

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Monday 18<sup>th</sup> April 2011 at 1400 hours.

### **PRESENT:-**

Members:-

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

Unison:-

C. Gilfillan, R. Frisby and J Hendy.

Unite:-

C. Dodsworth and S. Sambrooks.

Officers:-

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

### **1038. APOLOGIES**

Apologies for absence were received from Councillors Bowler and McGregor, the Chief Executive Officer and R. Farnsworth (Unison).

### **1039. ELECTION OF CHAIR**

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P. M. Bowmer **RESOLVED** that Councillor J.A. Clifton be elected as Chair for the meeting.

Councillor J.A. Clifton in the Chair

### **1040. URGENT ITEMS**

There were no urgent items of business to consider.

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### 1041.           **DECLARATION OF INTEREST**

There were no declarations of interest submitted.

### 1042.           **MINUTES – 4<sup>TH</sup> FEBRUARY 2011**

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

**RESOLVED** that the minutes of a meeting of the Safety Committee held on 4th February 2011 be approved as a true record subject to the start of the meeting being amended to 1000 hours.

### 1043.           **SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS**

The Head of Human Resources and Payroll advised that due to the timing of the meeting, a full report was not available. Members were advised that the outturn for 2010 was 7.97 days of sickness absence per full time employee against a target of 8.4 days. This was the best ever outturn achieved by the Authority.

### 1044.           **GENERAL HEALTH AND SAFETY REPORT**

The Health and Safety Officer presented the report to update Members on a number of health and safety issues.

**Asbestos Management** - A further document was tabled for Members' consideration which provided detail on the surveying procedure and changes to the Asbestos Management guidance.

**Stress Risk Assessments** – Members were reminded that stress risk assessments were carried out on posts and not the post holders. A number of stress risk assessments had now been received by Human Resources.

**Training** – Induction training was now undertaken by line managers rather than by Human Resources.

**Occupational Health Contract** – a new provider would be in place in June 2011.

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**Policy Reviews** – these were available to Members on request.

**Legionella - Valley View** – Temperature checks had been carried out on cold water tanks in the Council's group dwellings which had highlighted some potential issues. Housing and Regeneration had met to formulate a preventative action plan. Valley View and Woburn House had been prioritised for works to be carried out by the end of summer.

Members raised concerns in respect of the timescales for the work on all group dwellings to be carried out. The Health and Safety Officer agreed to e-mail the Members of the Safety Committee with details of the actual programme of works when this information was provided by the Housing Stock Group.

**Sherwood Lodge** – Members were advised that the Fire Evacuation Procedure had been revised. A fire evacuation drill would take place shortly.

Members raised questions with regard to the evacuation procedures for the upper floors, to which the Health and Safety Officer responded. The Health and Safety Officer confirmed that the fire evacuation signage would also be checked. Members noted further concerns in respect of extraneous equipment and boxes being stored in the offices and potential tripping hazards, following recent office moves. The Health and Safety Officer agreed to send out a reminder to staff in respect of these issues.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P.M. Bowmer  
**RESOLVED** that the report and changes to policies outlined in the report be accepted.

(Health and Safety Officer)

### **1045. 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 may involve 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.

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**1046. ACCIDENT AND STRESS STATISTICS – JANUARY TO MARCH  
2011  
EXEMPT - PARAGRAPH 2**

The Health and Safety Officer presented the report to update Members on the Accident and Stress Statistics for the period January to March 2011. The number of accidents was low overall and reportable accidents continued to reduce year on year.

The Head of Human Resources and Payroll advised that the number of days lost per full time employees had reduced from 0.98 days in 2009/10 to 0.8 days in 2010/11. The number of reportable accidents per 1000 employees was 9.8 in 2009/10 and 1.6 in 2010/11 which was a significant improvement.

Members' attention was drawn to the detailed breakdown of accidents appended to the report. Further manual handling training would be provided to address some of the recurring issues.

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

The meeting concluded at 1438 hours.