

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suite 1, The Arc, Clowne, on Friday 28<sup>th</sup> February 2014 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors C. Munks, B.R. Murray-Carr and K.F. Walker.

UNISON:-

K. Shillitto, J. Wilmot and W. Edge.

Officers:-

P. Campbell (Head of Housing), P. Wilmot (Human Resources Manager),  
M. Spotswood (Health and Safety Adviser) and A. Bluff (Governance Officer).

K. Shillitto in the Chair

### **0884. APOLOGIES**

Apologies for absence were received from Councillor G.O. Webster and A. Grundy (Assistant Director of Human Resources and Payroll).

### **0885. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **0886. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0887. MINUTES – 28<sup>TH</sup> NOVEMBER 2013**

Moved by Councillor K.F. Walker and seconded by J. Wilmot

**RESOLVED** that the minutes of a Safety Committee held on 28<sup>th</sup> November 2013 be approved as a correct record.

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### **0888. POLICIES UPDATE**

Members considered five of the Council's policies which had been reviewed and amended to ensure that they were "fit for purpose" after being identified as not meeting the requirements of current statutory legislation; the Accident Reporting and Investigation Policy and Procedure, Asbestos Management Policy, First Aid at Work Policy and Guidance, Corporate Health and Safety Policy and Workplace Safety Inspection Agreement. The following points were highlighted.

Changes which had been made to 'specified injuries' from December 2012 now reflected in the Accident Reporting and Investigation Policy and Procedure.

Members requested that the definition of 'learning events' be included in the Policy under Principles of the Policy.

A query was raised regarding risk assessments and the Health and Safety Advisor advised Members that Risk Assessments came under a separate policy.

The Head of Housing noted that templates still required updating and EIA's needed to be carried out. The Health and Safety Advisor would speak with the Equalities Officer regarding this as some EIA's would need to go back to Council.

Members were advised that the definition of an 'accident' had changed and wording in the Policy now read, "an unplanned event....". Members requested that this be amended to read "an unplanned and uncontrolled event...."

With regard to the Asbestos Management Policy, the responsibility of Asbestos Duty Holder had previously been between the Head of Regeneration and the Head of Housing. A discussion took place regarding a replacement for the Head of Regeneration who had now left the Authority and it was agreed that this should be considered by Strategic Alliance Management Team. In the interim, it was suggested that by default, the Assistant Director of Economic Growth be the responsible Duty Holder.

With regard to the First Aid at Work Policy and Guidance, a discussion took place regarding defibrillators and it was confirmed that one was in situ at Creswell Leisure Centre and the Arc. Members queried why no defibrillators were at Riverside Depot and Pleasley Vale. The Health and Safety Advisor replied that it was not necessary as the Depot was not a public building and only 3 or 4 staff were at Pleasley Vale at any one time. Members were concerned and noted that courses were held at the Outdoor Activity Centre at Pleasley Vale. The Health and Safety Advisor agreed to look into this. He also added that as part of the Action Plan, a First Aid Risk Assessment would be carried out at each of the Council's buildings.

It was noted that wording, 'Heads of .....

Members were advised that with regard to the Corporate Health and Safety Policy, the document had been amended to reflect that health and safety was not just the

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responsibility of management but the responsibility of all individuals within the organisation.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor C. Munks  
**RECOMMENDED** that subject to the following changes, Council be recommended to approve the Accident Reporting and Investigation Policy,

- (1) the definition of 'learning events' be included in the Policy,
- (2) in relation to the definition of an accident, the wording in the Policy be amended to "an unplanned and uncontrolled event..."
- (3) the Health and Safety Advisor update templates and speak with the Equalities Officer regarding Equalities Impact Assessments on the Policy changes.

Moved by J. Wilmot, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that (4) Strategic Alliance Management Team consider a replacement for the Asbestos Duty Holder and this be reported back to a future meeting of Safety Committee,

Moved by J. Wilmot, seconded by Councillor B.R. Murray-Carr  
**RECOMMENDED** that (5) subject to the issues raised by Members in relation to defibrillators at Riverside Depot and Pleasley Vale and that 'Heads of Service' are amended to reflect the new structure, Council be recommended to approve the First Aid at Work Policy and Guidance;

Moved by J. Wilmot, seconded by Councillor B.R. Murray-Carr  
**RECOMMENDED** that (6) Council be recommended to approve the Corporate Health and Safety Policy,

- (7) Council be recommended to approve the Workplace Safety Inspections Agreement.

(Health and Safety Advisor)

### **0889. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – OCTOBER TO DECEMBER 2013**

The Human Resources Manager presented a report of the Assistant Director – Human Resources, in relation to sickness absence/occupational health statistics for the period October to December 2013 with comparisons for the same period in 2012.

The outturn for the period was 2.21 days per full time employee compared with 2.38 days in the same period in 2012.

The target for October to December 2013 was 2 days per full time employee. A breakdown of the figures by department and by long term/short term sickness absence was included in the report for information.

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The total number of days lost had reduced in 2013 by 212 days. The number of days lost due to long term sickness had reduced by 183.5 days and the number of days lost due to short term sickness had reduced by 28.5 days.

The outcome of occupational health referrals for the October to December 2013 period were;

- Rehabilitated – 5
- Continuing – 5
- Ill Health – 0

The figures for the same period in 2012 were;

- Rehabilitated – 4
- Continuing – 2
- Ill Health – 0

Routine health surveillance clinics had been held on 17<sup>th</sup> October 2013 and 7<sup>th</sup> November 2013 and had covered topics such as Hand Arm Vibration, Audiometry and Driver Medicals.

A short discussion took place.

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

### **0890. HEALTH AND SAFETY REPORT**

Members considered a report of the Health and Safety Advisor in relation to Health and Safety.

#### SHE System;

The updated version of the SHE system went live on 6<sup>th</sup> February 2014. Initial training on the new version of the system was scheduled and three members of the Human Resources team attended to ensure previous issues relating to data protection and complexity of the system had been addressed. It was envisaged that the system would be fully operational by the middle of April 2014.

#### Staying Alive – Community Save a Life Scheme

Planning for the 'record breaking' event on 27<sup>th</sup> June 2014 continued to progress and location for the event had now been confirmed as the Shirebrook Academy.

A project team continued to work toward making the event a big success and also good publicity for the Authority.

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### Employee Protection Register

This item would be discussed later on in the agenda.

### Housing (Health and Safety) Training

Chesterfield College had withdrawn from delivering the training for Asbestos Awareness and a new training partner had been identified.

### Lighting at The Arc

It was noted that issues had been extensive on the first floor of the building. Assessment and actions had been carried out and the situation continued to be monitored.

### Inspections

A request had been received from the Assistant Director of Leisure to carry out some training so other members of staff could be involved in the process.

### Fire Provision within the Authorities Portfolio of Buildings

On 13<sup>th</sup> January 2014, a small fire had developed in the Goods Lift Motor Room of Mill 2, Pleasley Vale, which resulted in the building being evacuated and the fire service attending the site. The extent of the damage was restricted to the motor itself and some minor smoke damage to the Lift Motor Room. The fire had identified the need to review the provision in respect of recording information regarding testing, maintenance and monitoring inspections.

This was further highlighted when a statutory fire inspection conducted at the Arc on 16<sup>th</sup> January 2014, identified similar issues in respect of the alarm system testing and maintenance records. Subsequent discussions between key members of staff from Regeneration and the Health and Safety Advisor had resulted in the following actions being undertaken;

- A new format Fire Log Book was currently being finalised which would ensure all relevant information was itemised and was clearly auditable,
- A Standard Emergency Evacuation Plan had been developed and had been circulated to Contact Centres and other sections for feedback,
- All section managers had been contacted requesting they provide details of any individual who may need assistance to evacuate in the event of a fire. In this instance a 'PEEP' would be developed to ensure their personal safety,
- Fire provision audits to be conducted for all corporate buildings. First scheduled for Pleasley Vale Mill on 11<sup>th</sup> and 12<sup>th</sup> February 2014,
- Methods of delivering fire awareness training to be evaluated and a suitable programme be developed.

Further to the statutory fire inspection carried out in January, a key change to be noted was that roll calls would no longer take place as the fire service preferred

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'sweeps' to be carried out where in the event of a fire, rooms were checked for anyone in them rather than relying on people swiping out through the TMS system.

A discussion took place and it was agreed that a protocol for Members was required for when they had visitors at the Council buildings.

### Employee Protection Register

There had been a reduction of 5 addresses from the Employee Protection Register since the last meeting in August 2013 bringing the total addresses on the Register to 20.

### Display Screen Equipment (DSE).

All staff within their operational areas who were regular users of display screen equipment had been requested to complete and return a DSE self- assessment form by the end of January.

This had been completed by the vast majority of staff within the Authority and responses were currently being evaluated by the Health and Safety Advisor to establish which staff may need a more detailed assessment undertaking.

This exercise should improve how work station related issues were managed and potentially reduce associated health issues.

### Health and Safety Action Plan.

The draft Health and Safety Action Plan was approaching completion and would be presented to the next Safety Committee.

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

### **0891. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor C. Munks, seconded by J. Wilmot  
**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.

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### 0892. EMPLOYEE PROTECTION REGISTER GUIDANCE NOTE PARAGRAPH 2

The Assistant Director of Strategy and Performance had produced a draft guidance note for Members which provided information on Data Protection and Member access to the Employee Protection Register.

Members considered the guidance note and a discussion took place.

It was suggested that under the heading, 'Member Feedback', the word 'any' be included in '*...experiences **any** behaviour*'.

Councillor Murray-Carr commented that the Guidance Note was a welcome development and had answered a lot of concerns raised by Members. He queried if the CAN Rangers were aware that they could check with Central Control and also if the police and other third parties needed information.

A discussion took place and it was agreed that the Assistant Director of Strategy and Performance includes a sentence in the Guidance Note to clarify when information can and cannot be passed to third parties, including the police.

It was suggested that an example of what should be fed back should be provided in relation to the final paragraph in the guidance note.

It was confirmed that CAN rangers were able to access this information; however this was outside the scope of the guidance note as this was aimed at members.

In relation to the time span an inclusion was kept on the Register, Members were informed that this could be 6 months to indefinitely depending on the nature of event.

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

**RESOLVED** that (1) the Guidance Note be received,

(2) the Assistant Director of Strategy and Performance includes a sentence in the Guidance Note to clarify when information can and cannot be passed to third parties, including the police.

(3) an example of what should be fed back be provided in relation to the final paragraph in the guidance note,

(4) the word 'any' be included between *...experiences **any** behaviour* under the heading 'Member Feedback'

(Health and Safety Advisor)

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### 0893. ACCIDENT AND STRESS STATISTICS – JULY TO SEPTEMBER 2013 AND OCTOBER TO DECEMBER 2013

Members considered two reports of the Assistant Director of Human Resources in relation to accident and stress statistics for the periods July to September 2013 and October to December 2013. Comparative figures for the same period in 2012 were also included for Members information.

A discussion took place regarding compassionate leave which was included in the figures for stress related illness. It was felt that this distorted the figures and should be removed as in compassionate circumstances staff are entitled to take leave. If additional leave was taken then this could be stated as sickness absence.

Unison queried if figures were available in relation to stress statistics by department plus any historical figures for comparison. A discussion took place and the Human Resources Manager agreed to look into this.

A discussion took place regarding reporting of accidents to each council and a Unison representative noted that it was the responsibility of employees to report accidents to each council and not the employer as this could be a breach of data protection.

Moved by Councillor C. Munks, seconded by J. Wilmot

**RESOLVED** that (1) the reports be received,

(2) the Human Resources Manager looks into compassionate leave figures being omitted from the stress related illness figures.

(Human Resources Manager)

The meeting concluded at 1155 hours.