

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Monday, 2<sup>nd</sup> February 2009 at 1400 hours.

### **PRESENT:-**

R. Farnsworth – in the Chair

### **Members:-**

Councillors Mrs P.M. Bowmer, J.A. Clifton, B.R. Murray-Carr and K.F. Walker.

### **Unison:-**

R. Frisby and J. Ritchie.

### **Unite:-**

C. Dodsworth.

### **Officers:-**

W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources and Payroll), T. Walker (Health and Safety Officer) and R. Leadbeater (Democratic Services Officer).

### **668. APOLOGIES**

Apologies for absence were received from Councillor D. McGregor and S. Sambrooks (Unite).

### **669. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **670. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

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### 671. MINUTES – 23<sup>RD</sup> SEPTEMBER 2008

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

**RESOLVED** that the minutes of a meeting held on 23<sup>rd</sup> September 2008 be approved as a true record.

#### Minute No. 366 – 10<sup>th</sup> July 2008

Questions were raised as to whether the Head of Housing had sent letters to occupants of group dwellings confirming the current fire evacuation procedures in place, as requested at the last meeting. It was added that as a result of conversations with some residents of group dwellings it had become apparent to Members that a number of residents were still unaware of the current procedures.

Lengthy discussion took place on existing and proposed fire evacuation procedures. There was currently a full evacuation policy in place, however once the required modifications had been carried out to all group dwellings, this would be replaced by a stay put policy.

The Health and Safety Officer agreed to contact the Housing Needs Manager to request that Wardens ensured that all residents were aware of the evacuation procedure in place. It was also suggested that instructions be provided and adhered to the back of each resident's door which the Health and Safety Officer agreed to source.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor K.F. Walker.

**RESOLVED** that (1) the Health and Safety Officer provide evacuation procedures for adherence to the back of each resident's door in group dwellings,

(2) Wardens in group dwellings be made aware of the current evacuation procedure,

(3) Wardens in group dwellings ensure that all residents are fully aware of the current evacuation procedure.

(Head of Human Resources & Payroll – Health & Safety Officer)

#### Minute No. 369 – First Aid at Work Policy and Guidance

The Health and Safety Officer agreed to write to managers to request that all council owned vehicles were checked for first aid boxes and these were fully stocked.

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### **672. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS**

The Head of Human Resources presented the report to advise the meeting of the sickness absence/occupational health referral statistics from July to September 2008 with comparable figures for 2007.

It was noted that there had been a slight increase during the July to September quarter in respect of long term and short term sickness absence which had outturned at 1.27 days per FTE and 0.86 days per FTE respectively. However both had improved on last year and were ahead of the 2.25 days per FTE target.

A full breakdown of sickness absence by department was attached to the report for Members' consideration.

Moved by Councillor J.A. Clifton, seconded by Councillor B.R. Murray-Carr.  
**RESOLVED** that the report be received.

### **673. GENERAL HEALTH AND SAFETY REPORT**

The Health and Safety Officer presented the general health and safety report for Members' information. The report outlined;

- Changes to legislation brought about by the introduction of the Health and Safety Offences Act which came into force on 16<sup>th</sup> January. A briefing note from the Institute of Occupational Safety and Health (iosh) was attached to the report outlining the increases to the maximum fine and introduction of custodial sentences for Health and Safety breaches.
- the Control of Asbestos at Work Policy and Guidance which would be brought to a future meeting of the Safety Committee;
- the Stress Management Policy which subject to approval by the Heads of Service Group would be brought to a future meeting of the Safety Committee;
- the audits of Corporate Health and Safety Management and First Aid and recommended remedial actions;
- fire risk assessments to be carried out and safety inspections undertaken. Appendix 2 to the report provided a full schedule of fire risk re-assessments. The number of risks had decreased from 42 to 8 and those identified as serious risks from 8 to 5. No major items were outstanding from the Safety inspections;
- the forthcoming Health and Safety training programme.

Questions were raised with regard to the fire alarm panel in the Shirebrook Contact Centre which was in need of attention. The Health and Safety Officer agreed to raise this with the Property and Estates Manager.

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Members raised questions with regard to liability of the Safety Committee under the Health and Safety Offences Act. The Chief Executive Officer agreed to follow up training sessions for Members with the Director of Strategy and Solicitor to the Council.

An update on Kissinggate Leisure Centre was provided by the Health and Safety Officer.

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

**RESOLVED** that the report be noted.

### **674. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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

### **675. ACCIDENT AND STRESS STATISTICS JULY TO DECEMBER 2008 EXEMPT – PARAGRAPH 2**

The Head of Human Resources and Payroll presented the report for Members' consideration. The report included accident and stress statistics for the period July to December 2008 with comparative figures for the same period in 2007. The report provided a breakdown of accidents by type and detailed information in respect to the number of day's lost and reportable accidents. A full accident list was appended to the report for the meeting's consideration.

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

**RESOLVED** that the report be received.

The meeting concluded at 1447 hours.