

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suite 2, The Arc, Clowne on Monday 18<sup>th</sup> August 2014 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors H.J. Gilmour, B.R. Murray-Carr, K.F. Walker and G.O. Webster.

UNITE:-

No Representatives present.

UNISON:-

J. Clayton and K. Shillitto.

Officers:-

P. Wilmot (Human Resources Manager), P. Campbell (Assistant Director Community Safety and Head of Housing (BDC)), M. Spotswood (Health and Safety Advisor) and A. Bluff (Governance Officer).

### **0248. APOLOGIES**

Apologies for absence were received on behalf of Councillor D. McGregor and A. Grundy (Assistant Director HR and Payroll).

### **0249. URGENT ITEMS**

There were no urgent items of business to consider.

### **0250. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0251. MINUTES – 30<sup>TH</sup> MAY 2014**

Councillor Gilmour noted that her attendance at the meeting had been omitted from the Minutes.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor G.O. Webster

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**RESOLVED** that subject to Councillor Gilmour's attendance being noted at the meeting, the Minutes of a Safety Committee meeting held on 30<sup>th</sup> May be approved as a true record.

### **0252. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2013/14**

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

The sickness absence outturn figure for the quarter was 1.86 days per Full Time Employee (FTE) against a target set of 2.12 days. The outturn figure for the same quarter in 2013 was 2.40 days per FTE. This was an obvious improvement in the figures.

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report along with the top three causes of sickness absence for Members information.

The outcome of occupational health referrals for the first quarter of 2014 with comparisons for 2013 were as follows;

	April to June 2013	April to June 2014
Rehabilitated	9	13
Continuing	4	*1

\*1 case recuperating following surgery, expected return October 2014

There were no routine health surveillance clinics held in the quarter.

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

### **0253. HEALTH AND SAFETY REPORT**

Members considered a report which provided an update on Health and Safety Performance since the last meeting.

#### Workplace Inspection Standard

A copy of the workplace inspection standard had been sent to Members in July.

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### Employee Protection Register

Refresher training sessions on the Employee Protection Register for staff had been developed and would be delivered from September onwards.

Members were advised that a further 3 names had been added to the Register since the last meeting which brought the total number of names on the Register to 24.

### Health and Safety Action Plan Update

Health and Safety Awareness would be reintroduced to Inductions for all new employees from October 2014.

### Work Place Inspections

A number of buildings were overdue for inspections. Since the report was produced, the Arc, Pleasley Vale and Clowne Leisure Centre had been completed.

With regard to the Contact Centres, actions had now been closed down. First Aid equipment was awaiting delivery. Riverside Depot would be carried out week commencing 25<sup>th</sup> August.

A Register for all buildings would be devised so there would be a categoric list of every fire extinguisher.

### Staff Training (new item)

97 members of staff had been identified as needing training in relation to the Employee Protection Register.

### Supplementary Items (new item)

Community Save a Life Event – confirmation from Guinness was still awaited as to whether a world record had been achieved.

Members requested that Safety Committee's thanks be passed on to all who attended the event and that Members had also been impressed by the conduct of the children involved in the event.

Further to a question raised by a Member, the Health and Safety Advisor advised the meeting that the current occupiers of Sherwood Lodge and Oxcroft Lane Depot would be responsible for carrying out health and safety inspections in respect of those buildings – although the occupiers could not be forced to carry out inspections, encouraging them to do so would show that the Authority had raised the issue/concern with the occupiers.

The Assistant Director Community Safety and Head of Housing (BDC) reported that all managers with the exception of one had received training with regard to the up2date system.

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A discussion took place regarding issues raised in relation to fire evacuation procedures at Mill 3, Pleasley Vale.

The Health and Safety Officer advised the meeting fire procedures for Mill 1 had been completed and Mill 3 was almost complete. Checks had also been made for adequate fire exit signage.

Concern was raised by a Member that there had been some issues were staff and Members staying late at the Arc had been stuck in the building due to the internal doors automatically locking at a certain time and that there was no system in place to check if people were still in the building. The Health and Safety Advisor noted that some Leisure staff would be in the building as the sports facilities were open to the public until 10pm but a more reliable system was needed if, for example, there was a fire. The Health and Safety Officer would look into this.

A Unison member sought assurance that monitoring would be put in place in relation to continuing issues of high temperatures in some parts of the building, for example, the cash desk were there was no ventilation or air conditioning and the middle floor were there would soon be more staff in situ. The Health and Safety Advisor replied that he would request and update from Property Services and also the cost for air conditioning for the cash desk area. He added that staff on the cash desk had recorded temperatures and they had been significantly high.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor H.J. Gilmour  
**RESOLVED** that (1) the report be received,

(2) the Health and Safety Advisor;

- checks the fire evacuation procedure with the tenants at Oxcroft Lane Depot,
- looks into a reliable system for the checking of people working late at the Arc,
- requests an update from Property Services in relation to the monitoring of high temperatures at the Arc and also a cost for air conditioning or ventilation in the cash desk area.

(Health and Safety Advisor)

### **0254. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor B.R. Murray-Carr, seconded by Councillor H.J. Gilmour  
**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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### 0255. ACCIDENT AND STRESS STATISTICS – APRIL 2014 TO JUNE 2014

Members considered a report of the Health and Safety Advisor in relation to accident and stress statistics for the period April 2014 to June 2014.

Five indicator areas had been looked at and breakdown information was provided in the report in a graph format. These five indicators were;

- accident type,
- accident category totals,
- accidents for employees, members of the public and contractors,
- operational area accidents and
- incident root cause

It was noted that the biggest accident type was 'slips, trips or falls' and the second was 'strike against a fixed object'.

Members were informed that all accidents, including minor ones, were now being reported but Riddor levels were still remaining consistent, which was good.

The Health and Safety Advisor noted the importance of filling in all parts of an accident form as this provided a defence.

In response to a question raised by a Unison Member, the Health and Safety Advisor replied that it may be difficult to get members of the public to provide their age on accident forms.

With regard to individual behaviour capabilities, the Health and Safety Advisor expected that on the employees side this would improve dramatically but probably not on the public side.

In response to a query raised by the Assistant Director - Community Safety and Head of Housing (BDC), if a breakdown of indoor and outdoor accidents could be provided for streetscene and housing operatives, the Health and Safety Advisor confirmed that this information could be retrieved from the SHE system.

A Unison Member queried why 'Operations' had the highest number of staff off work for stress related illness. The Health and Safety Advisor replied that this was a reflection of a high number of staff in Operations.

Councillor Murray-Carr stated that he wished to thank the Health and Safety Advisor for his help recently when he went out to make sure the CAN Rangers were erecting some signage safely.

Moved by Councillor B.R. Murray-Carr, seconded by H.J. Gilmour  
**RESOLVED** that the report be noted.

The meeting concluded at 1105 hours.