENTS

8.1 Risk Assessment

All workstations must be assessed, including new and re-located workstations, and existing workstations when new equipment is installed or health issues are raised.

The aim of the assessment is to address not only ergonomic issues, but also to identify any risk of injuries or conditions occurring, both immediate and cumulative, from the way in which DSE work is undertaken. This should enable managers and staff to take the necessary preventative action.

All DSE users must complete the Workstation Self Assessment Form (APPENDIX 1) and send it to their immediate line manager to ensure any remedial action is highlighted.

Managers can take further advice from Human Resources and Payroll if necessary.

More complex or involved assessments will be undertaken by a trained DSE Assessor using the assessment form in Appendix 3 – this may be the Health and Safety Officer or another employee who has completed the appropriate training.

All assessments must be reviewed if there are substantial changes to the working environment, the software, the tasks undertaken or the employee indicates there is a potential health problem.

8.2 Eyesight tests and Spectacles

Provided that DSE design and installation is satisfactory, and the workstation and environment are ergonomically adjusted, persons with properly corrected eyesight should experience no discomfort. It is possible, however, that some people may suffer eye fatigue (but not damage) when using DSE.

DSE users are entitled to an eyesight test if they request it. The optician's fee for the eyesight test will be reimbursed, up to the sum of £20.00. A re-examination will be required typically every two years.

The standard letter (**Appendix 2**) must be taken to the optician, for them to complete and stamp.

The employee must return the completed form and any receipts to the Health and Safety Officer for payment to be arranged via the payroll system.

If the optician confirms that a user requires new visual correction **specifically** for work with DSE **only**, as indicated in the Optometrist's Report (**Appendix 2**), the Council will pay a contribution towards the cost of up to £60.00. It should be noted that most users who already wear glasses may or may not need special glasses for display screen work.

It is hoped to introduce a voucher system in the future to reduce administration.

8.3 Breaks

Working patterns must be arranged to ensure that no employee is required to give unbroken attention to DSE work without prearranged breaks from that activity.

Typically this will be a five to ten minute break in every hour of continuous work. Other work should be scheduled for this time; it should not be regarded as 'downtime'.

8.4 Workstation Set-up and standards

Managers, users and assessors should look to the following standards for a soundly set up workstation.

a) Display screen

Should preferably be directly in front of the user.

Letters etc. on screen should be clear and legible for the user.

Screen image should be stable, with no flickering or other instability.

Brightness and the contrast should be easily adjustable.

Screen must swivel and tilt easily and freely.

Screen shall be free of uncomfortable reflective glare and reflections.

b) Keyboard

Should be directly in front of the user, tiltable and separate from the screen to allow a comfortable working position, avoiding fatigue in the arms or hands.

Must provide enough space in front of the keyboard to provide support for the hands and arms.

Must be comfortable for the user.

The symbols on the keys must be easily legible.

c) Using a Mouse

Mouse should be positioned within easy reach, with the forearm supported on the desk, to avoid stretching and overreaching.

Mouse should be used with the wrist straight, and without gripping it too tightly.

A foam/gel mouse mat with an integral wrist rest should be considered.

Mouse and roller ball should be regularly cleaned by the user.

d) Work Desk or Work Surface

Work surface to be matt/low reflection and allow a flexible arrangement of the screen, keyboard, mouse, documents and related equipment.

Any document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

Must have adequate space to arrange a comfortable seating/working position.

e) Work Chair

Must have five point support, be stable and allow easy freedom of movement and a comfortable position.

Must be adjustable in height.

The seat back must be adjustable in both height and tilt.

A footrest must be made available to any person who requires one.

f) Space Requirements

There must be enough space around the workstation to allow a change of posture and vary movements.

g) Lighting

Must provide an adequate contrast for the user between the screen and the background environment.

h) Reflection and Glare

Prevent glare and reflections on the screen or other equipment by co-ordinating workstation layout with artificial light sources and using blinds to control natural light sources.

i) Heat & Humidity

Workstation equipment must not produce excessive heat which could cause discomfort.

An adequate level of humidity must be established and maintained.

j) Software

In designing, selecting, commissioning and modifying software, and in designing tasks, the following principles shall be taken into account:

Software must be suitable for the task;

Software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the person,

No quantitative or qualitative checking facility shall be used without the knowledge of the user;

Systems must provide feedback on the performance of the software;

Systems must display information in a format and at a pace appropriate to the person's ability;

The principles of software ergonomics must be applied, in particular to data processing.

8.5 Training

Information and appropriate training on the health and safety aspects of DSE will be given to all users, and will be included as part of the Corporate Health and Safety Induction.

Specific training related to their computer use will cover, as appropriate, legal and policy requirements.

The employee's role in recognising risks

The need to take regular breaks

Their contribution to the assessment programme

Their ergonomic use of DSE and workstations to facilitate good posture, personal comfort and to reduce the risk of ill health.

Their obligations to report any health concerns to their manager.

Training will be provided for those asked to assess others workstations. Completing the self assessment requires no training.

8.6 Use of Laptops

Portable DSE, such as laptop and notebook computers, is subject to the DSE Regulations, if it is in prolonged use. (Over 30 minutes)

The wider range of environments in which we work with laptops means that the design of that equipment includes aspects that can inherently cause problems if not adequately assessed and addressed, such as

- Design factors (smaller keyboards; lack of keyboard/screen separation, on board mouse pads)
- Difficulty achieving a comfortable working posture.

Where portable DSE is used in lengthy or repeated situations or locations, it should be treated and assessed on the same basis as desktop computers including the use of a separate screen, keyboard and mouse.

Laptop Users must be given sufficient instruction and information to make their own risk assessments and to enable them to adopt appropriate control measures.

Laptop users should restrict their use of laptops outside of regular office environments to 30 minutes unless adaptations have been made to enable the laptop to comply with the requirements of the DSE policy (see self assessment sheet in Appendix 1 and section 8.4 and for guidance)

8.7 Homeworking and Computers

Homeworking, whether using a laptop or a PC has some unique health and safety issues which need to be addressed. However it should be borne in mind that the work environment and conditions in the homeworkers' workplace (that is to say their own home) are under their control and are their responsibility. The employers responsibilities are restricted to the level of control which they exercise.

Homeworkers should follow the procedure given in the self assessment sheets (appendix 1) for ensuring that their workstation is suitable for them to use. Purchase or loan of addition equipment etc. to help ensure that the workstation is compliant is at the discretion of local management.

The following guidance should be followed by homeworkers.

The homeworker should carry out a DSE self assessment on their home workstation (as stated in the Work-life Balance – Homeworking Policy)
Additionally they should pay attention to

- Siting and condition of plugs and cables around the workstation
- Suitability of the area in which the workstation is located in terms of space, environment and the effect it has on others moving around the home.
- Presence of other adults, children or animals in the areas of the workstation

It is not intended that Assessors will visit employees' homes to carry out workstation assessments.

Managers may refuse permission for employees to homework if they have significant health and safety concerns.

9.0 OCCUPATIONAL HEALTH ISSUES

DSE has been blamed, often wrongly, for a wide range of health problems.

Where problems do occur, they are generally caused by the way in which computers etc. are being used, underlining the need for correct assessment of workstations and implementation of remedial action. Many of these associated problems could be avoided by good ergonomics and better organisation of work patterns.

The main health problems associated with DSE work are:

Work-related upper limb disorders (WRULDs), including pains in the neck, arms, elbows, wrists, hands and fingers. These are sometimes referred to as Repetitive Strain Injury (RSI), even though the problems do not always manifest themselves following fast repetitive movements.

Back ache

Fatigue and stress

Temporary eye strain (but not eye damage) and headaches

9.1 Muscular Skeletal Disorders

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders of back, especially after long periods of uninterrupted DSE work. Repetitive strain injury (RSI) has become a popular term for aches, pains and disorders, but can be misleading - it means different things to different people. A better medical name for this whole group of conditions is work related upper limb disorders (WRULDS). These range from temporary fatigue or soreness in the limb to chronic soft tissue disorders such as carpal tunnel syndrome.

As with other sedentary tasks, DSE can give rise to back pain or even exacerbate an existing problem if seating is poor and badly adjusted, the workstation is badly designed, or if users sit too long without changes of posture and breaks from DSE.

If you are suffering from discomfort whilst working with DSE, ensure you carry out or have carried out a DSE Assessment. Most problems can be controlled with good workplace design enabling you to work comfortably and by good working practices e.g. variation of tasks and taking frequent, short breaks from the DSE.

Avoid the problem arising rather than waiting to try and cure the pain.

9.2 Fatigue and Stress

Stress has become a common cause of occupational ill health. Prolonged or particular intense periods of stress can lead to physical and/or mental illness as well as behavioural changes.

Stress may arise when a system does not work well or when the user does not feel in control or competent to operate it. Stress may be caused by many other general workplace issues i.e. perceived excessive workloads, staff not being involved in decision making, carrying out monotonous, repetitive tasks and limited opportunities for social interaction due to work systems. We can help to control stress at work by providing adequate training, designing systems and tasks to match the abilities of the individual, good design of the user's workstation, consultation and involvement of the user and encouraging regular breaks.

Employees also have a duty to manage their workloads, to identify their own training needs and to seek support, from their line manager initially.

9.3 Eye and Eyesight Effects

Using DSE is not associated with permanent damage to eyes or eyesight. However, some employees may experience temporary visual fatigue, leading to a range of symptoms such as impaired visual performance (for example blurred vision), red or sore eyes and headaches, or the adoption of awkward posture which can cause further bodily discomfort.

Visual symptoms may be caused by:-

- staying in the same position and concentrating for a long time;
- poor positioning of DSE;
- poor legibility of the screen, keyboard or source documents;
- poor lighting, including glare and reflections;
- a drifting, flickering or unstable image on the screen.

As with other visually demanding tasks, DSE work does not cause permanent eye damage but it may make workers with existing vision defects more aware of them. Such undetected defects can make work with DSE more tiring or stressful than would otherwise be the case, which in turn may lead to an increased risk of injury from muscular skeletal disorders. It should be borne in mind that eyesight tends to naturally deteriorate in individuals from around 40 years of age.

9.4 Headaches

Headaches may result from:-

- screen glare, poor or unstable image quality
- a need for different glasses;
- stress from the pace of work;
- anxiety about new systems and poor job design;

reading the screen for long periods without a break;
poor posture; or
a combination of these.

Headaches can be prevented by good workplace design e.g. reduction of glare, good ergonomics to encourage correct posture and by good practice e.g. regular eye tests, frequent breaks from computer tasks and coping mechanisms to reduce levels of stress.

Compliance with the DSE regulations will help to prevent ill health in DSE workers in the great majority of cases. Each individual should carry out a DSE self assessment form and where necessary make improvements to their workstation. If an individual continues to suffer from health problems associated with their DSE work once these changes have been implemented for at least one month they should be referred to Health and Safety Officer for advice.



**Self Assessment Computer
.....Workstation Checklist**

Name **Location**
Department **Post Title**
Date

The completion of this checklist will enable you to carry out a self-assessment of your own workstation. Your views are essential to help us achieve our objective of ensuring your health, safety and welfare at work. Please underline or mark the answer that best describes your opinion, for each of the questions listed. Guidance on solving issues quickly is given below each text box.

Please send the form to **your line manager** for further action as soon as it is completed.

Environment

Lighting

Describe the lighting at your usual workstation

About right	Too bright	Too dark
-------------	------------	----------

Do you ever get distracting reflections on your screen?

Never	Sometimes	Constantly
-------	-----------	------------

What control do you have over local lighting?

Full control	Some control	No control
--------------	--------------	------------

Try adjusting the angle of the screen to avoid glare from lights or windows.
 Use blinds to block direct sunlight.
 Use lighting only when needed to get a good standard of illumination.

Temperature and humidity

At your workstation, is it usually

Comfortable	Too warm	Too cold
-------------	----------	----------

Is the air around your workstation

Comfortable	Too dry	
-------------	---------	--

Turn heaters down, then open windows if too hot.
 Turn off unused electrical equipment and ventilate room to reduce heat and humidity.

Noise

Are you distracted by noise from work equipment?

Never	Occasionally	Constantly
-------	--------------	------------

Turn off noisy equipment when not in use, close doors and use dividers to damp noise

Space

Describe the amount of space around your workstation

Adequate

Inadequate

Can the layout of the work area be improved, are there items which can be disposed of or stored elsewhere?

Furniture

Chair

Can you adjust the height of your seat?

Yes

No

Can you adjust the height and angle of the backrest?

Yes

No

Is the chair stable

Yes

No

Does it allow movement

Yes

No

Is the chair in a good state of repair?

Yes

No

If the chair has arms do they get in the way?

Yes

No

Experiment with your seat controls to adjust the height of the chair, height and angle of the back. Chair should additionally move on its castors freely and rotate freely. All manufacturers chairs work and adjust in different ways!

You should aim to set the height of your seat so that your arms are roughly parallel to the top of the desk (see diagram in appendix 4 of the DSE Policy)

Chair arms can often be removed if you find you are restricted in how close you can get to the desk or they tempt you to slump in your chair

Desk

Is the desk surface large enough to allow you to place all your equipment where you want it?

Yes

No

Is the height of the desk suitable?

Yes

No

Does the surface have a non-reflective surface

Yes

No

Zone your desktop, so the things you need most frequently (keyboard & mouse?) are closest and the things you need less often are further away – this reduces stretching, twisting and reaching.

If the desk is too low and you cannot lower your chair (usually the best solution) it is possible to raise most desks slightly

Footrest

If you cannot comfortably place your feet on the floor, has a footrest been supplied?

Yes No

It is important that you do not sit with pressure against the back of your legs, or with your legs dangling above the floor whilst seated. If this is the case, you will probably require a footrest.

Document Holder

If it would be of benefit to use one, has a document holder been supplied?

Yes No

If you have a document holder, does it meet your needs?

Yes No

A4 size document holders can be useful to cut down repetitive neck movement if you are referring to something constantly whilst working

Display Screen Equipment

Display Screen

Can you adjust the brightness and the contrast between the characters on the screen and background?

Yes No

Does the screen swivel and tilt freely?

Yes No

Is the screen image stable and free from any flickering?

Yes No

Is the screen at a height, which is comfortable for you?

Yes No

Use the brightness, contrast etc to get a clear focussed picture which is not excessively bright. The top of the screen should be roughly in line with the top of your eyes – in other positions this can lead to neck or shoulder problems. Lower or raise the screen to get it to the right height.

Keyboard

Keyboard

Can you raise and lower the keyboard height & tilt

Yes No

Can you easily see the symbols on the keys?

Yes No

Is there enough space to rest your hands in front of the keyboard?

Yes No

The keyboard should have 'legs' at the back corners which can be used to raise / lower / tilt the keyboard. The keyboard should be clear and legible and have adequate space in front of it. Soft keyboard rests are often very useful in cutting down wrist cramps and pain.

Mouse

Mouse

Is your mouse comfortable to use

Yes

No

Keep mouse as close to you as possible, with your arm resting on the desktop, not out straight
Consider using a soft mouse rest to reduce wrist cramps and pain

Software

Do you understand how to use the software you are working with?

Yes

No

Ensure you are fully aware of the best way to make the software function (displays, multitasking etc.,) for you – this may involve additional training, coaching etc.

Training

Have you been trained in the use of your workstation (i.e. shown how to operate and adjust equipment?)

Yes

No

Have you been trained in the use of your software?

Yes

No

If you were to have a problem relating to display screen work, would you know the correct procedures to follow ?

Yes

No

You should be able to make adjustments to your chair and layout of your workstation to maximise comfort and ergonomic layout and know how to use your software effectively.

Use the diagram in Appendix 4 of this Display Screen Equipment Policy to help you do this.

If there any issues which you have found through this assessment that you cannot resolve yourself, and then refer them to your immediate manager.

If your line manager cannot resolve them for you they will make an appointment with a trained assessor to carry out a more thorough assessment

Are there significant outstanding issues remaining that could not be resolved either by yourself or by your line manager?

Yes

No

Please follow the link for more information: <http://www.hse.gov.uk/pubns/indg36.pdf>

Any other comments?



**PROVISION OF EYE TEST AND SPECTACLES
FOR USERS OF DISPLAY SCREEN EQUIPMENT**

1 PART A: AUTHORISATION FOR EYE EXAMINATIONS

This authorisation entitles a Bolsover District Council employee, who is a user of display screen equipment, (DSE) to up to £20.00 reimbursement towards the cost of an eye test at a registered Optometrist.

Name of Employee:

Department:

Payment authorised for eye test	Amount authorised
Payment authorised for spectacles etc.	Amount authorised
	Total Amount authorised

Signature of Health and Safety Officer /
Human Resources Officer: Date

The above named employee works with Display Screen equipment and has requested an Eye test in accordance with the Display Screen Equipment Regulations 1992.

The test is to be carried out to determine if the employee needs to wear special corrective appliances for work at a computer display screen at the normal viewing distance.

Could you please carry out the test and complete this form with the results.
The completed form should be returned to the employee.
Thanking you in anticipation of your assistance.

PART B : TO BE COMPLETED BY OPTOMETRIST

I am conversant with the standard recommended by the Association of Optical Practitioners for DSE operators. In my opinion, for the above named operator

1. Spectacles are required for Display Screen Equipment **use only**.
2. Spectacles required **but not for specific use with** Display Screen Equipment.
3. Spectacles are **not required**.

(Tick one as appropriate)

Comments:

*(Note any referral needed
for Occupational Health)*

Optometrist

Optometrist Practice Name/Stamp

Name (print) _____

(stamp/write in space below)

Signed _____

Date _____

Please return this report to the employee.

In the case of (1) above (only) Bolsover District Council will reimburse up to £60.00 towards the cost of corrective appliances

The Employee should return this completed form with any receipts for eye tests and corrective appliances to:

The Health and Safety Officer
Human Resources Department
Bolsover District Council
Sherwood Lodge
Bolsover S44 6NF



**HEALTH AND SAFETY
(DISPLAY SCREEN EQUIPMENT)**

**WORKPLACE ASSESSMENT FOR
DISPLAY SCREEN EQUIPMENT USER**

Name of user		Name of Manager	
Job Title		Assessor	
Department/Service		Location	
Date		Assessment Number	
Date of any previous assessment			

Please tick 'yes' or 'no' and enter any comments in the space provided

	Yes	No	Comments/Improvements Required
Section One - Equipment			
1. Monitor -			
(a) Are the characters readable?			
(b) Is the image free of flicker and movement?			
(c) Are the brightness and / or contrast adjustable?			
(d) Does the screen swivel and tilt?			
(e) Is the screen free from glare and reflection?			
(f) Is the screen at a comfortable viewing distance angle and height?			
2. Keyboard -			
(a) Is the keyboard tiltable?			
(b) Is the keying position comfortable?			
(c) Is there enough space to rest the hands in front of the keyboard?			
(d) Are the characters on the keys easily readable?			
3. Mouse -			
(a) Is the mouse comfortable to use?			
Section Two - Furniture			
4. Desk -			
(a) Is the work surface large enough to accommodate documents, equipment, etc?			
(b) Is the surface free from glare?			
(c) Is it the correct height?			
(d) Are there any restrictions on posture?			
5. Chair -			
(a) Is the chair stable?			
(b) Is the seat height adjustable?			
(c) Is the angle of the backrest adjustable?			
(d) Is the chair comfortable for you?			
Section Three – Medical Issues			
6			
(a) Any previous injuries or conditions			
(b) Sporting / out of work activities			

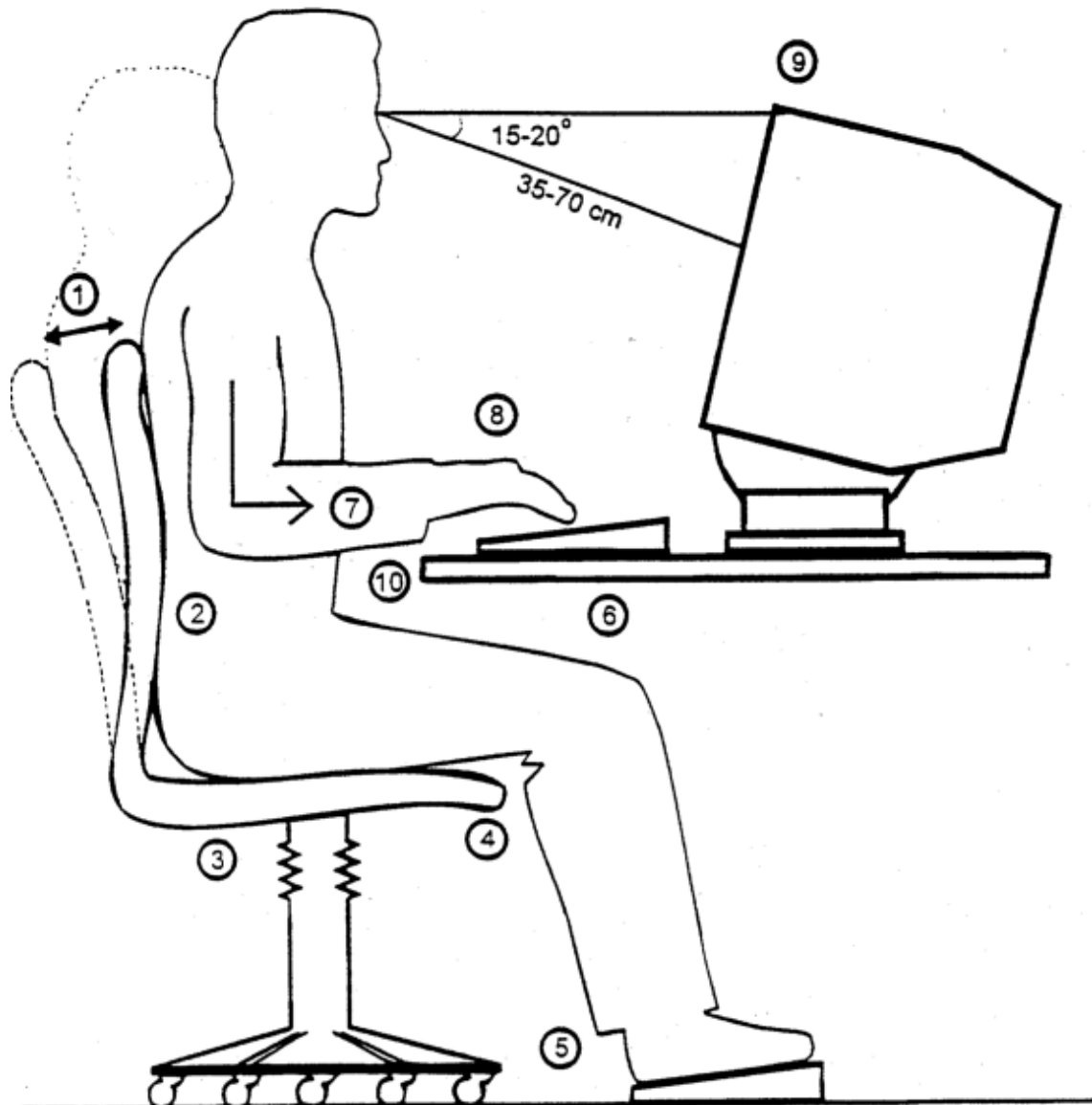
	Yes	No	Comments/Improvements Required
Section Three - Working Posture			
7. Back - (a) Is the posture satisfactory? (b) Is the back well supported? (c) Is there any pain?			
8. Legs / Feet - (a) Is the posture satisfactory? (b) Has a footstool been provided? (c) Is one required?			
9 Head, Shoulders and Neck - (a) Is the posture satisfactory? (b) Has a document holder been provided? (c) Is one required? (d) Is there any pain?			
10 Arms / Wrists - (a) Is the posture satisfactory? (b) Has a wrist-rest been provided? (c) Is one required? (d) Is there any pain?			
11 Rest Breaks (a) Are sufficient rest breaks taken? (b) Have you been given adequate information on posture, entitlements etc.			
Section Four - Vision			
12 (a) Is user aware of his / her right to an eye-test? (b) Have his / her eyes been tested within the last 12 months?			
Section Five - Environment			
13 (a) Is there adequate space to allow movement and variation of posture? (a) Are the levels of light, heat, ventilation and noise comfortable?			
14 (a) Is there an adequate number of power points?			

Additional Comments

A further assessment **MUST** be performed following any alterations to the DSE or workstation or if the User is experiencing any problems which they suspect may be associated with the use of DSE. In the latter instance it is the responsibility of the User to notify his / her line manager of any difficulties at the earliest available opportunity in order that a further assessment can be requested.

Signature of Assessor:	Date:
-------------------------------	--------------

Workstation Set Up



1. Seat back adjustable
2. Good lumbar/lower spine support
3. Seat height adjustable
4. No excess pressure behind knees or on back of legs
5. Foot support if needed
6. Adequate space under desk, no obstructions
7. Forearms approximately horizontal
8. Minimal extension or flexing of wrists
9. Screen angle and height to be comfortable
10. Space in front of keyboard to support hands or wrists during pauses – consider use of keyboard rest.

Appendix 5 – Flow Chart

Start Here	Employee	Line Manager	Assessor / Safety Officer
<p>Self Assessment (Form Appendix 1 of DSE Policy)</p>	<p>Employees either alone or in pairs go through the checklist & resolve any issues they can. Pass on other issues to their line manager.</p>	<p>Resolve equipment, layout, software or workload issues from s/assessment. Seek advice for complex or unresolved issues from Health & Safety Officer.</p>	<p>Advise employees and line managers.</p>
<p>Full Assessment (Form Appendix 3 of DSE Policy)</p>	<p>Employee does assessment with trained departmental assessor or Health and Safety Officer.</p>	<p>Resolve any workplace, equipment, software, layout or workload issues from self assessment.</p>	<p>Carry out full assessment where there are unresolved issues from self assessment or from Occupational Health Referrals.</p>
<p>Eye test and funding issues (Form in Appendix 2 of DSE Policy)</p>	<p>Entitled to up to £20 for eye test and up to £60 in <i>some</i> situations for glasses every two years. Remember to get form filled in by optician and keep receipts.</p>	<p>Funds additional equipment, furniture and software requirements, unless employee is registered as disabled.</p>	<p>HR funds adaptations and equipment etc. for employees registered as disabled or in exceptional circumstances. HR funds eye tests and glasses.</p>

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	23 rd September 2008	Category	
Subject:	Accident Reporting and Investigation Policy and Procedure	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By identifying and investigating workplace accidents we uncover a root cause, which in turn enables us to take action to control the risks which cause accidents. Thereby reducing the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Customer Focussed Services: - providing excellent customer focussed services. By identifying and managing risks to employees, tenants, service users, contractors and members of the public, the likelihood of them suffering an accident, incident, illness, damage to property or an interruption to services is reduced.

Community Safety: - By investigating accidents which involve members of the community which arise from our activities, we uncover root causes, which in turn enables us to take action to control the risks which cause accidents. Thereby reducing the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Active management of health and safety risk reduces the cost of providing services, by getting it right first time more often, with no accidents, incidents or interruption to services.

TARGETS

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By complying with legislation and best practice and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

The Policy and guidance are designed to help the council carry out its duties under the Health and Safety at Work Act etc.1974 and the Reporting of Injures Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Responsibilities of all levels of employee are outlined on page 49.

Procedure and responsibility for reporting and carrying out the initial investigation by line management is described on page 50.

The requirement and procedure for reporting 'reportable' accidents diseases etc. by the Health and Safety Officer is outlined.

Work related 'diseases' (some of which are not medically diseases but some other condition) ill health and Dangerous Occurrences are defined, and a list of statutory 'Dangerous Occurrences' which might occur under our jurisdiction are included at page 51.

General guidance for managers on accident investigation is included at page 52.

Links to electronic versions of the accident report form and violence at work report form are included.

ISSUES FOR CONSIDERATION

The Accident Reporting and Investigating Policy and Procedure.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent business interruption, reducing the risk of incurring compensation, legal prosecution and increased insurance costs.

Legal : Compliance with the Management of Health and Safety at Work Regulations 1999

Human Resources : Reduction in lost time and sickness absence due to accidents and ill health.

RECOMMENDATION

That the Accident Reporting and Investigation Policy and Procedures is considered and referred to Council for adoption.

ATTACHMENT: Policy and Procedure

FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Accident Reporting and Investigation Policy and Procedure

September 2008



This Policy addresses the following Corporate Aims



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via **Email** or by telephoning 01246 242407.

Minicom: 01246 242450
Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Accident Reporting Policy and Procedure
Document type – i.e. draft or final version	Draft Revision
Location of Policy	Human Resources
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	People and Performance Portfolio Holder
Reviewed by Director of Strategy	18 th July 2008
Date Risk Assessment completed	11 th July 2008
Date Equality Impact Assessment approved	Currently with CSPD
Partnership Involvement (if applicable)	N/A
Date added to the Forward Plan	N/A
Policy Approved by	Council
Date Approved	
Policy Review Date	September 2010
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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1.0 INTRODUCTION

This policy outlines the procedure to be adopted when an employee, visitor, customer or contractor suffers an accident or experiences a near miss or 'dangerous occurrence' (see Appendix 1).

The policy describes reporting, recording and investigation procedures for managers.

The policy sets out how the Council will meet its legal obligations to report and record accidents.

The policy sets out how the Council will use the information from accident reports to continuously improve the safe delivery of services.

2.0 SCOPE

The policy and procedure will apply to all employees, elected members, agency workers and volunteers who have an accident while they are engaged in activity or work on behalf of the Council.

'Work' will include any paid or voluntary duties carried out at whatever time, and includes travelling between sites during the working day, but not travelling to and from home at the start or end of the day.

The policy and procedure will apply to service users, visitors (including contractors), clients and members of the public who have an accident whilst on our premises or using our facilities where the accident could have been caused by something under the Council's control.

Contractors will be required to provide their own accident reporting procedure and also to provide details of any accidents occurring whilst working on our sites / premises, to their BDC Contract Administrator.

3.0 PRINCIPLES OF THE POLICY

To aid accident investigation and reporting the Council positively encourages the reporting of all accidents and near misses and does not regard such reporting as an adverse reflection on the individuals abilities to perform their duties satisfactorily.

Accident investigations will be seen as an opportunity to make improvements in managing services safely.

Appropriate investigations will be undertaken for all reported accidents and near misses.

Employees who suffer accidents, injuries or ill health will be supported, where appropriate, to return to work.

4.0 POLICY STATEMENT

The Council will ensure that all accidents, work related ill health incidents and dangerous occurrences are reported and investigated, and action is taken to prevent recurrence.

The Council will comply with the requirements of RIDDOR 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and with the requirements of any external regulators.

5.0 RESPONSIBILITY

Chief Executive Officer has overall responsibility for the management of Health and Safety and is responsible for ensuring that there are effective measures in operation to report, record and investigate accidents.

Senior Management Team are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to report record and investigate accidents:

Heads of Service are accountable to their Director for ensuring that the Accident Reporting and Investigation Policy is complied within their Service Area.

Line Managers are responsible for ensuring that accident reports and investigations are used to continually improve the health and safety management systems within the Council with the aim of preventing accidents and ill health, and ensuring that an accident book is available.

All Employees have a responsibility to report accidents, near misses and dangerous occurrences and to co-operate fully with any investigation into the events surrounding the incident.

The Health and Safety Officer is responsible for updating the policy and providing training to managers and new employees on the systems in place for accident reporting and investigation, providing advice and guidance to support employees, reporting accidents to the Health and Safety Executive and reporting accidents on a quarterly basis to Safety Committee.

The Health and Safety Officer can be contacted on 01246 (24)2403

6.0 ACCIDENT / INCIDENT REPORTING PROCEDURE

6.1 Accidents

Employees have a responsibility to report all accidents in the Accident Report Book (Form BI 510) within three working days.

The Line Manager must complete the accident book sheet on behalf of employees or others who are unable to report accidents themselves.

[Click to link to list of accident book holders](#)

Accident books are available from the Health and Safety Officer

The Line Manager must **telephone/email the Health and Safety Officer immediately** if an accident results in any of the following:

- Fractures other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn or any penetrating injury to the eye.
- Injury resulting from an electric shock.
- Any injury leading to an employee being admitted to hospital for more than 24 hours.
- Any injuries to people not at work (i.e. members of the public) as a result of an accident "arising out of or in connection with work" where they are taken to hospital from the scene of the accident.
- Accidents that occur as a result of failure or misuse of equipment

Managers must inform **the Health and Safety Officer** as soon as possible if the accident has resulted in an "**over 3 day injury**".

All of the above will be reported by the **Health and Safety Officer** to the Health and Safety Executive as required under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) within 5 working days of receipt of the report.

Managers must investigate all accidents within their responsibility and complete an "accident investigation report." This should be submitted to the **Health and Safety Officer** within 5 working days.

Managers must ensure that recommendations arising from all accident investigations including those conducted by more junior managers are implemented within reasonable and agreed time scales. If any recommendations cannot be implemented the reasons for this must be clearly documented along with the action plan.

Heads of Service must notify the Director of Resources immediately of any loss, liability or damage or any event or circumstances likely to lead to a claim, as required by S.4.7.7 of the Councils Constitution.

The Health and Safety Officer will produce accident statistics to identify trends and so improve their health and safety management.

- 6.2 Violence and aggression**, all incidents must be reported on the Council's violence report form. This can be accessed via the link below (control & click).

[Violence at Work Report Form](#)

If the violence results in the victim sustaining any personal injury then an accident form must also be completed.

6.3 Work Related Diseases and Ill Health

Some 'work-related diseases' (although they may not be diseases as medically defined) are also reportable to the HSE. For example, Carpal Tunnel Syndrome suffered by an employee who uses hand held vibrating equipment or tools.

These diseases become reportable to the HSE immediately on receipt of a written doctor's diagnosis.

If a manager becomes aware of an employee who is suffering from a disease which may be linked to work they should inform the Health and Safety Officer immediately. The Health and Safety Officer and the Occupational Health provider will provide further advice and assistance.

6.4 Dangerous Occurrences

If an incident occurs which falls under the HSE's definition of a 'dangerous occurrence' (see Appendix 1) this must be reported straight away to the Health and Safety Officer.

The Health and Safety Officer will investigate and inform the HSE as soon as possible.

6.5 Near Miss Reporting

If you suffer from an incident that could be described as a 'near miss', for example you slip but do not fall, or a collision occurs but no damage is done, this also needs reporting. Use an accident form to do so but mark it 'near miss' and report it as you would an accident. This will provide us with useful information on areas that could cause us a problem, and enable us to manage them more effectively.

7.0 ACCIDENT INVESTIGATION GUIDELINES

7.1 General guidelines

The purpose of an accident investigation is to identify the immediate and underlying causes of the accident and to develop and implement preventative measures to ensure that the accident does not happen again. It is not a fault finding or blame allocating process.

Line managers are required to investigate any accident that occurs within their area of control. This must be reported to the Health and Safety Officer on the [Line Managers Accident Investigation Form](#) (control and click to link to the form).

Line managers will ensure that the report from the **accident book (B1 510)** is also forwarded to the Health and Safety Officer. A list of accident book holders is available [here](#) on the Council's **Health and Safety Webpage**.

The extent of any investigation will be determined by the manager and will vary. It will be influenced by factors such as the severity of an injury, the potential for injury, or awareness of similar previous incidents. The Health and Safety Officer will assist with any management investigations.

As a minimum the investigation should address all of the issues contained in the accident investigation form.

The investigation should look for the underlying cause of the accident. The following list is not exhaustive and provides a guide to some possible underlying causes:

- Non existent or confusing guidelines/procedures
- Lack of or poor quality, protective equipment
- Lack of, or poor quality, induction procedures
- Lack of, or poor quality, information instruction and training
- Poor communications
- Lack of co-operation and co-ordination
- Poor maintenance of equipment
- Non existent or poor quality risk assessments
- Poor control/supervision or monitoring
- Conflicting priorities/lack of time
- Unclear responsibilities
- Lack of resources
- Lack of commitment
- Lack of relevant policies

Are you convinced that the accident happened as stated and that the injuries were as stated in the accident book?

7.2 Interviews with the Injured Person, Witnesses, First Aider and Manager

Conduct Interviews as soon as possible after the accident, but do not interrupt medical care to do this.

Interview each person separately.

Remind employees of their right to have a safety representative, trade union representative or work colleague present if they so wish.

Interviews should not be unduly delayed while organising for a safety representative, trade union representative or work colleague to attend. It is important to gather facts while information is still clear in people's minds

Put each person at ease. Reassure them that it is a fact-finding process only not a fault finding exercise.

Try not to allow witnesses to confer prior to the interview.

Guard against pitfalls of bias, embellishment and their interpretation of events.

Do not ask leading questions e.g. "So your rushing caused you to over-reach and fall from the ladder?" Ask open-ended questions e.g. "What do you think caused you to fall from the ladder?"

Ensure you have addressed the who, what, why, when, where and how.

Summarise what you have been told and correct any misunderstandings.

Written statements should be signed and dated by the relevant witnesses.

Statements taken on behalf of witnesses should be carefully read back to them to ensure accuracy of content.

Witnesses must be offered copies of their statements for future reference.

7.3 Recording your findings

In the majority of cases the accident investigation form will suffice for the recording of the accident investigation.

Please ensure that all parts of the accident form are fully completed and legible – an initialled electronic version of the form is acceptable instead of a signed paper copy.

Particularly important areas are:

- Time absent / returned to work – we need this information quickly as we have a legal requirement to inform the Health and Safety Executive for accidents resulting in absence of over three days.
- Action Taken to avoid recurrence of the incident

The Health and Safety Officer will keep accident records for at least **7 years**.

8.0 Link to Accident Investigation Form

[Line Managers Accident Investigation Form](#)

9.0 DEFINITIONS

Accident

"An unplanned and uncontrolled event which has lead to or caused personal injury, damage or other loss."

Near Miss

"Any unexpected event, mistake, or error of judgement that does not result in harm or damage, but could have done. It is an opportunity to improve health and safety practice before anybody is hurt."

Over 3 day injury

"When a person at work is injured as a result of an accident and is away from work or not able to do the full range of their normal work for more than 3 consecutive days (excluding the day of the accident)." – Do not count the day of the accident / incident

Dangerous Occurrence

A dangerous occurrence is defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Examples of dangerous occurrences that may need to be reported to the HSE are an electrical short circuit or overloading causing fire or explosion, plant or equipment coming into contact with overhead power lines, the overturning or failure of lifting equipment. There is a fuller list in **Appendix 1**.

Violence

The term "accident" now includes acts of non-consensual violence to a person which occur at work and in circumstances relating to their work, and as such must be reported to the HSE if the victim suffers a major injury or if the victim ceases work for "over 3 days."

APPENDIX 1 (From HSE Riddor Website)

Specified 'Dangerous Occurrences' Relevant to our Activities are:

Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

Explosion, collapse or bursting of any closed vessel or associated pipework;

Failure of any freight container in any of its load-bearing parts;

Plant or equipment coming into contact with overhead power lines;

Electrical short circuit or overload causing fire or explosion;

Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;

Accidental release of a biological agent likely to cause severe human illness;

Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;

Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;

A dangerous substance being conveyed by road is involved in a fire or released;

Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;

Explosion or fire causing suspension of normal work for over 24 hours;

Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;

Accidental release of any substance which may damage health.

SAFETY COMMITTEE

AGENDA

Tuesday 23rd September 2008 at 1400 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	Members should declare the existence and nature of any personal or prejudicial interest in respect of any business on the agenda and any urgent additional items to be considered or any matters arising out of that business of those items and withdraw from the meeting at the relevant time, if appropriate.	1
4.	To approve the minutes of a meeting held on 10 th July 2008.	2 to 6
5.	Sickness Absence/Occupational Health Statistics	7 to 10
6.	HSE Sensible Risk Campaign	11 to 13
7.	First Aid at Work Policy and Guidance	To Follow
8.	Display Screen Equipment Policy and Guidance	To Follow
9.	Accident Reporting and Investigation Policy and Procedure	To Follow
PART 2 – EXEMPT ITEMS		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a (as amended)</i>		
<u>Paragraph 2</u>		
10.	Accident and Stress Statistics April to June 2008	14 to 19