

SAFETY COMMITTEE

**27TH OCTOBER 2010
AT 1400 HOURS
COMMITTEE ROOM
ONE**

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Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 12th October 2010

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of Bolsover District Council to be held in Committee Room One Sherwood Lodge, Bolsover, on Wednesday, 27th October 2010 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 25.

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

Email enquiries@bolsover.gov.uk Web www.bolsover.gov.uk

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

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Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Wednesday, 28th July 2010 at 1400 hours.

PRESENT:-

Members:-

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

Unison:-

R. Frisby and J. Hendy.

Unite:-

S. Sambrooks.

Officers:-

W. Lumley (Chief Executive Officer), T. Walker (Health and Safety Officer), D. Bonsor (Housing Needs Manager) (to minute no. 195), A. Lowery (Street Services Manager) and R. Leadbeater (Democratic Services Officer).

189. APOLOGIES

Apologies for absence were received from Rob Farnsworth (Unison), C. Dodsworth (Unite) and Linda Keeling (Head of Human Resources and Payroll).

190. ELECTION OF CHAIR

Moved by Councillor R. Bowler, seconded by Councillor B.R. Murray-Carr
RESOLVED that Councillor D. McGregor be elected as Chair for the ensuing year.

Councillor D. McGregor – in the Chair

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191. APPOINTMENT OF VICE CHAIR

Moved by R. Frisby, seconded by J. Hendy

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

192. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

193. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

194. MINUTES – 27TH APRIL 2010

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P. Bowmer

RESOLVED that the minutes of a meeting of the Safety Committee held on 27th April 2010 be approved as a true record.

Minute No. 899 – General Health and Safety Report

The Health and Safety Officer advised that discussions had taken place with Occupational Health who had confirmed that an annual questionnaire was presented to all employees exposed to hand arm vibration. The checks carried out by Occupational Health were in relation to general health and physical tests and assessments of hand grip strength and carpal tunnel.

Minute No. 897 (720) Update on Fire Risk Assessments

The Housing Needs Manager advised that contractors had been engaged to install a combination door entry/smoke alarm that would be trialled at two of the Council's blocks of flats. Installation would be carried out in one to two weeks. If this type of alarm proved successful, it would be considered for roll out to all the Council's blocks of flats. Progress would be reported back to Members.

Members requested that the Housing Needs Manager contact the Derbyshire Fire and Rescue Service to consider fitting temporary smoke detectors in these blocks of flats in the interim period.

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The Housing Needs Manager left the meeting.

195. TERMS OF REFERENCE

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr
RESOLVED that the Terms of Reference of the Safety Committee be approved.

196. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS

The Health and Safety Officer presented the report to advise Members of sickness absence/Occupational Health statistics for the period April to June 2010.

Members' attention was drawn to the outturn of 1.64 days per full time equivalent compared with the same period last year of 2.14 days per fte. The target for April to June 2010 was 2.10 days. A breakdown of long and short term sickness absence by department was included with the report for further information.

One Health Surveillance clinic had been held during the period and the Primary Care Trust had attended the Council's Summer Forum, carrying out blood pressure checks and providing advice on smoking cessation.

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

197. GENERAL HEALTH AND SAFETY REPORT

The Health and Safety Officer presented the report for Members' information and tabled an additional document detailing accidents during the April to June quarter. Accidents had reduced from 22 last year to 10 this year with no reportable accidents.

A discussion took place on the practice of using supermarket shopping trolleys at the depot to transport materials from storage to loading areas. This was considered unacceptable and it was requested that this matter be added to the list of Health and Safety issues at the depot for consideration.

The Health and Safety Officer drew Members' attention to the sample safety information card included in the agenda. These had been produced to advise operators of the safety issues in relation to each piece of equipment, including

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levels of vibration and noise emitted, personal protection to be used during operation and details of risk assessments. It was confirmed that all operators had received training and were aware of the instructions.

A question was raised with regard to maintenance of ear protection equipment. The Street Services Manager confirmed that this would be included in the health and safety checklist.

Members' attention was drawn to the Health and Safety Executive's (HSE) Enforcement Notice Action Plan which was appended to the report.

The Health and Safety Officer asked Members to consider the Control of Hand Arm Vibration Policy for recommendation to Council. Members were advised that in accordance with the HSE's recommendations, some minor amendments had been made to the policy.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor J.A. Clifton
RESOLVED that (1) the report be accepted and the HSE's recommended amendments to the Vibration Control Policy be accepted;

(2) the revised Vibration Control Policy be recommended to Council for approval.

(Health and Safety Officer/Head of Democratic Services)

198. STREET SERVICES ACTION PLAN

The Street Services Manager presented the report to update Members on a number of health and safety issues raised at a previous meeting of the Safety Committee.

Members' attention was drawn to training dates detailed in the report in respect of risk assessments which were incorrect. A training date had now been set for 11th August and updates would be provided to the next meeting.

The Street Services Manager drew Members' attention to the Grounds Maintenance and Cleansing action plan detailed in the report.

Regular spot checks were being carried out on site by Managers and health and safety issues were being managed and monitored at regular departmental team meetings.

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A series of tool box talks on health and safety risks and operating procedures had been carried out along with awareness training in respect of the corporate Hand Arm Vibration Policy. Service specific training had also been provided. Members raised questions in respect of how training was incorporated around the normal work schedule. The Street Services Manager advised that training was programmed in to take place at the end of team meetings which normally took place before the start of the working day. Designated training days were also pre-arranged at times suitable for the particular service area they were delivered to.

The Street Services Manager advised that safety booklets included in Council vehicles were being updated and produced in a more user friendly style. The HSE had given some very positive feedback about the information produced.

The Health and Safety Officer agreed to provide Members of the Safety Committee with a copy of the accident flow chart detailed in the Action Plan.

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

199. EMPLOYEE SURVEY 2010 – HEALTH AND SAFETY ISSUES

The Health and Safety Officer presented the report to provide Members with the results of the 2010 Employee Survey in relation to health and safety issues.

It was noted that the number of responses had improved upon last year, however returns from Community Safety, Refuse and Grounds Maintenance, Housing Repairs and Maintenance and Cleaners remained low.

The Street Services Manager advised that responses had been historically low from Refuse and Grounds Maintenance but this year had shown considerable improvement. A number of steps had been taken to improve participation including discussion at team meetings and assistance with completing forms. The Street Services Manager added that whilst every effort was made to improve participation, completion of the survey was not mandatory.

It was suggested that the Employee Survey may need to be tailored towards different services and added that the questions asked were not always relevant to the employees at the depot whose areas of work in terms of health and safety, were significantly different to office based roles. Union Representatives added that finding time to complete the survey, which was considered to be quite lengthy, and understanding of the content may also be factors of the low response.

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At the request of Members, the Chief Executive Officer agreed to feedback these comments to Senior Management Team to suggest that the Employee Survey be reviewed. It was added that the same survey had been used for all employees to ensure consistency across the Council. Members raised concerns that the low rates of return would not provide a meaningful outcome overall.

The Health and Safety Officer advised Members that dissatisfaction with the Sickness Absence Policy was a prominent issue raised by the employee survey. These issues would be considered by focus groups consisting of managers and employees. The results would be submitted to Senior Management Team with a view to carrying out a review of the Sickness Absence procedure.

A full list of verbatim comments in respect of health and safety issues was included in the agenda for Members' information.

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton
RESOLVED that the report be received.

The meeting concluded at 1553 hours.

Committee:	Safety Committee	Agenda Item No.:	5.
Date:	27 th October 2010	Category	
Subject:	Sickness Absence/Occupational Health Statistics July to September 2010	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Senior HR Officer Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J. E. Bennett, Portfolio Holder for Performance and Heritage Champion		

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 July to September 2010 and 2009.
 - 1.1 The sickness absence outturn for the second quarter of 2010 (July to September) is shown below, with comparisons for the same period during 2009:

July to September 2010	July to September 2009
1.97 days per FTE	2.65 days per FTE

The target for July to September 2010 was 2.13 days per FTE.

The target for 2010/11 is 8.5 days, with the outturn for the six month period to the end of September being 3.61 days.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 4 for information.

A breakdown of the quarterly outturn by long term/short term sickness absence is as follows:

	Long Term	Short Term
July to September 2010	1.26 days per FTE	0.72 days per FTE
July to September 2009	1.83 days per FTE	0.83 days per FTE

If this trend can be maintained during the next six months of the year the outturn figure will be met.

- 1.2 The outcome of occupational health referrals for the third quarter of 2009, with comparisons for the same period during 2008 are shown below:

	July-Sep 2010	July-Sept 2009
Rehabilitation	7	17
Resigned	0	0
Dismissal	0	1
Ill Health Retirement	0	0
Outstanding	7	0
TOTAL	14	18

1.3 As requested a breakdown of the reasons for absence is given below:

Reasons for Long Term Sickness Absence		
Reason for Absence	No. of Employees Citing this Reason July - Sep 2010	No. of Employees Citing this Reason July - Sep 2009
Muscular Skeletal	7	5
Back/Neck	2	1
Genito/Gynaechological	1	1
Neurological	1	0
Heart/Blood Pressure	1	2
Infection	1	1
Pregnancy	1	0
Ear/Nose/Mouth	0	0
Stress/Depression	0	4
Miscellaneous	0	3
Chest	0	1
TOTAL	14	18

1.4 Details of health surveillance events, held during the period July to September 2010 period are given below:

Two health surveillance clinics were held during this period covering, audiometry reviews and hand arm vibration assessments for 30 employees.

There have been 3 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

BVPI12 - JULY TO SEPTEMBER 2010 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 6 MTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	6.00	0	0.00	0	0	0.00	0.00
CONTACT CENTRES	23.75	49	2.06	25	24	1.05	1.01
CUSTOMER SERVICE/PERFORMANCE	12.43	18	1.45	0	18	0.00	1.45
HUMAN RESOURCES AND PAYROLL	11.30	0	0.00	0	0	0.00	0.00
APPRENTICES	48.00	115.5	2.41	46	69.5	0.96	1.45
LEGAL/DEMOCRATIC DIRECTORATE					0		
DEMOCRATIC	11.10	26	2.34	25	1	2.25	0.09
LEGAL/LICENSING AND LAND CHARGES	12.10	71	5.87	65	6	5.37	0.50
RESOURCES DIRECTORATE					0		
FINANCE	10.95	0	0.00	0	0	0.00	0.00
PROCUREMENT	4.00	0	0.00	0	0	0.00	0.00
ICT	9.50	17	1.79	0	17	0.00	1.79
REVENUES	37.98	38	1.00	19	19	0.50	0.50
NEIGHBOURHOODS					0		
LEISURE	47.63	33	0.69	0	33	0.00	0.69
COMMUNITY	15.00	62	4.13	58	4	3.87	0.27
STREET SERVICES	97.69	222.5	2.28	149	73.5	1.53	0.75
HOUSING (REPAIRS AND MANAGEMENT)	116.03	326	2.81	234	92	2.02	0.79
DEVELOPMENT					0		
PLANNING/ENVIRONMENTAL HEALTH	35.10	2	0.06	0	2	0.00	0.06
REGENERATION	41.37	91	2.20	65	26	1.57	0.63
DEVELOPMENT ADMIN	5.26	5	0.95	0	5	0.00	0.95
GRAND TOTAL	545.19	1076.00	1.97	686	390.00	1.26	0.72

Committee:	Safety Committee	Agenda Item No.:	6.
Date:	27 th October 2010	Category	
Subject:	General Health and Safety Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance and Heritage Member Champion		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by ensuring we comply with legislation and best practice.

TARGETS

The subject matter does not relate to any targets specified in the Corporate Plan.

VALUE FOR MONEY

Helping ensure that the Council discharges its legal responsibilities and does not incur legal costs, fines or civil penalties.

THE REPORT

Asbestos Management

The survey programme for the housing stock will concentrate on void properties and any large refurbishment programmes.

The guidance on asbestos surveying and sampling has been replaced, the new guidance document is HSG 264, available as a (free) 74 page download from the HSE website. www.hse.gov.uk/pubns/priced/hse264.pdf

Management surveys (formerly type 1 and type 2 surveys)

A management survey is the standard survey. Its purpose is to locate the presence and extent of any suspect asbestos containing materials (ACMs) in the building which could be damaged or disturbed during normal use including maintenance etc. and to assess their condition. This will often involve minor intrusive work and some disturbance.

Refurbishment and demolition surveys (formerly type 3 surveys)

A refurbishment and demolition survey aims to ensure that:

1. Nobody will be harmed by work on ACM in the premises or equipment
2. Such work will be done by the right contractor in the right way.

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out and should be used to locate and describe, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to **all** areas, including those that may be difficult to reach.

A more detailed briefing note has been circulated to relevant personnel.

Competency for asbestos surveyors

There is a new regime for assessing competency for asbestos surveyors, ABICS. We are currently investigating to determine if in-house sampling provision is feasible and cost effective for some or all of the minor works undertaken.

Stress Risk Assessments

In accordance with the policy adopted last year stress risk assessments will be completed for each post (or very similar group of posts) by the end of the year. Note that these are not assessments of individual post holders but looks at how the factors which can affect stress are managed.

Training – since the previous meeting:

Induction training was undertaken for 12 employees (mainly apprentices) on 12th September.

Legionella refresher training was delivered to 48 employees on 30th July and 18th August. Further legionella training will be organised for the end of the year.

Risk Assessment training was delivered to 24 employees on 11th August

IOSH Directing Safely, for Senior Managers, was delivered to 11 senior managers on 11th October.

Additionally Street Services has delivered training on general safety awareness and driver vehicle checks.

Improvement Notice Action Plan

Work activity continues to be surveyed – all operatives (garage, GM, housing trades) are continuing to record their daily exposure to vibration as before.

Vibration measuring equipment has now arrived and a sample of tools will be tested to check the manufacturer's information. No further incidents of exposure over the legal maximum (5ms²) have been recorded.

Some 'seasonal' pieces of equipment are yet to be surveyed.

As part of programmed replacement, eight hedge trimmers and four leaf blowers have been destroyed and scrapped. They have been replaced with lower noise/vibration models.

Procurement guidance is still in preparation.

First Aid

10 staff have been trained on the two day refresher course and 3 on the one day 'emergency' course in August and September. Initial feedback from the new first aid trainer (Mines Rescue in Mansfield) has been positive.

Occupational Health

The procurement process for a new Occupational Health contract has commenced. As before, the contract will be let by a consortium of authorities.

Currently the consortium consists of:

Bolsover District Council
North east Derbyshire District Council
Rykneld homes

Chesterfield Borough Council cannot yet confirm their participation in the contract. .

Amber Valley and Erewash have expressed an interest in joining with the consortium and have been sent the relevant information.

IMPLICATIONS

Financial: No direct financial implications or additional commitments

Legal: None

Human Resources: No direct implications

RECOMMENDATION

That the report be accepted.

ATTACHMENT: No

FILE REFERENCE:

SOURCE DOCUMENT:

SAFETY COMMITTEE

AGENDA

27th October 2010 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 interests in respect of:- a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	To approve the minutes of a meeting held on 28 th July 2010.	3 to 8
5.	Sickness Absence/Occupational Health Statistics July to September 2010.	To Follow
6.	General Health and Safety Report Recommendation on Page 12	9 to 12
PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Paragraph 2</u>		
7.	Accident and Stress Statistics April to June 2010 Recommendation on Page 14	13 to 18
8.	Accident and Stress Statistics July to September 2010 Recommendation on Page 20	19 to 24