

## **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 24<sup>th</sup> May 2013 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors D. McGregor, C. Munks, B.R. Murray-Carr (from Minute No. 36) and Councillor K. Walker.

Unison:-

K. Shillitto and J. Wilmot

Officers:-

P. Wilmot (Human Resources Manager), J. Moran (Health and Safety Manager), J. Leah (Health and Safety Officer), R. Leadbeater (Democratic Services Officer) and S. Cottam (Democratic Services Assistant).

### **0031. ELECTION OF CHAIR**

Moved by J. Wilmot, seconded by Councillor K. Walker

**RESOLVED** that K. Shillitto be appointed as Chair of the Safety Committee for the ensuing year.

K. Shillitto in the Chair

### **0032. APOLOGIES**

Apologies for absence were received from A. Grundy (Assistant Director of Human Resources and Payroll) and S. Sambrooks (Unite).

### **0033. URGENT ITEMS OF BUSINESS**

There were no urgent items of business, however further to a suggestion from the Health and Safety Officer that an officer from Regeneration attend all future

## **SAFETY COMMITTEE**

meetings of the Safety Committee, the Chair advised that the Terms of Reference allowed for advisors to attend meetings as required.

### **0034. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

### **0035. MINUTES – 22<sup>ND</sup> FEBRUARY 2013**

Moved by Councillor D. McGregor.  
that the minutes of a meeting of the Safety Committee held on 22<sup>nd</sup> February 2013 be approved as a true record.

In the absence of a further attendee at the last meeting, the minutes were not seconded and deferred to the next meeting.

#### Minute No. 934 – Smoking at the Arc

The Committee was advised that a designated smoking area had been put in place.

### **0036. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2012/2013**

The Human Resources Manager presented the report to provide information in relation to sickness absence and occupational health statistics for 2012/13, with comparative data from the previous year.

The meeting was advised that there had been an increase in sickness absence against the previous year. The outturn for 2012/2013 was 8.41 days per full time equivalent (FTE) against 7.83 days last year. The target for the year had been set at 8 days per FTE. This was largely due to a substantial increase in long term sickness absence. The top 3 causes were noted as muscular/skeletal, stress and stomach/digestion. A full breakdown of absence rates by department was appended to the report. Dates of health surveillance clinics carried out during 2012/13 were also provided.

Further to questions, the Human Resources Manager briefly explained the capability hearing process in relation to dismissals.

## **SAFETY COMMITTEE**

Questions were raised as to whether offering places on specialist training courses such as Hand Arm Vibration, to Parish Councils could be a potential income stream. The Human Resources Manager advised that this suggestion could be explored.

Councillor Murray-Carr joined the meeting at this point.

Moved by Councillor D. McGregor, seconded by Councillor K. Walker  
**RESOLVED** that the report be received.

### **0037. MINUTES – 22<sup>ND</sup> FEBRUARY 2013**

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that the minutes of a meeting of the Safety Committee held on 22<sup>nd</sup> February 2013 be approved as a true record.

### **0038. GENERAL HEALTH AND SAFETY REPORT**

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

#### **SHE System Implementation**

Training for future users of the SHE system on reporting of injuries and risk assessments had taken place throughout March. An updated version of SHE had been launched on 14<sup>th</sup> May which would overcome the data protection issues that had been raised by the Council's Data Protection Officer. Final agreement from the Director of Neighbourhoods was awaited before the system was made live. The Health and Safety Manager advised the Committee on the functionality and security of the system and confirmed that this had been used by a number of local authorities for some considerable time without issue.

#### **Staying Alive**

A report had been provided to the Strategic Alliance Management Team (SAMT) in respect of a free training and awareness course on the Save a Life scheme being provided to staff and Members. A response on how this should be progressed was awaited. The Committee was advised that Leisure Services were in the process of setting up an event to raise awareness of the Staying Alive campaign, by planning a record breaking attempt for the most number of people undertaking first aid training.

## **SAFETY COMMITTEE**

Members requested that the Chair pursue progress with the Chief Executive Officer.

### **Fire Evacuation Procedure – Sherwood Lodge**

Feedback was awaited from SAMT on the responsibility for checking the unoccupied areas of Sherwood Lodge.

### **Fire Evacuation Assistants for Mobility Impaired Persons**

Feedback was awaited from SAMT on discussions that had taken place with the Director of Health and Well Being in respect of all Leisure Services staff being trained as Fire Evacuation Assistants. The Streetscene Manager would also be contacted to consider training requirements at the Riverside Depot. Further to questions, the Health and Safety Officer confirmed that equipment had been procured but staff training was still to be undertaken.

It was added that recent changes to the Fire Safety Order now placed more responsibility on employers to have adequate fire evacuation procedures in place and provision of fire safety zones, rather than reliance being placed on the emergency services to evacuate people with mobility issues.

Members raised concerns that SAMT consider and agree the fire evacuation procedures as a matter of urgency. The Chair agreed to contact the Chief Executive Officer.

### **Housing (Health and Safety) Training**

A meeting would take place in July to look at equipment and establish a training programme. The training would be available to all housing repairs, grounds maintenance and the training would also be offered out to other local authorities at a charge.

### **Lighting at the Arc**

Complaints had been raised by staff at the Arc with regard to the lighting which was believed to be causing eyestrain, headaches and migraine. Lighting System Engineers had been brought in to assess and revise the lighting, however a significant number of staff were still reporting problems. The Health and Safety Officer had suggested that a full survey be conducted to get an understanding of how widespread the problems were and the probable causes.

Members supported the suggestion that a survey be undertaken.

## **SAFETY COMMITTEE**

### **Legionella Training**

Training dates had been arranged for Housing staff.

### **Creswell Incident**

An issue had been raised by a parent regarding a rash caused by body floats used in swimming lessons. Staff were aware of the issue and took remedial action to address the problem when new equipment was purchased. The HSE had been contacted by the parent and had investigated the complaint but no concerns had been raised and no action would be taken.

### **Inspections**

A list of inspections that had taken place at Council buildings was included in the report. The majority of the Council's housing stock had been completed.

A property on Recreation Close, Clowne had been identified as being owned by the Parish Council and it was therefore proposed to remove this from the list.

Members were requested to agree a revision to the inspections of the Riverside Depot and Pleasley Vale Mills from 3 to 6 months. The sites were being well managed and it was considered that reducing the inspection rate was a better use of resources.

Group dwellings had been inspected with the exception of Bramley Vale, reports were being received by the Health and Safety Officer. Members asked questions in regard to receipt of inspection reports from officer to which the Health and Safety Officer responded.

### **Commercial and Industrial Units (Non Communal Areas)**

Regeneration were putting together a schedule for commercial/industrial units to have a building condition survey undertaken rather than workplace inspections. The Health and Safety Officer advised that work was currently underway.

### **The Arc Inspection**

The inspection of The Arc had shown good house keeping with no problems. Issues had been raised by staff, particularly on the middle and top floors, in relation to the temperature and ventilation. Air conditioning units on the middle floor had caused issues with drafts as had opened windows. These issues had been raised with Regeneration to try to find a resolution. The Chair suggested

## **SAFETY COMMITTEE**

that this issue be progressed as a matter of urgency as the summer months were approaching.

### **Tangent Inspection**

Members were advised that health and safety issues such as scheduled fire alarm tests and fire evacuation procedures had not been considered when the Tangent was opened. These had now been identified and were being addressed.

### **Pleasley Mills Inspection**

Members were advised that a number of improvements had been made to Pleasley Vale Mills in relation to health and safety. These included re-surfacing of car parks, installation of fire escapes and a relocation of the security office to improve response times to any issues on the site.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that (1) the Chair contact the Chief Executive Officer for progress on the Staying Alive campaign and fire evacuation procedures at Sherwood Lodge and The Arc as a matter of urgency;

(2) Members support a lighting survey of The Arc be undertaken;

(3) the proposed changes to the frequency of inspection at the Riverside Depot and Pleasley Mills from 3 to 6 monthly and the deletion of Recreation Close Pavillion, Clowne be approved.

(Chair/Health and Safety Officer)

### **0039. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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

## SAFETY COMMITTEE

**0040. ACCIDENT AND STRESS STATISTICS JANUARY TO MARCH  
2013  
EXEMPT – PARAGRAPH 2**

The Human Resources Manager presented the report to advise the Committee on Accident and Stress Statistics for the period January to March 2013, with comparative data for the previous year.

Slips, trips and falls remained as the most common type of accidents. Members raised concerns in respect of the increase in days lost due to stress. The Human Resources Manager advised that these cases were being monitored and the appropriate support provided to staff.

Members requested that in future, verbal updates on the current status of cases be available at the meeting.

A detailed breakdown of accidents for the period was provided in the report.

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

The meeting concluded at 1134 hours.