

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of Bolsover District Council held in Chamber Suite 1, The Arc, High Street, Clowne on Friday 22<sup>nd</sup> February 2013 at 1000 hours.

### **PRESENT:-**

Members:-

Councillor D. McGregor - Chair

Councillors Mrs P. M. Bowmer and B.R. Murray-Carr.

Unison:-

R. Frisby.

Unite:-

S. Sambrooks and T. Walker.

Officers:-

A. Grundy (Assistant Director of Human Resources and Payroll), J. Moran (Health and Safety Manager), J. Leah (Health and Safety Officer) and R. Leadbeater (Democratic Services Officer).

### **926. APOLOGIES**

There were no apologies for absence.

### **927. URGENT ITEMS OF BUSINESS**

There were no urgent items of business; however the Chair drew Members' attention to a revised version of the Sherwood Lodge Fire Evacuation Procedure which was tabled for consideration.

### **928. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

### **929. MINUTES – 30<sup>TH</sup> NOVEMBER 2012**

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

**RESOLVED** that the minutes of a meeting of the Safety Committee held on 30<sup>th</sup> November be approved as a true record.

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### Minute No. 662 – General Health and Safety Report (Pleasley Mills)

In response to questions in respect of the concerns raised over the vehicular/pedestrian interface on access roads through Pleasley Mills, the Health and Safety Officer advised that following discussions with tenants' changes had been implemented to make the road network more user friendly.

#### **930. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER TO DECEMBER 2012**

The Assistant Director of Human Resources and Payroll presented the report to provide information in relation to sickness absence and occupational health statistics for the period October to December 2012, with comparative data from the previous year.

For the October to December quarter the sickness absence outturn had been 2.38 days per full time equivalent. This was an improvement on the same period last year, however overall, the first 3 quarters of the year had exceeded the year to date target. It was envisaged that should current trends continue, the outturn for 2012/13 would be 9 days against the target of 8 days per full time equivalent. The meeting was advised that this had been largely as result of a significant increase in long term sickness. The Assistant Director of Human Resources and Payroll was pleased to report that occupational health referrals had reduced to 6 cases from 16 the previous year. There was also 1 ill health retirement to report that should have been included in the July to September figures.

The Assistant Director of Human Resources and Payroll advised that there had been 4 cases of long term sickness where stress or depression had been cited as the reason. Of these, 2 had stated that the stress was to some degree attributed to elements in the workplace. In response to questions from Members, the Assistant Director of Human Resources and Payroll advised that both cases had been considered and resolutions reached or were in the process of being reached. It was added that the report demonstrated that the Authority was using all avenues available in relation to rehabilitation and supporting people at work. There were no specific issues or areas of concern to alert the Safety Committee to.

Members raised questions in relation to sickness absence levels in Street Services. The Assistant Director of Human Resources and Payroll advised that this was historically high due to the nature of work; however, managers were making progress in implementing sickness absence procedures and helping to reduce the levels of absence.

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

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

The Health and Safety Officer gave a verbal update on various Health and Safety matters.

#### **SHE System Implementation**

The facility to input accidents onto the system had been in place since January with the system coming on line from 1<sup>st</sup> April 2013. Training was being provided on risk assessments and accident reporting to 30 individuals across the Authority. A presentation would also be provided to Directors and Assistant Directors in due course.

#### **First Aid**

Basic first aid training courses in relation to the Staying Alive campaign fronted by Vinnie Jones had been looked into. Members were advised that a trainer for up to 40 people could be provided at a cost of £780. This would provide training on basic first aid such as CPR and choking in a 1 hour session. Members were advised that there were enough members of staff currently trained to cover the Authority's requirements and requested a steer as to whether this was intended to be opened up to the wider community. Members advised that this should be offered to staff and members and requested clarity on the availability of funding. The Assistant Director of Human Resources and Payroll advised that this could be funded through the existing training budget.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor D. McGregor  
**RESOLVED** that basic first aid courses be organised for staff and Members by the Health and Safety Officer.

(Health and Safety Officer)

In consideration of the point raised at the last meeting with regard to First Aid cover amongst remote workers, Unite representatives were collating information on the numbers and work area of trained staff to see if any further first aiders were required.

#### **Workrave**

This had originally been recommended to roll out to all computers; however as part of trialling the system, the Health and Safety Officer had concluded that this may not be appropriate for all users.

#### **HAVs**

Previously, concerns had been raised over the differential between the readings taken by Bolsover compared to the manufacturers suggested outputs. Comparisons had been carried out with Mansfield District Council. It had been found that whilst

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Bolsover was recording an average score, Mansfield District Council were recording a peak level score. It was considered that both methods of recording were valid but this would be referred to the manufacturers for guidance. Further comparison tests were currently being undertaken with Chesterfield Borough Council and results would be brought back to the next Safety Committee meeting.

### **Health and Safety Training for Housing Staff**

Tenders had been evaluated for training for housing staff in relation to scaffolding inspection and awareness, abrasive wheels, non licensed asbestos and cable detection. Contracts would be issued in the next few days.

### **932. HEALTH AND SAFETY INSPECTIONS**

The Health and Safety Officer advised that some changes had been made to the inspections schedule in relation to new buildings. The meeting was advised that almost all inspections had been carried out with only a few outstanding. The Health and Safety Officer advised that there were no areas of concern.

In response to Members' questions regarding the overdue inspections, the Health and Safety Officer confirmed that discussions had taken place with appropriate managers regarding the schedule. Members were advised that consideration of some of the inspections being progressed through asset management was being made for the future and the tenanted building inspections were being carried out on an ad hoc basis.

Members raised concerns that these inspections were not being carried out in accordance with the prescribed schedule and it was suggested that the Strategic Alliance Management Team be requested to consider the issue, with a report being presented to the next meeting of the Safety Committee.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr  
**RESOLVED** that (1) the report be received;

(2) the Strategic Alliance Management Team be requested to consider the issue of overdue safety inspections with a report being provided to the next meeting of the Safety Committee.

(Health and Safety Officer/SAMT)

### **933. FIRE PROCEDURAL RULES**

#### **The Arc, Clowne**

Members considered the Fire Procedural Rules for The Arc. Clarity was requested on the procedures in place for the evacuation of the disabled when the lifts could not be used. The Health and Safety Officer advised that evacuation mattresses had been provided and volunteers had been requested to be trained on their use. This had

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been done prior to Christmas however no responses had been received. A further communication would be sent out and if that proved unsuccessful, departments would be asked to nominate a named person.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor D. McGregor  
**RESOLVED** that the Fire Evacuation Procedure for The Arc be approved and adopted

(Health and Safety Officer)

### **Sherwood Lodge, Bolsover**

The Committee was advised that an incorrect version of the Sherwood Lodge Fire Evacuation Procedure had been included in the agenda and the correct version was tabled for consideration.

The Health and Safety Officer advised that an issue had been raised with regard to the responsibility for investigating the existence of fire at Sherwood Lodge. The area where the alarm was triggered was indicated on a panel located in Central Control. A nominated member of staff was then despatched to investigate whether there was evidence of a fire or whether the alarm had been triggered for no reason. The investigatory role was put in place to avoid the Fire Service attending a false alarm as the charge to the Council was approximately £100 per false call out.

The staff in the Contact Centres had been requested to perform this investigatory role and were concerned at being responsible for checking areas of the building that were tenanted by other parties, or difficult to access or unfamiliar to the staff. Whilst Sherwood Lodge was still in use, a member of the facilities team would be called out to investigate as a temporary measure, however on completion of the new premises other arrangements would be required. The Committee debated the issues raised at considerable length and agreed the evacuation procedure as laid down. The Chief Executive Officer would be requested to urgently consider the responsibility for the role as this was entirely a management issue.

The Health and Safety Manager suggested that a meeting take place between the relevant service and Health and Safety Officers to discuss the issue.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that the Fire Evacuation Procedure for Sherwood Lodge be approved and adopted

(Health and Safety Officer)

### **934. SMOKING AT THE ARC**

The Committee was requested to consider the smoking policy for The Arc. Members supported the view that a designated smoking area should be provided at the rear of the building that was not visible from the front of the building or near to the gym facilities.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr

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**RESOLVED** that a designated smoking area be provided at the rear of The Arc which did not impact on the gym and fitness facilities.

(Health and Safety Officer)

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

Moved by Councillor D. McGregor, 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.

### **936. ACCIDENT AND STRESS STATISTICS OCTOBER TO DECEMBER 2012 EXEMPT – PARAGRAPH 2**

The Health and Safety Officer presented the report to update the Committee on the accident and stress statistics from October to December 2012.

The Committee was advised that 1 accident was reportable under RIDDOR due to length of absence that had resulted. Members were advised that due to a change in law, injuries requiring a 7 day absence or more were now reportable under RIDDOR where this previously was 3 days. No areas for concern were raised.

Members' attention was drawn to the breakdown of accidents by department included in the agenda.

Moved by Councillor D. McGregor, seconded by Councillor P. Bowmer

**RESOLVED** that the report be received.

The meeting concluded at 1105 hours.