

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suites 1 & 2, The Arc, Clowne on Friday 30<sup>th</sup> May 2014 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors D. McGregor, B.R. Murray-Carr, K.F. Walker and G.O. Webster.

UNITE:-

No Representatives present.

UNISON:-

A. Brownsword and K. Shillitto.

Officers:-

P. Wilmot (HR Manager) M. Spotswood (Health and Safety Advisor), T. Robinson (Property and Estates Manager) and A. Bluff (Governance Officer).

### **0043. APOLOGIES**

Apologies for absence were received on behalf of A. Grundy (Assistant Director HR and Payroll), J. Clayton (Unison), J. Wilmot (Unison) and W. Edge (Unison).

### **0044. ELECTION OF CHAIR**

Moved by Councillor B.R. Murray-Carr and seconded by Councillor K.F. Walker

**RESOLVED** that Councillor D. McGregor be elected Chair of the Safety Committee for the ensuing year.

### **0045. APPOINTMENT OF VICE CHAIR**

Moved by A. Brownsword, seconded by M. Spotswood

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

### **0046. URGENT ITEMS**

There were no urgent items of business to consider.

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### 0047.            **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### 0048.            **MINUTES – 28<sup>TH</sup> FEBRUARY 2014**

#### Minute Number 0888 – Policies Update

The Vice Chair noted that Safety Committee was required to approve the Policies before they were presented to Council.

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

**RESOLVED** that subject to the changes agreed at the Safety Committee held on 28<sup>th</sup> February, the Policies be approved and forwarded to Council.

(Health and Safety Advisor/Governance Manager)

### 0049.            **SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2013/14**

Members considered a report of the Assistant Director – Human Resources in relation to sickness absence/occupational health statistics for the 2013/2014 period.

The sickness absence outturn for 2013/14 was 9.10 days against a target set of 8 days. The outturn figure for 2012/13 was 8.41 days. A breakdown of the figures for 2013/14 by department and by long term/short term sickness absence was attached to the report for information.

The outcome of occupational health referrals was;

<b>2013/14</b>		<b>2012/13</b>	
Rehabilitation	38	Rehabilitation	33
Ill health retirement	-	Ill health retirement	3
Dismissed/capability	1	Dismissed/capability	2
Outstanding	2	Outstanding	4
Retired	1	Retired	-
<b>Total</b>	<b><u>42</u></b>	<b>Total</b>	<b><u>42</u></b>

The top three causes of sickness absence was;

<b>2013/14</b>		<b>2012/13</b>	
	<b>Days Lost</b>		<b>Days Lost</b>
Musc/skeletal	878	Musc/skeletal	806
Stress	698	Stress	735
Back/neck	471	Back/neck	705
<b>Total</b>	<b><u>2047</u></b>	<b>Total</b>	<b><u>2246</u></b>

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A breakdown of the reasons for all long term sickness absence was included in the report for Committee's information.

Health surveillance clinics had been held during the 2013/14 period and had covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation for 'at risk' groups.

14 employees had undergone counselling during the same period.

Moved by Councillor K.F. Walker, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that the report be received.

### **0050. HEALTH AND SAFETY REPORT**

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

#### SHE System Update

Since the training held in March, security settings had been put in place which would address previous concerns regarding data protection issues. Testing would be carried out and the system re-launched across the Authority in June.

#### Staying Alive

Regular meetings were still being held regarding the 'record breaking' event on 27<sup>th</sup> June 2014.

#### Employee Protection Register

The Employee Protection Register had been amended taking into account the changes agreed at the last meeting. A copy was attached to the report for Committee's information.

#### Housing (Health and Safety) Training

It was noted that 'toolbox talk' training was required for new starters and potential providers to deliver the training was being sought.

#### Safety Policies Review

The Equalities Officer would be looking at Equalities Impact Assessments with regard to the changes made to the policies.

A response had not yet been received from Senior Management Team regarding the position of Asbestos Duty Holder, however, in the interim Joint Executive Director - Operations was continuing to undertake this role.

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### Workplace Inspections

A Member raised concern regarding the current working environment at Shirebrook Contact Centre and queried the standard for the work place environment. The Health and Safety Advisor replied that he would provide Members with a copy of the Working Environment Standard and agreed that current working conditions at Shirebrook Contact Centre were not ideal but were temporary - some adaptations had been made which met the Working Standard as well as fire requirements.

Councillor Murray-Carr advised the meeting that SAMT were currently looking at alternative premises for Shirebrook Contact Centre. A Unison Member requested that an update be provided from SAMT with regard to this.

A 'hazard spotting' scheme was being introduced and this would start at the Contact Centres.

A Member raised a query regarding the Council's Health and Safety responsibility for accommodation it rented out to businesses. The Health and Safety Advisor replied that systems were in place requiring businesses to provide the Council with details of any chemicals stored, disabled persons working for them, evacuation arrangements and details of their fire risk assessment.

### Employee Protection Register

A Member queried the length of time a person's name was included on the Employee Protection Register and if the time element was defined by a code. The Health and Safety Advisor replied that he decided the time element using guidelines and 'reasonable risk'. He also confirmed that a Member could report a case with a view to a person's name being included on the Register and explained the process.

### Health and Safety Training

A Health and Safety Induction had been developed and would be delivered to all new staff from June 2014. A Fire Awareness training package had also been developed and would be delivered to all staff over the next few months - this was an annual requirement.

A Health and Safety Needs Matrix was currently being developed which would ensure that the Authority met its statutory requirements and that individuals tasked to manage or oversee particular activities had received relevant training and were competent to undertake the role.

### Health and Safety Action Plan

A draft Health and Safety Work Targets Plan was attached to the report for Members consideration and approval.

The document set out key targets for the Authority's health and safety provision for 2014/15 and was a 'working' document, which could be amended during the course of the year for issues which could arise that were not included on the Plan.

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Members welcomed the Plan especially Health and Safety Training for new starters.

A Unison member proposed that the document be amended to include training on access to and use of the Employee Protection Register to address concerns of some staff that they were unfamiliar with the procedures. This was supported by Councillor Murray-Carr.

### Near Miss Incidents/Learning Events

There had been a near miss incident at Creswell Leisure Centre where a motorised barrel holding the pool cover had sheared from its housing and fell to the pool side whilst being used to cover the pool at the end of the operational day. The incident had not resulted in any injuries to staff or damage to the pool side. Further details were included in the report.

Subsequent investigation had found that the machinery had been serviced the previous day and though the contractor in question claimed that metal fatigue would not be picked up by a normal service, further investigation was on-going.

A risk assessment and safe system of work for this task had been amended and communicated to all staff on site.

Members raised concern and a lengthy discussion took place.

Further to a query raised by a Member, the Health and Safety Advisor would speak to the Contractor to ask what testing regime they carried out.

### Lighting at the Arc

It was noted that the lighting situation at the Arc continued to be monitored.

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

**RESOLVED** that subject to the document including training on access to and use of the Employee Protection Register the Health and Safety Work Targets Plan 2014/15 be approved.

## **0051. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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

**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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### **0052. ACCIDENT AND STRESS STATISTICS – JANUARY TO MARCH 2014**

Members considered a report of the Health and Safety Advisor in relation to accident and stress statistics for the period January to March 2014. Comparative figures for the same period in 2013 were also provided in the report.

10 accidents had been reported in the period January to March 2014 compared to 11 reported in the same period of 2013.

A Member queried training in relation to heights. The Health and Safety Advisor replied that a policy change was required before any training could be carried out.

With regard to public accidents, it was noted that training was being carried out with Managers to clarify the type of accident being reported and to complete accident reports diligently.

In relation to vehicle accidents, the report noted that these would not normally be included unless they occurred during work time and resulted in an injury. This was to avoid including all minor scrapes and scratches etc., individuals driving Council vehicles from home to their first appointment are classed as working.

A query was raised as to whether this included Members. The Health and Safety Advisor replied that he would seek clarification with regard to this.

It was noted that stress related illness was being managed appropriately and the number of days lost due to stress related illness was included in the report for Committee's information

Moved by Councillor D. McGregor, seconded by K. Shillitto  
**RESOLVED** that the report be noted.

The meeting concluded at 1110 hours.