

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Executive Meeting Room, Sherwood Lodge, Bolsover, on Tuesday 23rd September 2008 at 1400 hours.

PRESENT:-

Members:-

Councillors P. M. Bowmer, J.A. Clifton and B. R. Murray-Carr.

Unison:-

R. Frisby and G. Hutchinson.

Unite:-

C. Dodsworth.

Officers:-

W. Lumley (Chief Executive Officer), T. Walker (Health and Safety Officer), and R. Leadbeater (Democratic Services Officer).

362. APOLOGIES

Apologies for absence were received from Councillor D. McGregor, R. Farnsworth and J. Ritchie (Unison) and L. Keeling (Head of Human Resources and Payroll).

363. ELECTION OF CHAIR

In the absence of Chair and Vice Chair nominations were requested to preside over the meeting.

Moved by Councillor P. M. Bowmer, seconded by Councillor J. A. Clifton.

RESOLVED that Councillor B. R. Murray-Carr be appointed as Chair for the meeting.

Councillor B. R. Murray-Carr in the Chair

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364. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

365. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

366. MINUTES – 10TH JULY 2008

Moved by Councillor J. A. Clifton, seconded by R. Frisby.

RESOLVED that the minutes of a meeting held on 10th July 2008 be approved as a true record.

Members raised concerns that some residents in group dwellings were unaware of current emergency evacuation procedures. The meeting was advised that the current procedure was total evacuation and this would remain so until replacement fire doors had been fitted at all group dwellings. The Health and Safety Officer was requested to write to the Head of Housing to ensure that all residents were made aware of the evacuation procedures in place.

367. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL TO JUNE 2008

The Health and Safety Officer presented the report to advise members of Sickness Absence and Occupational Health Referral Statistics from April to June 2008 with comparative figures for 2007. Full time equivalent absence was down between 4 and 5% overall on last year to 1.79% which was below the target of 2.25%.

Occupational Health referrals had also reduced from last year. Hand Arm vibration assessments had been carried out as part of the routine health surveillance events held in April and May. The Health and Safety Officer was currently looking at staff working patterns, recommended exposure times and the tools used to ascertain whether the vibration output was a problem. A full breakdown by department of days lost through long and short term absence was attached to the agenda for information.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RESOLVED that the report be received.

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368. HSE SENSIBLE RISK CAMPAIGN

The Chief Executive Officer presented the report in respect of the Health and Safety Executive's co-ordination of a national campaign aimed at promoting a common sense approach to health and safety decision making. A copy of the document signed by all three partners of the collaborative agreement was attached to the agenda for information.

Members welcomed the move of signing up to the Sensible Risk Campaign.

Moved by Councillor P. Bowmer, seconded by C. Dodsworth.

RESOLVED that the report be received.

369. FIRST AID AT WORK POLICY AND GUIDANCE

The Health and Safety Officer presented the report including the revised First Aid at Work Policy and Guidance for consideration.

The meeting was advised that lists of first aiders had been posted on notice boards and on ERIC and the only outstanding action was to erect green signs throughout Sherwood Lodge to identify the nearest first aider/first aid kit, which the Health and Safety Officer would attend to.

A broad assessment had been carried out and it had been identified that some Depot Staff required first aid training.

Questions were raised as to whether there were first aid boxes available in every Council vehicle. The Health and Safety Officer advised that this should be the case and the size of the first aid kit would depend on the nature of the work carried out by the staff using a particular vehicle. Questions were also raised as to how staff could replenish first aid kits.

The Health and Safety Officer advised that first aid kits could be replenished through Stores and this advice would be notified to staff by including a sticker on top of all first aid kits. The Health and Safety Officer agreed to write to Managers to request that all vehicles were checked for first aid boxes and that these were fully stocked.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RECOMMENDED that the First Aid at Work Policy and Guidance be referred to Council for adoption.

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370. DISPLAY SCREEN EQUIPMENT POLICY AND GUIDANCE

The Health and Safety Officer presented the revised Policy and Guidance for Members' consideration.

The meeting was advised that interactive software would be put on ERIC to assist staff with the self assessment process. Discussion took place on the frequency of self assessment, which was 2 years and whether this was adequate.

Concerns were raised in respect of the quality of lighting at the depot in areas where PCs were used and also the effectiveness of the self assessment process for shared PCs. The Health and Safety Officer advised that shared PCs were assessed on their ease of adjustability to each individual's requirements and confirmed that lighting levels had not been assessed within the last 2 years, but this could be built into the general inspections. C. Dodsworth advised that he had the relevant equipment to test lighting levels which could be made available for the assessments.

Members raised questions as to whether the policies were considered by PPMGs. The Chief Executive Officer advised that those policies considered through PPMGs were largely patch management policies. However, Scrutiny Committee could make a decision to review the health and safety policies through PPMGs.

In response to Members' questions the Health and Safety Officer advised that guidance on home working and self assessments of home work stations had been provided for staff.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RECOMMENDED that the Display Screen Equipment Policy and Guidance be referred to Council for adoption.

(Council)

371. ACCIDENT REPORTING AND INVESTIGATION POLICY AND PROCEDURE

The Health and Safety Officer presented the revised Policy and Guidance for Members' consideration which was designed to assist the Council in carrying out its duties under the Health and Safety at Work Act and RIDDOR.

Moved by Councillor J. A. Clifton, seconded by G. Hutchinson.

RECOMMENDED that the Accident Reporting and Investigation Policy and Procedure be referred to Council for adoption.

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

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

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.

373. ACCIDENT AND STRESS STATISTICS

The Health and Safety Officer presented the report to submit for the meeting's attention Accident and Stress Statistics for the period 1st April 2008 to 30th June 2008 with comparative figures for 2007.

The meeting was advised that working days lost had fallen significantly as had absence through stress.

Members commented on items stored at heights in offices at Sherwood Lodge. The Health and Safety Officer stated that storage shortages were recognised and any concerns would be identified in routine inspections.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RESOLVED that the report be received.

The meeting concluded at 1442 hours.