

23<sup>rd</sup> January 2015



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Dear Sir or Madam

**SAFETY COMMITTEE – MONDAY 9<sup>th</sup> FEBRUARY 2015**

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held Monday 9<sup>th</sup> February 2015 at 1000 hours in Chamber Suites 1 and 2, The Arc, Clowne.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 2.

Yours faithfully,

A handwritten signature in black ink that reads "Sarah Skeneberg".

Assistant Director of Governance and Monitoring Officer  
To: Chairman and Members of the Safety Committee.

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**Email** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)    **Web** [www.bolsover.gov.uk](http://www.bolsover.gov.uk)  
Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



## **SAFETY COMMITTEE**

### **AGENDA**

**Monday 9<sup>th</sup> February 2015 at 1000 hours in Chambers Suites 1 & 2, the Arc, Clowne**

<b>Item No.</b>		<b>Page No.(s)</b>
	<b>PART 1 – OPEN ITEMS</b>	
1.	<b><u>Apologies</u></b>  To receive apologies for absence, if any.	
2.	<b><u>Urgent Items</u></b>  To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	<b><u>Declarations of Interest</u></b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items  and if appropriate, withdraw from the meeting at the relevant time	
4.	To approve the minutes of a meeting held on 10 <sup>th</sup> November 2014.	3 to 8
5.	Sickness Absence/Occupational Health Statistics October 2014 to December 2014.	9 to 12a
6.	Health and Safety Report.	13 to 18
7.	Accident and Stress Statistics July 2014 to September 2014.	19 to 35

## **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 10<sup>th</sup> November 2014 at 1000 hours.

### **PRESENT:-**

Members:-

Councillor D. McGregor in the Chair

Councillors H.J. Gilmour, K.F. Walker and G. O. Webster.

### **UNITE:-**

No Representatives present.

### **UNISON:-**

J. Clayton and J. Woods.

Officers:-

P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor) and A. Bluff (Governance Officer).

### **0503. APOLOGIES**

Apologies for absence were received on behalf of Councillor B.R. Murray Carr and A. Grundy (Assistant Director HR and Payroll).

### **0504. URGENT ITEMS**

There were no urgent items of business to consider.

### **0505. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0506. MINUTES – 18<sup>TH</sup> AUGUST 2014**

Moved by Councillor G.O. Webster and seconded by Councillor K.F. Walker

**RESOLVED** that the Minutes of a Safety Committee meeting held on 18<sup>th</sup> August 2014 be approved as a true record.

## SAFETY COMMITTEE

### 0507. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS JULY 2014 TO SEPTEMBER 2014

The Committee considered a report of the Joint Assistant Director – Human Resources in relation to sickness absence/occupational health statistics for the quarter period July 2014 to September 2014.

The sickness absence outturn figure for the second quarter was 2.48 days per Full Time Employee (FTE) against a target set of 2.12 days. The outturn figure for the same quarter in 2013 was 2.50 days per FTE.

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

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

	July to September 2013	July to September 2014
Rehabilitated	8	10
Continuing	2	7
Ill Health	1	0

The top three causes of sickness absence for the second quarter period were;

	July to September 2013 Days Lost	July to September 2014 Days Lost
Musc/Skeletal	219.5	275
Stress/Depression	154.5	144
Back/Neck	117.5	118
Total Days Lost	<b>491.5</b>	<b>537</b>

A Unison Member noted a sharp increase in days lost for muscular / skeletal and queried if there was a specific reason for this. The Human Resources Manager replied that although there were differing reasons why employees were off sick in relation to muscular / skeletal issues, it mainly affected operatives due to the differing physically demanding types of roles they carried out, for example, moving boilers. Human Resources would be monitoring the situation.

A short discussion took place regarding manual handling training for employees.

The Health and Safety Officer advised the meeting that the requirement for manual handling training to be carried out was on a 3 yearly basis and training for office based staff had been organised to take place in the New Year. Manual handling

## **SAFETY COMMITTEE**

training would also be part of the induction process for new starters from next year. For physical operatives, a 'toolbox' talk would now be carried out on a yearly basis.

Moved by Councillor G.O. Webster, seconded by Councillor H.J. Gilmour

**RESOLVED** that the report be received.

### **0508. HEALTH AND SAFETY REPORT**

The Committee considered a report of the Health and Safety Officer which provided an update on Health and Safety Performance since the last meeting.

#### Actions from previous meeting

A query had been raised at the last meeting as to who was responsible for carrying out health and safety inspections in respect of those buildings owned by the Council but rented out to businesses, for example, Sherwood Lodge\* and Oxcroft Lane Depot. Members were advised that Property and Estates had since written out to each occupier twice requesting confirmation of the following;

- that a fire risk assessment had been completed for the premise,
- procedures were in place to ensure all statutory required inspections and servicing were undertaken,
- procedures were in place to ensure the safe evacuation of building occupants in the event of a fire,
- that appropriate fire awareness/fire marshal training had been carried out to building occupiers.

Verbal confirmation had been received from the occupants but the Health and Safety Officer was pushing for confirmation from them in writing. If the occupiers did not carry out fire safety checks any legal issues arising would be with the Fire Authority and not the Council.

Concerns had also been raised at the last meeting regarding the lack of a reliable 'out of hours' fire safety evacuation procedure at the Arc in relation to staff and Members working late. Procedures for the Riverside Depot had now been finalised and would be used as a template to develop procedures for the Arc.

The Chair requested the Health and Safety Officer to collate information on the number of staff working late and the departments affected.

#### Environmental Conditions at the Arc

The Governance Officer advised the meeting that the report in relation to environmental conditions at the Arc was currently unavailable and explained the reasons why. The Health and Safety Officer added that a more comprehensive report would be presented to the next meeting of Safety Committee.

\*Sherwood Lodge was now in the ownership of Morrison's.

## **SAFETY COMMITTEE**

The Chair raised concern regarding the unavailability of the report and that no representatives from Property and Estates were in attendance at the meeting to answer any questions the Committee may have.

A Unison representative noted that it had been almost two years since issues regarding high temperatures in the cash desk area at the Arc had been reported. The Health and Safety Officer replied that mobile air conditioning units had been considered and for the cash desk area but these were noisy and made the air dry.

A short discussion took place.

The Chair requested that representatives from Property and Estates attend the next Safety Committee meeting to answer any questions the Committee may have especially with regard to the environmental issues previously raised.

### Employee Protection Register

A further 2 names had been added to the Register since the last meeting and this brought the total number of names on the Register to 26. No names had been removed from the Register since the last meeting.

A discussion took place regarding the measures to be put in place if employees and Members were visiting a particular property in an official capacity.

A Member also referred to individuals who were habitual aggressors with contact centre staff. The Health and Safety Officer advised that contact centre staff could complete a violent incident form in line with the normal violence at work procedures.

### Health and Safety Action Plan Update

A table in the report provided the specific actions which were due for completion during the April to June quarter and also scheduled actions for completion during the July to September quarter.

The process of entering operational risk assessments onto the SHE system had taken longer than originally anticipated due to a significant number of assessments requiring review. It was envisaged that this would be completed by the end of November.

The process of entering method statements onto the system was also incomplete due to a number of activities which did not have a method statement in place for them, therefore, these needed to be developed. In order to achieve this and ensure supervisors were given appropriate training and support to be able to actively participate in this exercise it was intended that this would form part of the SHE System training to be delivered during November and December.

### Work Place Inspections

A Member queried arrangements for workplace inspections when a number of staff from the second floor of the Arc would be moving down to the first floor of the Arc in

## **SAFETY COMMITTEE**

January 2015. The Health and Safety Officer replied that an inspection was due in December and this would still take place; in the new year, staff would be given a month to settle into their new area unless a large number of complaints were received, then an inspection would then be carried out sooner.

### Staff Training

- Fire Awareness Training

Fire Wardens would receive the Fire Awareness training first and then the rest of staff.

- Employee Protection Register

This was in abeyance whilst ICT carried out some work.

### Near Miss/Learning Events

There had been no near miss/learning events reported during this period.

Moved by Councillor D. McGregor, seconded by Councillor H.J. Gilmour  
**RESOLVED** that (1) the report be received,

(2) representatives from Property and Estates be requested to attend the next meeting of Safety Committee to answer any questions regarding issues raised in relation to environmental conditions at the Arc.

(Health and Safety Advisor)

## **0509. ENVIRONMENTAL CONDITIONS AT THE ARC**

As reported above at Minute 0508.

## **0510. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor D. McGregor, 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.

## **SAFETY COMMITTEE**

### **0511. ACCIDENT AND STRESS STATISTICS – JULY 2014 TO SEPTEMBER 2014**

The Committee considered a report of the Health and Safety Advisor in relation to accident and stress management performance for the period July 2014 to September 2014.

A breakdown of accident by type was provided in a table and graph format as well as by employee and public accident.

The main causes of employee accidents were slips, trips and falls (50%) and manual handling (17%). Other significant causes were strikes against fixed object, violence/physical contact and contact with moving objects.

The main causes of public accidents were slips, trips and falls (35%), sporting activities (18%), strikes against fixed object (17%) and violence/physical contact (18%). All accidents were reportable including were contractors were working on behalf of the Council.

Lost time accidents in the quarter were comparable with those for the same period last year; however, there had been a drop of 66% in RIDDOR reportable accidents for the period.

Days lost due to accidents had fallen by 166% from 207 days down to 78 days.

Employee accidents were at a similar level to the same period last year whilst public accidents had significantly risen by 61%, however, this appeared to be a result of better reporting of accidents particularly in relation to the 'extreme wheels' activity.

There were three main operational areas where the majority of accidents occurred and these were Street Scene, Housing and public accidents within Leisure. The figures in Street Scene and Leisure had slightly risen from last year whilst the Housing figure had slightly fallen.

The main route cause of employee accidents was a lack of risk perception which accounted for 67% of accidents. Other causes included individual physical capabilities (9%), individual poor housekeeping (8%), Organisational lack of training (8%) and third party influence (8%).

There were three main route cause of public accidents being; a lack of risk perception (45%), individual behaviour capabilities (33%) and breach of rules (22%).

A short discussion took place.

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

The meeting concluded at 1110 hours.



**Bolsover District Council****Safety Committee****9<sup>th</sup> February 2015**

Sickness Absence/Occupational Health Statistics – October 2014 to December 2014

**Report of the Assistant Director Human Resources**

This report is public.

**Purpose of the Report**

- To provide Sickness Absence/Occupational Health Statistics for October to December 2014 for information and consideration.

**1 Report Details****1. Sickness Absence/Occupational Health Referral Statistics - October to December 2014**

- 1.1 The sickness absence outturn for the second quarter of 2014 (October to December) is shown below, with comparisons for the same period during 2013:-

<b>October to December 2013</b>	<b>October to December 2014</b>
2.21 days per FTE	2.75 days per FTE

The target for October to December 2014 was 2.12 days per FTE. A breakdown of these figures by Department, and by long term/short term sickness absence, is attached for information.

The overall sickness figure for the quarter is higher than the same quarter of last year. See appendices 1 and 2 for further detail.

- 1.2 The outcome of occupational health referrals for the second quarter of 2014, with comparisons for 2013 shown below:

<b>Status</b>	<b>October to December 2013</b>	<b>October to December 2014</b>
Rehabilitated	5	2

Continuing	5	5
Ill Health	0	0
<b>TOTAL</b>	<b>10</b>	<b>5</b>

1.3 The top three causes of sickness absence for October to December 2014 and for the same period last year are as follows:

October to December 2013		October to December 2014	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	202.5	Musc/Skeletal	267
Stress	142.5	Stress	235
Infection	139	Urinary/Gynlgcl	108
<b>TOTAL</b>	<b>484</b>	<b>TOTAL</b>	<b>610</b>

1.4 A breakdown of the reasons for all long term sickness absence is as follows:

Reasons for Long Term Sickness Absence October to December 2014		
Reason for Absence	No. of Employees Citing this Reason October to December 2013	No. of Employees Citing this Reason October to December 2014
Chest Infection	0	1
Back/Neck	3	0
Muscular/Skeletal	3	1
Stress/Depression	2	3
Urinary/Gynaecological	0	2
Neurological	0	2
Ear/Nose/Mouth	1	1
<b>TOTAL</b>	<b>9</b>	<b>10</b>

1.5 There have been 3 employees who have attended routine health surveillance appointments held during October to December 2014. When appointments take place they cover topics such as:

- Hand Arm Vibration,
- Blood Tests and
- Hepatitis B Immunisation to 'at risk' groups.
- Suitability for Recruitment

There have been 3 employees undergoing counselling during this period.

## **ISSUES FOR CONSIDERATION**

The report is for monitoring purposes only and there are no specific issues for consideration.

### **2 Conclusions and Reasons for Recommendation**

N/A

### **3 Consultation and Equality Impact**

3.1 Sickness absence data is considered at the UECC and quarterly performance review meetings.

### **4 Alternative Options and Reasons for Rejection**

N/A

### **5 Implications**

N/A

#### **5.1 Finance and Risk Implications**

N/A

#### **5.2 Legal Implications including Data Protection**

N/A

#### **5.3 Human Resources Implications**

Contained in the report

### **6 Recommendations**

6.1 For the Committee to note the report.

### **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on	No
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two or more District wards)	
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 Document Information

Appendix No	Title
N/A	
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Peter Wilmot	2425

Report Reference –

## BVPI12 - October to December 2014 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 3 MTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
SENIOR MANAGERS GROUP	6.5	35.5	5.46	34.50	1.00	5.30	0.15
	6.5	35.5	5.46	34.50	1.00	5.30	0.15
<b>GROWTH DIRECTORATE</b>							
LEGAL AND LAND CHARGES	6.23	101	16.21	100.00	1.00	16.05	0.16
DEMOCRATIC	7.74	14	1.81	0.00	14.00	0.00	1.81
PARTNERSHIP TEAM	5	2	0.40	0.00	2.00	0.00	0.40
ECONOMIC GROWTH/HOUSING STRATEGY	5.87	8	1.36	0.00	8.00	0.00	1.36
PLANNING	15.50	8.5	0.55	0.00	8.50	0.00	0.55
	40.34	133.5	3.31	100.00	33.50	2.48	0.83
<b>OPERATIONS DIRECTORATE</b>							
FINANCE	9.50	2.5	0.26	0.00	2.50	0.00	0.26
PROPERTY/ESTATES	16.47	70.5	4.28	58.00	12.50	3.52	0.76
REVENUES	35.66	66	1.85	27.00	39.00	0.76	1.93
COMMUNITY SAFETY	11.43	6	0.52	0.00	6.00	0.00	0.52
STREET SERVICES	74.10	114	1.54	72.00	42.00	0.97	0.57
HOUSING (REPAIRS AND MANAGEMENT)	110.17	415	3.77	251.00	164.00	2.28	1.49
	257.33	674	2.62	408.00	266.00	1.59	1.03
<b>TRANSFORMATION DIRECTORATE</b>							
IMPROVEMENT	7.37	5.5	0.75	0.00	5.50	0.00	0.75
HUMAN RESOURCES AND PAYROLL	7.35	60	8.16	60.00	0.00	8.16	0.00
CUSTOMER SERVICE	25.96	89	3.43	43.00	46.00	1.66	1.77
LEISURE	39	57.5	1.47	0	57.5	0	1.47
	79.68	212	2.66	103	109	1.29	1.37
<b>GRAND TOTAL</b>	<b>383.85</b>	<b>1055</b>	<b>2.75</b>	<b>645.50</b>	<b>409.50</b>	<b>1.68</b>	<b>1.07</b>
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Joint Directors included at 50%							
Joint Assistant Directors included at 50%							

[illegible]

**Bolsover District Council****Safety Committee**19<sup>th</sup> January 2015**Health and Safety Report****Report of the Health and Safety Advisor**

This report is public

**Purpose of the Report**

- To provide an update on the Council's health and safety performance over the last quarter.
- To provide an update on the Council's health and safety aims and objectives and the progress made against realising these targets.
- To report on any significant health and safety accidents, incidents, enforcement activity or legislative changes which could adversely affect the council's risk exposure.

**1 Report Details****1.1 Actions from Previous Meeting**

- 1.1 .1 Request for member of Property and Estates to attend next meeting to answer questions on environmental issues.

Health and safety advisor requested member of Property and Estate to attend next Safety Committee and advised that a report into the options available should be prepared in readiness for meeting.

**1.2 Standard Report Items.****1.2.1 Employee Protection Register**

During the reporting period two (2) names have been added to the employee protection register with no names removed. As a result of this exercise, the total number of addresses now held on the register is twenty eight (28).

**1.2.2 Health and Safety Action Plan Update**

The table below shows the specific actions which were due for completion during the reporting period (April to December 2014)

Target Area	Specific Action	Target Date	Status
Implementation of Positive H&S Culture	Policies compliant with Legislation	25/07/14	Completed
	Update H&S Site on ERIC	30/05/14	Completed

	Re-introduce Health & Safety Induction	20/10/14	Completed
Operational Risk Assessments and Method Statements	Risk Assessment to be made Available on SHE System	30/10/14	Completed
	Method Statements to be available on SHE System	30/10/14	Completed
Premise Statutory Provision	Robust System of Legionella Management to be in place	26/09/14	Completed
Training	Health and Safety Needs Analysis of Authority to be established	25/07/14	Completed
	Deliver Programme of Health and Safety Needs to be prepared	29/08/14	Completed

### 1.2.3 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
<b>CORPORATE</b>						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	08/07/14	Scheduled for 30/01/2015	12/07/14	31/07/14	Inspect. Date Allocated
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	18/12/14	June 2015	10/01/15	On-going	Awaiting close out
<b>DEPOT</b>						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	05/08/14	Scheduled for 5/02/15	N/A	N/A	Inspect. Date Allocated



LEISURE FACILITIES						
The Arc Leisure Centre	Joint Assistant Director of Leisure	08/07/14	Scheduled for 30/01/2015	12/07/14	31/07/14	Inspect. Date Allocated
Frederick Gents	Joint Assistant Director of Leisure	21/05/14	Scheduled for 04/02/15	08/06/14	08/06/14	Inspect. Date Allocated
Creswell Leisure Centre		21/05/14	Scheduled for 04/02/15	08/06/14	15/06/14	Inspect. Date Allocated
Greaseworks, Pleasley Vale (PVOAC)		27/05/14	Scheduled for 29/01/15	06/06/14	30/06/14	Inspect. Date Allocated
Boathouse, Pleasley Vale		27/05/14	Scheduled for 29/01/15	06/06/14	30/06/14	Inspect. Date Allocated
Unit T, Pleasley Vale		27/05/14	Scheduled for 29/01/15	06/06/14	30/06/14	Inspect. Date Allocated
Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	15/05/14	Scheduled for 04/02/15	15/05/14	15/05/14	Inspect. Date Allocated
Clune Street Pavilion, Clowne		15/05/14	Scheduled for 04/02/15	15/05/14	15/05/14	Inspect. Date Allocated
Broadmeadows Sports Pavilion, South Normanton		15/05/14	Scheduled for 04/02/15	15/05/14	15/05/14	Inspect. Date Allocated
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	26/11/14	May 2015	05/12/14	23/12/15	OK
Bolsover Contact Centre		26/11/14	May 2015	05/12/14	23/12/15	OK
Shirebrook Contact Centre		26/11/14	May 2015	05/12/14	23/12/15	OK
South Normanton Contact Centre / Hub		26/11/14	May 2015	05/12/14	23/12/15	OK

SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	21/11/14	May 2015	24/11/14	31/12/14	OK
Ashbourne Court, Shirebrook		21/11/14	May 2015	24/11/14	31/12/14	OK
Jubilee Court, Pinxton		21/11/14	May 2015	24/11/14	31/12/14	OK
Mill Lane, Whitwell		21/11/14	May 2015	24/11/14	31/12/14	OK
Parkfields, Clowne		21/11/14	May 2015	24/11/14	31/12/14	OK
Park View, Barlborough		21/11/14	May 2015	24/11/14	31/12/14	OK
Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
Queens Court, Creswell	Head of Housing Services	21/11/14	May 2015	24/11/14	31/12/14	OK
Valley View, Hillstown, Bolsover		21/11/14	May 2015	24/11/14	31/12/14	OK
Victoria House, Creswell		21/11/14	May 2015	24/11/14	31/12/14	OK
Woburn house, Blackwell		21/11/14	May 2015	24/11/14	31/12/14	OK
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	24/08/14	Taking place on 24/02/15	28/09/14	10/09/14	Date Allocated
Mill 2 - Pleasley Vale Mills		24/08/14	Taking place on 24/02/15	28/08/14	15/10/14	Date Allocated
Mill 3 - Pleasley Vale		24/08/14	Taking place on	30/08/14	30/09/14	Date

Mills			24/02/15			Allocated
Pleasley Vale Security Lodge		24/08/14	Taking place on 24/02/15	30/08/14	10/09/14	Date Allocated
The Tangent, Shirebrook	Buildings and Contracts Manager	13/05/14	November 14	26/05/13	07/06/14	OK

## 2.4 Health and Safety Training

The health and safety training for the current year is scheduled to commence in October with the focus being initially on the following areas:

Training Period		Outcomes		
Training Area	Total Staff Requiring this Training	Staff Numbers Scheduled for Training in Period	Actual Staff Numbers Trained in Period	Comments
Manual Handling		30	Nil	Discussion on-going with new provider
Fire Warden Training	97	72	67	All course scheduled ran.
Fire Safety Awareness	489	30	Nil	Course rescheduled for 1 <sup>st</sup> week of February 2015
Employee Protection Register Training	489	97	Nil	New electronic system developed training to be roll out in February and March 2015
First Aid at Work	4	2	2	Fully completed
First Aid at Work Refresher	5	4	4	Fully completed
Emergency First Aid at Work	2	2	2	Fully completed

Internal Course	
External Course	

## 1.2.5 Near Miss/ Learning Events

There has been no near miss Incidents or learning events reported in this reporting period.

## 1.1 **Supplementary Items**

No supplementary items for discussion

## 2 **Conclusions and Reasons for Recommendation**

All Items – It is recommended that the committee consider and note the information provided.

## 3 **Consultation and Equality Impact**

The report is formally reviewed at the health and safety pre-meeting held prior to the main safety committee when any issues requiring further consultation or that may have an impact on equality related issues will be identified and appropriate measures put in place to address them.

#### 4 **Alternative Options and Reasons for Rejection**

Not applicable for this report.

#### 5 **Implications**

##### 5.1 **Finance and Risk Implications**

It is not envisaged that there is any significant financial implications connected with this report other than the expenditure required to provide the external training to Fire Wardens, First Aiders and delegates on Manual Handling courses however this has already been allowed for in the overall health and safety training budget.

##### 5.2 **Legal Implications including Data Protection**

The report and the actions contained within should not have any legal implications on the authority other than reducing the risk exposure of the Authority as a result of providing additional training for its staff and ensuring statutory requirements are fully complied with.

##### 5.3 **Human Resources Implications**

It is not envisaged that there will be any human resources implications as a result of this report other than the potential up skilling of staff as a result of them attending relevant training.

#### 6 **Recommendations**

It is recommended that the committee consider and note the information provided.

#### 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

#### 8 **Document Information**

Appendix No	Title
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	
Report Author	Contact Number
Health and Safety Advisor	242403

**Bolsover District Council**

**Safety Committee**

**19<sup>th</sup> January 2015**

**Accident and Stress Statistics Report**

**Report of the Health and Safety Advisor**

This report is public

**Purpose of the Report**

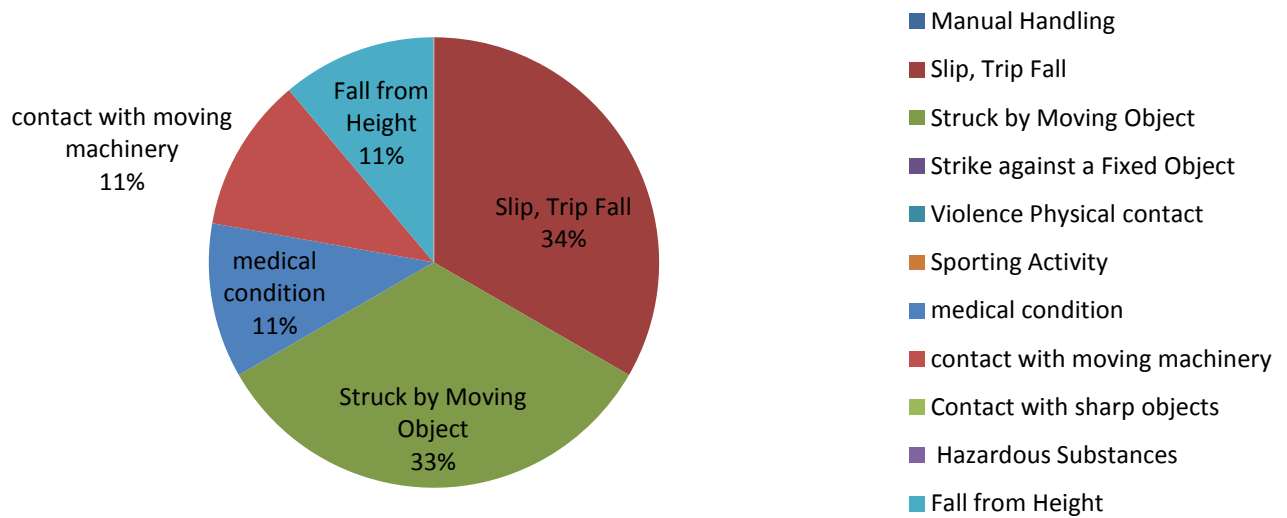
- To provide an update on the authorities accident and stress management performance over the last quarter.
- To allow comparison of current accident / stress management performance against historical data to demonstrate whether effective continual improvement is being achieved.
- To review key accident indicators so that potential accident or stress management trends can be identified and intervention strategies can be developed and delivered.

**1 ACCIDENT ANALYSIS DATA & GRAPHS**

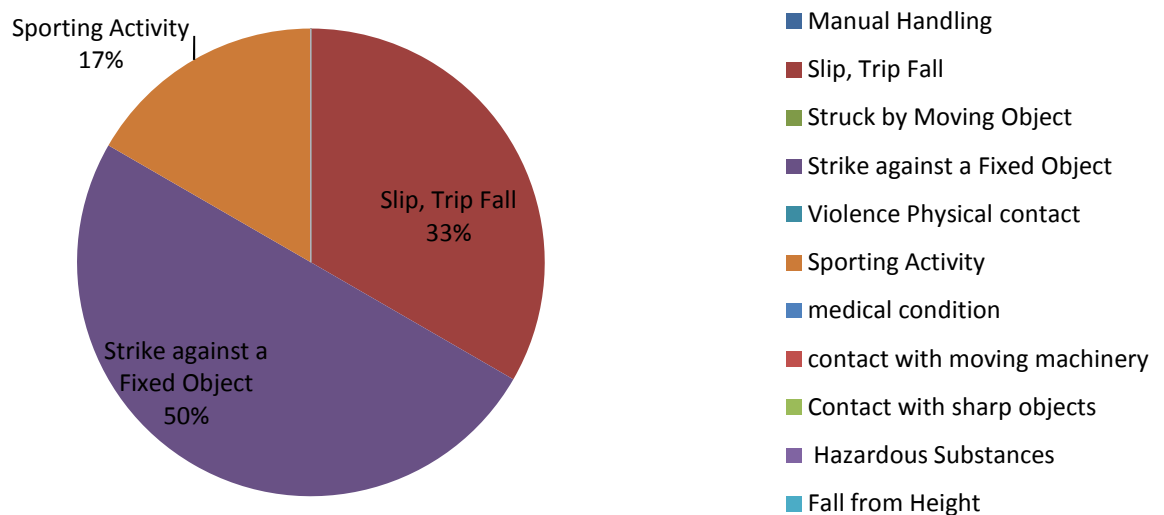
**1.1.1 Accident Type**

CATEGORIES	Manual Handling	Slip, Trip Fall	Struck by Moving Object	Strike against a Fixed Object	Violence Physical contact	Sporting Activity	medical condition	contact with moving machinery	Contact with sharp objects	Hazardous Substances	Fall from Height	Animal Bite	RTA	TOTAL
Employees	0	3	3	0	0	0	1	1	0	0	1	0	0	9
Public	0	4	0	6	0	2	0	0	0	0	0	0	0	12

## Employee 3rd Quarter Accident Type Breakdown



## Public 3rd Quarter Accident Type Breakdown

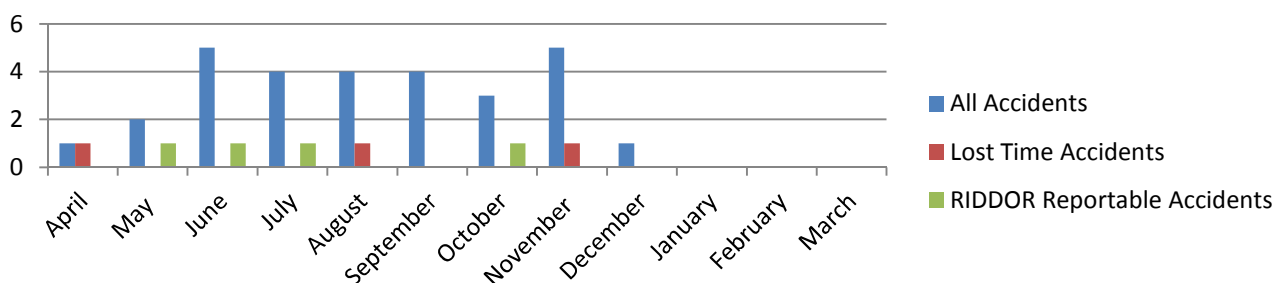


### 1.1.2 Accident Category Totals

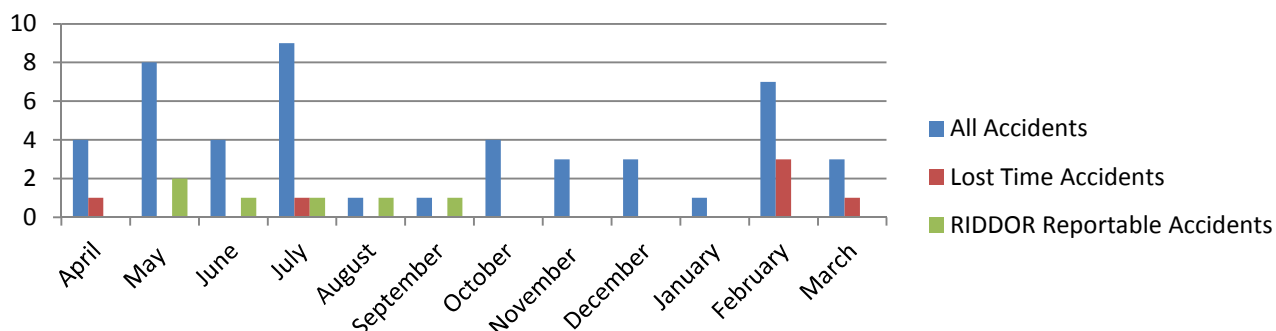
MONTH	Employee Accident Numbers 2014/2015			Employee Accident Numbers 2013/2014		
	All Accidents	Lost Time Accidents	RIDDOR Accidents	All Accidents	Lost Time Accidents	RIDDOR Accidents
April	1	1	0	4	1	0
May	2	0	1	8	0	2
June	5	0	1	4	0	1
July	4	0	1	9	1	1
August	4	1	0	1	0	1
September	4	0	0	1	0	1

October	3	0	1	4	0	0
November	5	1	0	3	0	0
December	1	0	0	3	0	0
January				1	0	0
February				7	3	0
March				3	1	0
1 <sup>st</sup> Quarter	8	1	2	16	1	3
2 <sup>nd</sup> Quarter	12	1	1	11	1	3
3 <sup>rd</sup> Quarter	9	1	1	10	0	0
4 <sup>th</sup> Quarter				11	4	0
<b>TOTALS</b>	<b>29</b>	<b>3</b>	<b>4</b>	<b>48</b>	<b>6</b>	<b>6</b>

### 2014/2015 ACCIDENT CATEGORY BREAKDOWN



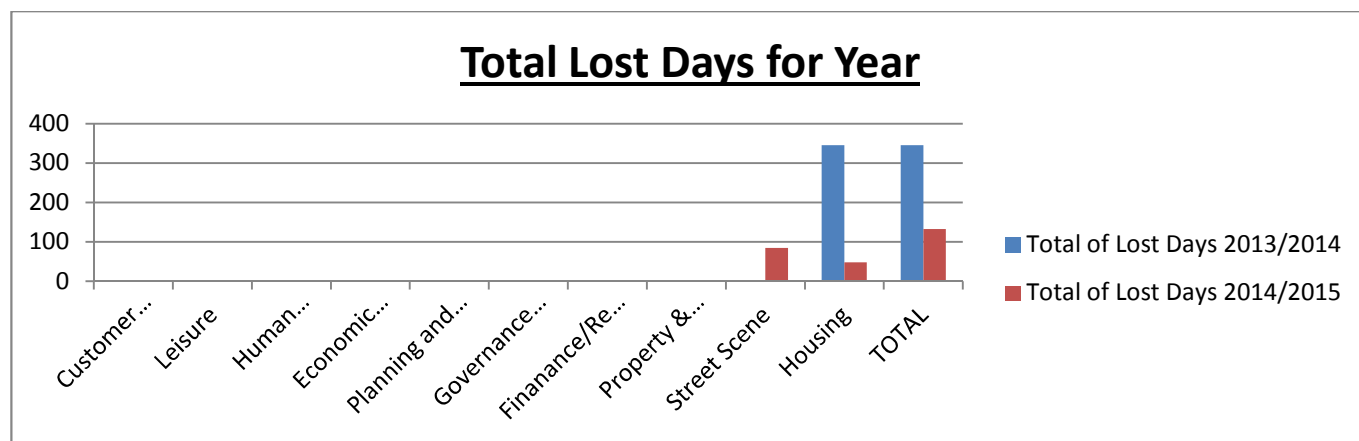
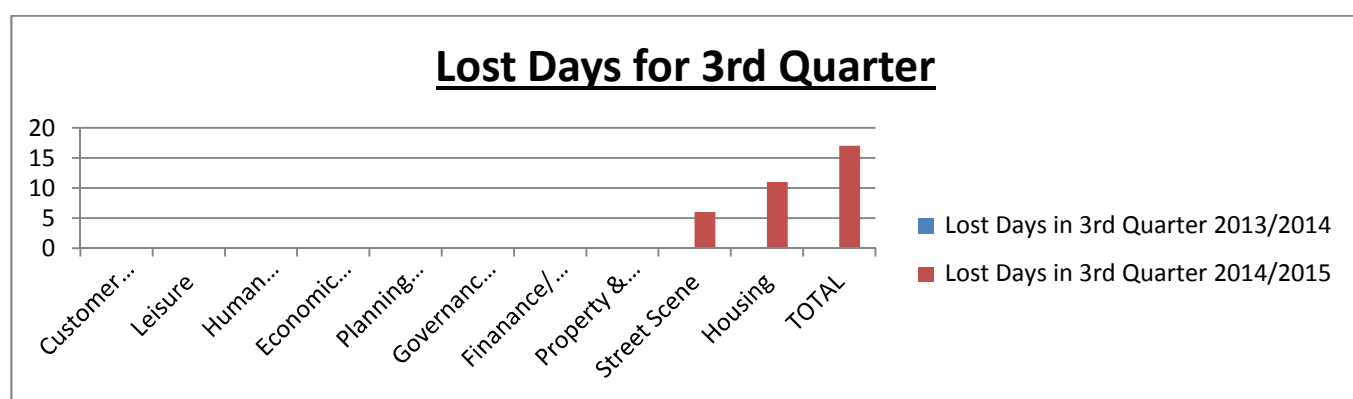
### 2013/2014 ACCIDENT CATEGORY BREAKDOWN



#### 1.1.3 Accident Lost Days

	Lost Days for 3 <sup>rd</sup> Quarter 2014/2015	Total Lost Days 2014/2015	Lost Days for 3 <sup>rd</sup> Quarter 2013/2014	Total Lost Days 2013/2014
Customer Service and Improvement				
Leisure				
Human Resources and Payroll				

Economic Growth				
Planning and Environmental Health				
Governance and Monitoring				
Finance/Revenues and Benefits				
Property & Estates				
Street Scene	6	84		
Housing	11	48		345
<b>TOTAL</b>	<b>17</b>	<b>132</b>	<b>0</b>	<b>345</b>

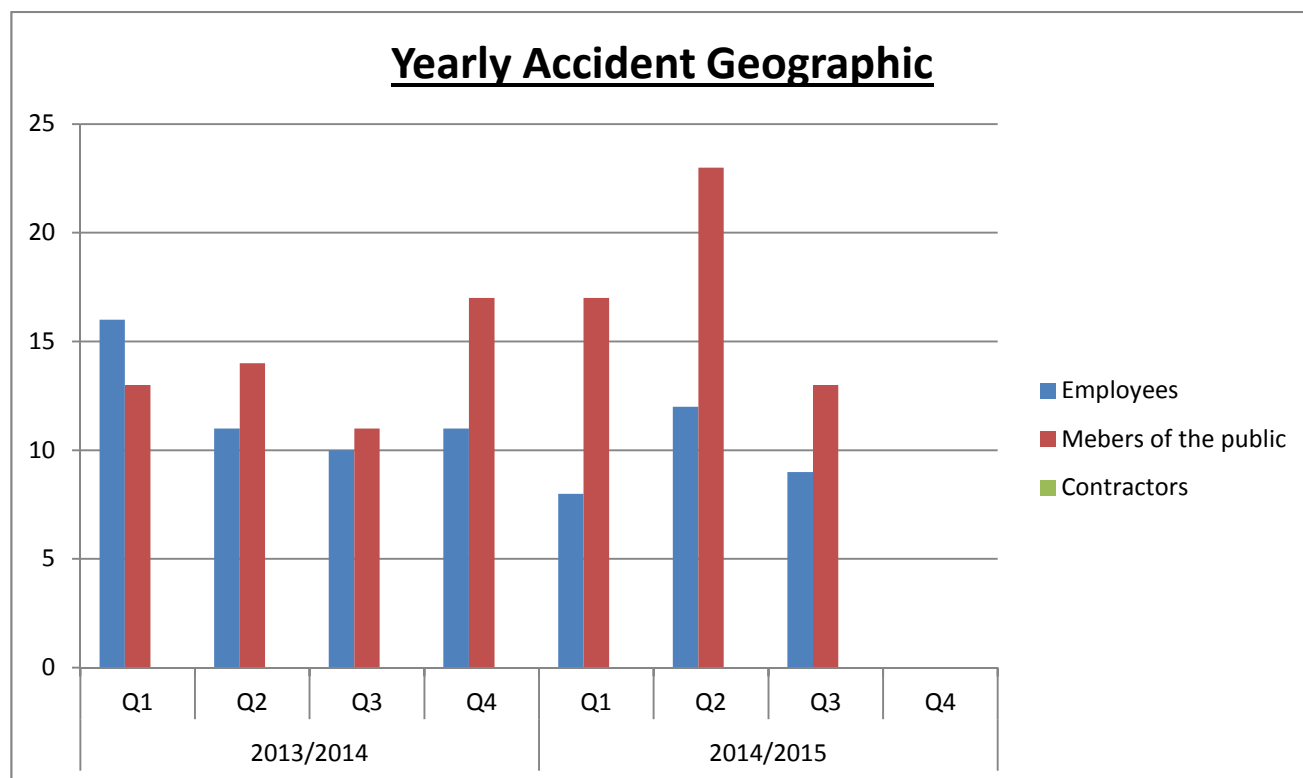


#### 1.1.4 Accident Geographic

MONTH	2014/2015			2013/2014		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	1	6	0	4	5	0
May	2	3	0	8	3	0
June	5	8	0	4	5	0
July	4	5	0	9	1	0
August	4	9	0	1	10	0
September	4	9	0	1	3	0
October	3	11	0	4	1	0



November	5	1	0	3	10	0
December	1	0	0	3	0	0
January				1	6	0
February				7	3	0
March				3	8	0
1 <sup>st</sup> Quarter	8	17	0	16	13	0
2 <sup>nd</sup> Quarter	12	23	0	11	14	0
3 <sup>rd</sup> Quarter	9	13	0	10	11	0
4 <sup>th</sup> Quarter				11	17	0
<b>TOTALS</b>	<b>29</b>	<b>53</b>	<b>0</b>	<b>48</b>	<b>55</b>	<b>0</b>

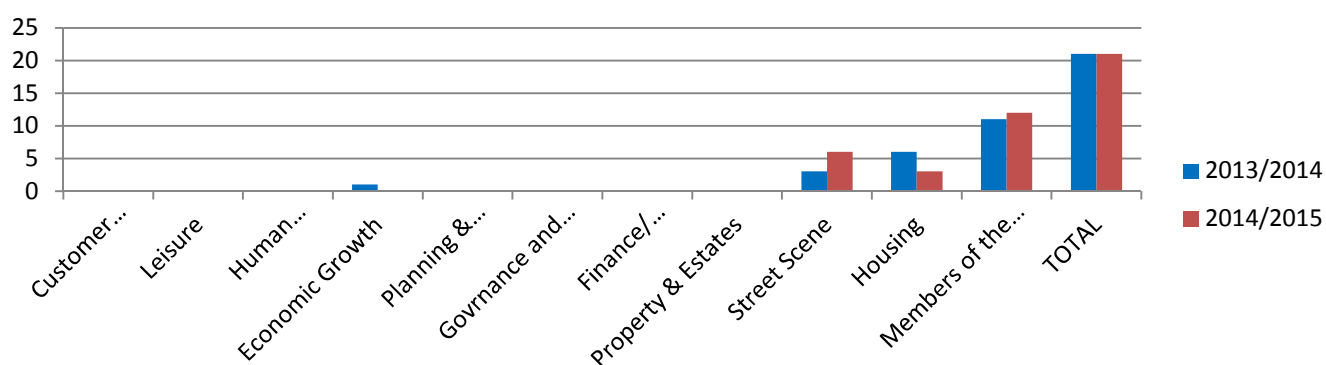


#### 1.1.4 Operational Area Accidents

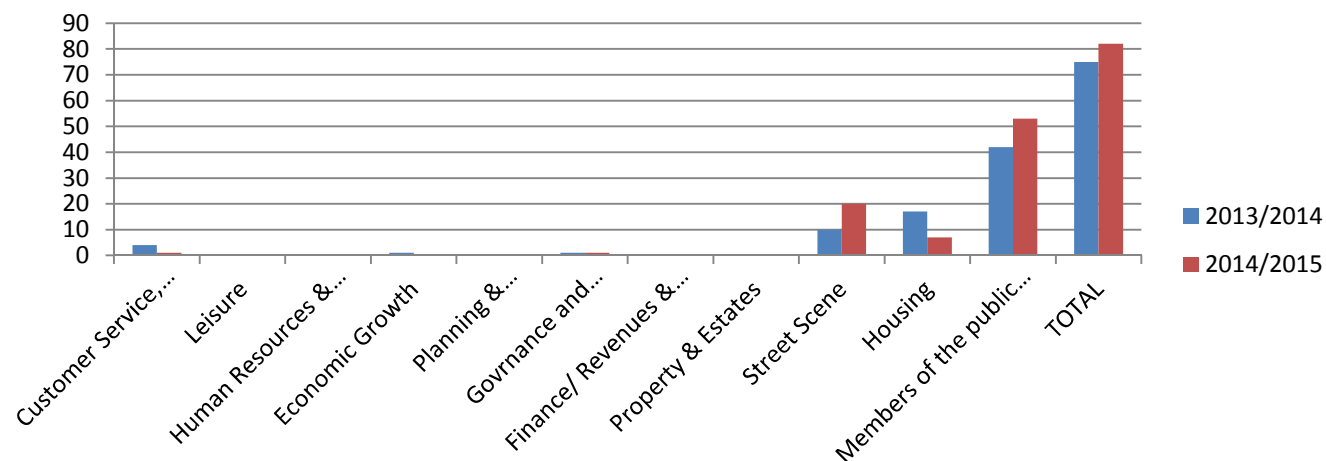
	3 <sup>rd</sup> Quarter Accidents Totals 2013/2014	Yearly Accidents Totals 2013/2014	3 <sup>rd</sup> Quarter Accidents Totals 2014/2015	Yearly Accidents Totals 2014/2015
Customer Service & Improvement		4		1
Leisure				
Human Resources & Payroll				
Economic Growth	1	1		
Planning & Environmental Health				

Governance and Monitoring		1		1
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	3	10	6	20
Housing	6	17	3	7
Members of the Public (Leisure)	11	42	13	53
<b>TOTAL</b>	<b>21</b>	<b>75</b>	<b>22</b>	<b>82</b>

### 3rd Quarter Operational Area Accident Analysis



### Yearly Operational Area Accident Analysis

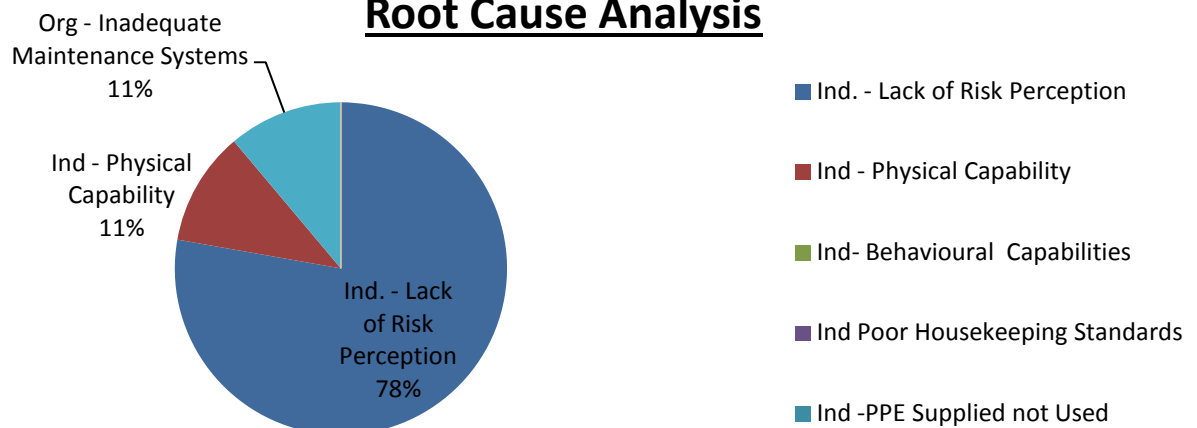


#### 1.1.5 Incident Root Cause

EMPLOYEE ROOT CAUSE CATEGORIES	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Cause Totals
Ind. - Lack of Risk Perception	3	8	7		18
Ind. - Physical Capability	0	1	1		2
Ind.- Behavioural Capabilities	5	0	0		5
Ind. Poor Housekeeping Standards	0	1	0		1

Ind. -PPE Supplied not Used	0	0	0		0
Org - Inadequate Risk Control Selection	0	0	0		0
Org - Inadequate Operational Methods	0	0	0		0
Org - Systems of Work	0	0	0		0
Org - Inadequate Training	0	1	0		1
Org - Absence of adequate Rules	0	0	0		0
Org - Inadequate Maintenance Systems	0	0	1		1
Org - Inadequate House Keeping	0	0	0		0
Equipment/ Tools Defective	0	0	0		0
Equipment/ Poor Design	0	0	0		0
3rd Party Influence- member of the public	0	1	0		1
<b>Quarterly Totals</b>	<b>8</b>	<b>12</b>	<b>9</b>		<b>29</b>

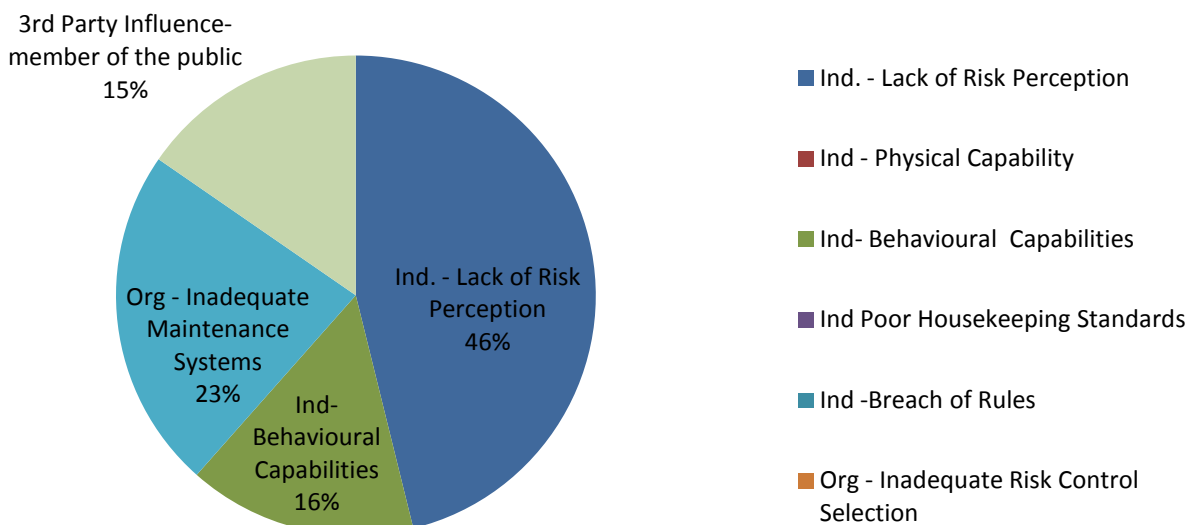
### 3rd Quarter Employee Root Cause Analysis



<b>PUBLIC ROOT CAUSE CATEGORIES</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Cause Totals</b>
Ind. - Lack of Risk Perception	7	2	6		15
Ind. - Physical Capability	0	0	0		0
Ind.- Behavioural Capabilities	9	3	2		14
Ind. Poor Housekeeping Standards	0	0	0		0

Ind. –Breach of Rules	0	4	0		4
Org - Inadequate Risk Control Selection	0	0	0		0
Org - Inadequate Operational Methods	0	0	0		0
Org - Systems of Work	0	0	0		0
Org - Inadequate Training	0	0	0		0
Org - Absence of adequate Rules	1	0	0		1
Org - Inadequate Maintenance Systems	2	0	3		5
Org - Inadequate House Keeping	0	0	0		0
Equipment/ Tools Defective	0	0	0		0
3rd Party Influence- member of the public	4	0	2		6
<b>Quarterly Totals</b>	<b>23</b>	<b>9</b>	<b>13</b>		<b>45</b>

### **3rd Quarter Public Root Causr Analysis**



#### **1.1.6 Key Issues Identified.**

- The two main causes of employee accidents are Slip, trips and falls and struck by moving objects. Each of these areas accounted for 1/3 of all employee accidents recorded with the remaining accidents involving falls from height, contact with machinery and medical conditions.
- All public accidents recorded fell into one of three categories strikes against fixed objects (50%), slips, trips and falls (33%), and sporting activities (17%).

- Though the overall number of accidents occurring has fallen there has been a rise in the number of lost time and RIDDOR Reportable incidents compared with the same period in 2013/2014.
- The number of days lost recorded for the quarter has increased from the same period last year however the yearly overall figure to the end of the 3<sup>rd</sup> Quarter has decreased by 62%.
- There has been a slight reduction in the number employee accidents recorded from the same period last year whilst the level of public accidents has slightly risen. The rise in public accidents may be due to improved accident reporting systems introduced from the start of the 4<sup>th</sup> Quarter last year and as such a true comparison of performance may not be possible until the 4<sup>th</sup> Quarter figures are received.
- All employee accidents occurring in the quarter involved staff working for either Street Scene or Housing Services which is in line with expectations as these are the two highest risk areas the authority operates in.
- The main route cause of employee accidents lack of risk perception which accounted for 78% of accidents. The only other causes were individual physical capabilities (11%), Organisational Inadequate Maintenance Systems (11%).
- There are four main route cause of public accidents which are a lack of risk perception (46%), Organisational Inadequate Maintenance Systems (23%), Individual behaviour capabilities (16%) and 3<sup>rd</sup> Party Influence(15%).

## 1.2 KEY PERFORMANCE INDICATORS

### Accident Incident Rate (AIR)

$$\begin{aligned}
 \text{AIR} &= \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Employees for Period}} \\
 &= \frac{4 \times 100,000}{489} \\
 &= 818 \text{ (As at 31<sup>st</sup> December 2014 up from 613 at end of 2nd Quarter)}
 \end{aligned}$$

### Accident Frequency Rate (AFR)

$$\text{AFR} = \frac{\text{Number of Reportable Accidents} \times 100,000}{\text{Total Number of Person Hours Worked}}$$

Total Number of Hours Worked = Weekly Hours X Number of Weeks (50 is taken as base a base figure) X Number of Employees

$$= \frac{4 \times 100,000}{37 \times 50 \times 489}$$

$$= \frac{400,000}{904650}$$

= 0.44 (As at 31<sup>st</sup> December 2014 up from 0.33 at end of 2nd Quarter)

### **Hours since Last Reportable Accident**

Person Hours Worked per Day X Number of days since Last Reportable Accident

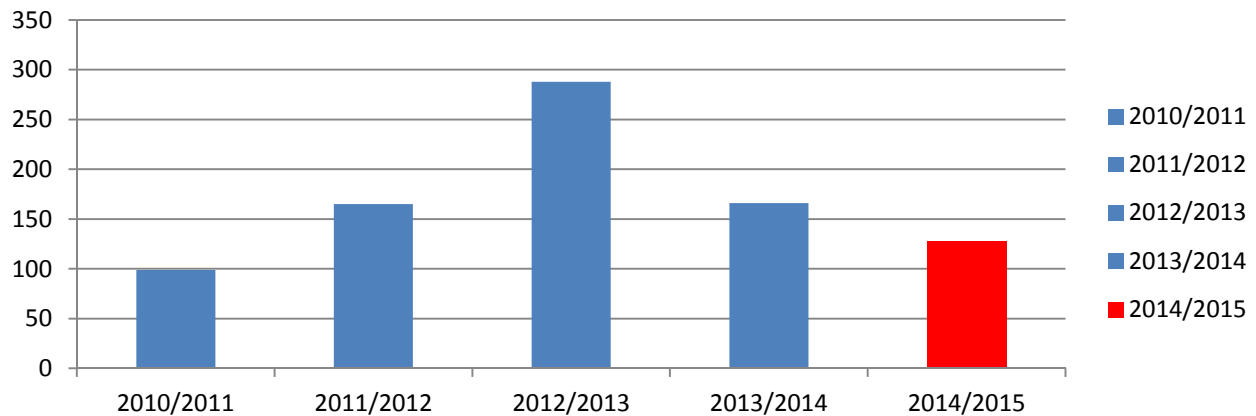
$$= (5.29 \times 489) \times 61$$

$$= 157,795 \text{ Hours (as at 19<sup>th</sup> January 2015)}$$

## **1.4 STRESS RELATED ILLNESS**

DIRECTORATE AND NUMBER OF EMPLOYEES AFFECTED	NO OF WORKING DAYS LOST
<b>TRANSFORMATION</b>	
0	0
<b>GROWTH</b>	
0	0
<b>OPERATIONS</b>	
3	128

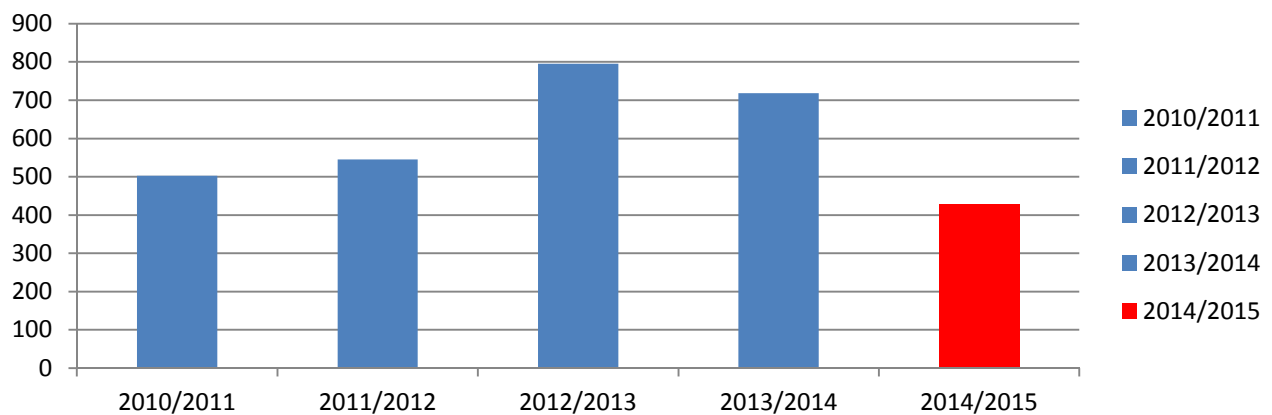
### **Stress Related Sickness** **(3rd Quarter)**



### **NUMBER OF DAYS LOST TO STRESS**

Financial Year	Apr- June	July - Sep	Oct - Dec	Jan-Mar	Yearly Total
2010/2011	147	87	99	170	503
2011/2012	121	86	165	173	545
2012/2013	172	187	288	148	795
2013/2014	159	167	166	226	650
2014/2015	158	144	128		302

### **Stress Related Sickness** **(Yearly Totals)**



Date Of Incident	Incident Details	Injury Type	Type of Incident	Section	Incident Severity	Lost Time Days (Actual)	Reportable
04/12/2014	Whilst putting up Christmas decorations from step ladders, ladders collapsed causing individual to fall to floor	Bruising Strain/ Sprain to Back	Fall From Height	Housing	Minor Injury - No Lost Days	Nil	No
20/11/2014	Individual swam to bottom of the swimming pool and hit nose/lip on the bottom of the pool.	Bruising	Struck Fixed Object	N/A	Member of Public - Non Reportable	Nil	No
19/11/2014	Whilst working on consumer unit, individual sat on g crate to undertake work. After finishing work he stood up his back gave way causing pain in lower back.	Other	Medical Condition	Housing	Lost Time (Over 7 Days)	11	Yes
17/11/2014	Injured party Slipped on wet grass outside property	Bruising	Slip , Trip, Fall	Housing	Minor Injury - No Lost Days	Nil	No
12/11/2014	Whilst cutting cherry tree with chainsaw Dust went into operatives eye	Eye Injuries	Struck by Moving Object	Street Scene	Minor Injury - No Lost Days	Nil	No
11/11/2014	Whilst cleaning grassed area at property individual tripped on item buried in grass.	Bruising Strain/ Sprain Back	Slip Trip Fall on Same Level	Street Scene	Minor Injury - No Lost Days	Nil	No



Date Of Incident	Incident Details	Injury Type	Type of Incident	Section	Incident Severity	Lost Time Days (Actual)	Reportable
10/11/2014	Whilst using hedge cutter the cutter slipped and caught operatives right knee	Cuts & Abrasions	Contact with Moving Machinery	Street Scene	Minor Injury - No Lost Days	Nil	No
31/10/2014	Cut finger when cup dropped in kitchen and smashed	Cuts & Abrasions	Struck by Moving Object	Housing Service	Minor Injury - No Lost Days	Nil	No
29/10/2014	A Girl Fell Off Inflatable & Kicked child In The Face, Underneath His Right Eye, Causing Swelling & Bruising.	Bruising	Sports Activity	N/A	Member of Public - Non Reportable	Nil	No
23/10/2014	Swimming in pool, Banged Leg On Side Of Pool.	Bruising	Struck Fixed Object	N/A	Member of Public - Non Reportable	Nil	No
23/10/2014	Slipped On Floor Of Squash Court 2, bruising left knee & pulled right hip.	Bruising Strain/ Sprain Hip	Sporting Activity	N/A	Member of Public - Non Reportable	Nil	No
21/10/2014	Individual grazed toe against side of pool.	Abrasion	Struck against fixed object	N/A	Member of Public - Non Reportable	Nil	No
17/10/2014	Branch caught vehicle wing mirror causing housing to fly off through driver's side open window striking driver on the arm.	Bruising	Struck by Moving Object	Street Scene	Minor Injury - No Lost Days	Nil	No

Date Of Incident	Incident Details	Injury Type	Type of Incident	Section	Incident Severity	Lost Time Days (Actual)	Reportable
16/10/2014	Swimming Butterfly Legs, individual Hit Head On Side Of Pool.	Bruising	Struck against fixed object	N/A	Member of Public - Non Reportable	Nil	No
11/10/2014	Child fell off inflatable & caught another child in the left eye.	Bruising	Sporting Activity	N/A	Member of Public - Non Reportable	Nil	No
10/10/2014	Injured party slipped on path leading to main entrance of the Arc.	Bruising	Slip Trip Fall on Same Level	N/A	Member of Public - Non Reportable	Nil	No
10/10/2014	Injured party slipped on path leading to main entrance of the Arc.	Bruising	Slip Trip Fall on same Level	N/A	Member of Public - Non Reportable	Nil	No
05/10/2014	Whilst walking across car park talking to a colleague injured party caught his foot on a kerb edging and fell to the floor.	Heavy Bruising	Slip Trip Fall on same Level	N/A	Member of Public - Non Reportable	Nil	No
05/10/2014	Individual jumped in pool and grazed big toe on grate	Abrasion	Nil	N/A	Member of Public - Non Reportable	Nil	No
03/10/2014	During School swimming lesson individual climbed out of pool and found a small cut (1cm) to the end of his big toe on his right foot.	Cuts & Abrasions	Struck against fixed object	N/A	Member of Public - Non Reportable	Nil	No

Date Of Incident	Incident Details	Injury Type	Type of Incident	Section	Incident Severity	Lost Time Days (Actual)	Reportable
03/10/2014	Child tripped over another child on the squash courts and banged left side of his head	Bruising	Sporting Activity	N/A	Member of Public - Non Reportable	Nil	No
02/10/2014	Whilst working on motor vehicle injured party got out of to check outside and as he lent in to switch of lights he caught drive control on steering column causing car to jolt forward off ramp trapping him between vehicle and ramp post	Severe Bruising	Struck by Moving Object	Street Scene	Lost Time (Under 7 Days)	6	No

## **2      Conclusions and Reasons for Recommendation**

All Items – It is recommended that the committee consider and note the information provided.

## **3      Consultation and Equality Impact**

The report will be formally reviewed at the health and safety pre-meeting scheduled for the 21<sup>st</sup> January 2015. Any issues highlighted by this process will then be referred to the Equalities and Diversities' Officer for guidance and resolution.

## **4      Alternative Options and Reasons for Rejection**

Not applicable for this report.

## **5      Implications**

### **5.1      Finance and Risk Implications**

It is not envisaged that there is any significant financial implications connected with this report as the report seeks to provide the Safety Committee with accident performance data to enable it to effectively monitor the authorities overall health and Safety performance and any financial outlays would have already been addressed as part of the accident investigation process.

### **5.2      Legal Implications including Data Protection**

The report should not have any legal implications on the authority other than ensuring that sufficient information has been supplied to ensure it can manage its health and safety provision and meet all requirements of the Management of Health and Safety Regulations 1999.

### **5.3      Human Resources Implications**

There are no initial human resources implications connected with this report however Should accident investigation findings show the individual or individuals have failed to work appropriately in-line with agreed procedures then it may be necessary to evoke the authority's disciplinary procedures as a means of dealing with this.

## **6      Recommendations**

It is recommended that the committee consider and note the information provided.

## 7 Decision Information

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

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Health and Safety Advisor	242403

Report Reference –