

15th April 2015



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Dear Sir or Madam

SAFETY COMMITTEE – THURSDAY 30TH APRIL 2015

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in **Meeting Room 4, The Arc, Clowne** on Thursday 30th April 2015 at 1000 hours.

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 Steuberg".

Assistant Director of Governance and Monitoring Officer

To: Chairman and Members of the Safety Committee.

ACCESS FOR ALL

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Email enquiries@bolsover.gov.uk **Web** www.bolsover.gov.uk
Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



SAFETY COMMITTEE

AGENDA

Thursday 30th April 2015 at 1000 hours in Meeting Room 4, The Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	<u>Apologies</u> To receive apologies for absence, if any.	
2.	<u>Urgent Items</u> 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.	<u>Declarations of Interest</u> 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 9 th February 2015.	3 to 8
5.	Sickness Absence/Occupational Health Statistics January 2015 to March 2014.	9 to 13
6.	Accident and Stress Statistics January 2015 to March 2014.	14 to 24
7.	Health and Safety Report.	25 to 31
8.	PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>	
9.	Environmental Issues at the Arc.	32 to 36

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 9th February 2014 at 1000 hours.

PRESENT:-

Members:-

Councillor D. McGregor in the Chair

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

UNITE:-

No Representatives present.

UNISON:-

K. Shillitto and A. Brownsword.

Officers:-

P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), R. Hutchinson (Health and Safety Support Officer), L. Hickin (Assistant Director of Leisure), P. Campbell (Head of Housing), T. Robinson (Property and Estates Manager) and A. Bluff (Governance Officer).

0788. APOLOGIES

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

The Chair welcomed Rebecca Hutchinson to the meeting who was the newly appointed Health and Safety Support Officer.

0789. URGENT ITEMS

There were no urgent items of business to consider.

0790. DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAFETY COMMITTEE

0791. MINUTES – 10TH NOVEMBER 2014

Moved by Councillor D. McGregor and seconded by Councillor H.J. Gilmour.

RESOLVED that the Minutes of a Safety Committee meeting held on 10th November 2014 be approved as a true record.

0792. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER 2014 TO DECEMBER 2014

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

The sickness absence outturn figure for the third quarter of 2014 was 2.75 days per Full Time Employee (FTE) against a target set of 2.12 days. The outturn figure for the same quarter in 2013 was 2.21 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 third quarter of 2014 with comparisons for 2013 was as follows;

	October to December 2013	October to December 2014
Rehabilitated	5	2
Continuing	5	5
Ill Health	0	0

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

	October to December 2013 Days Lost	October to December 2014 Days Lost
Musc/Skeletal	202.5	267
Stress	142.5	235
Infection	139	108
Total Days Lost	484	610

A Member queried if CAN Ranger and Environmental Health staff automatically received the Hepatitis B immunisation as they would be included in the 'at risk' group. The Assistant Director – Human Resources replied that all staff in the 'at risk' group were monitored and offered the immunisation but were not obliged to accept it.

SAFETY COMMITTEE

A discussion took place regarding the absenteeism figures for stress.

In response to a Members query, the Assistant Director – Human Resources advised the meeting that procedures were followed for any member of staff identified with job related stress and specific actions were taken to make sure that the person was supported, including an occupation health professional's advice being sought for that member of staff.

It was acknowledged that a cause of stress could be a combination of work and 'none' work related issues. If the cause of stress was 'none' work related, an occupational health professional's advice would still be offered to staff.

A further query was raised as to whether muscular / skeletal sickness was identified as being work related. The Assistant Director – Human Resources confirmed that in these cases a member of staff would still be referred to occupational health and at the return to work interview stage a manager would identify any adjustments that needed to be made in relation to work carried out by that staff member.

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

0793. 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:

Staff working late at the Arc

At previous meetings, concern had been raised regarding issues where staff and Members working late at the Arc had been stuck in the building due to the internal doors automatically locking at a certain time and also that there was no system in place to check if people were still in the building in the event of a fire. The Health and Safety Officer advised the meeting that one option was that when staff left the building they either informed the cleaners on their floor, or the Caretaker. Other options were also being considered and a report would be presented to the next meeting with proposals on the best way forward.

Health and Safety inspections (in respect of those buildings owned by the Council but rented out to private businesses)

The Health and Safety Officer advised the meeting that no response had been received from the two follow up letters sent to the occupiers of Oxcroft Lane Depot requesting confirmation of any fire safety evacuation procedures they had in place. The letters had advised the occupiers that the Fire Authority would be made aware if no confirmation was received. The Health and Safety Officer reaffirmed that if the occupiers did not carry out fire safety checks any legal issues arising would be with the Fire Authority and not the Council.

SAFETY COMMITTEE

A discussion took place.

The Head of Housing suggested that this issue be raised at the Asset Management meeting which would take place on Thursday 12th February.

Environmental Issues at the Arc

No update was available at the meeting.

Employee Protection Register

Members were advised that two further names had been added to the Employee Protection Register since the last meeting. This brought the total number of names on the Register to 28. No names had been removed from the Register since the last meeting. In relation to moving the Employee Protection Register to an electronic system, an amendment had been necessary to the violence at work incident reporting form before the system went live.

Health and Safety Action Plan Update

All key targets had now been met with exception to the SHE system training which would be completed by the end of April.

Workplace Inspections

Workplace inspections at Riverside Depot, Creswell Leisure Centre and Frederick Gent had been arranged.

Health and Safety Training

Although there had been a delay to the roll out of the electronic system regarding the Employee Protection Register, training would still be carried out during February in two tranches; one for Managers and one for staff.

All Fire Awareness training would be completed by the end of the financial year.

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

(Health and Safety Advisor)

0794. ACCIDENT AND STRESS STATISTICS – OCTOBER 2014 TO DECEMBER 2014

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

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

SAFETY COMMITTEE

The main causes of employee accidents were slips, trips and falls (34%) and struck by a moving object (33%).

The main causes of public accidents were strike against a fixed object (50%), slips, trips and falls (33%) and sporting activities (17%). Committee were asked to note that accidents relating to sporting activities were not due to any defects in apparatus or lack of supervision on site. The Assistant Director of Leisure noted that for comparison purposes 10,000 attendances were recorded at Leisure Centres each month.

A short discussion took place.

The Health and Safety Officer stated that he was confident that all accidents were recorded.

Risk perception training would also be carried out and this would be mainly in relation to manual handling technique, e.g., refuse bins with regard to their weight and grassed areas in relation to slipping.

In response to a Member's query, the Health and Safety Adviser informed the meeting that accidents which involved a claim would be entered onto the system once health and safety were notified of a claim and not necessarily at the time of the accident.

Key points identified:

Though the overall number of accidents occurring had fallen there had 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 had increased from the same period last year, however, the yearly overall figure to the end of the 3rd Quarter had decreased by 62%.

There had been a slight reduction in the number of employee accidents recorded from the same period last year, whilst the level of public accidents had slightly risen. The rise in public accidents may be due to improved accident reporting systems introduced from the start of the 4th Quarter last year and as such a true comparison of performance may not be possible until the 4th Quarter figures are received.

All employee accidents occurring in the quarter involved staff working for either Street Scene or Housing Services which was in line with expectations as these are the two highest risk areas the Authority operated in.

The main route cause of employee accidents was lack of risk perception which accounted for 78% of accidents. The only other causes were individual physical capabilities (11%) and Organisational Inadequate Maintenance Systems (11%).

There were four main route causes of public accidents which were a lack of risk perception (46%), Organisational Inadequate Maintenance Systems (23%), Individual behaviour capabilities (16%) and 3rd Party Influence(15%).

SAFETY COMMITTEE

Key Performance Indicators

The accident incident rate (AIR) was 818 as at 31st December 2014, compared to 613 at 31st October 2014 (a rise of 205).

The accident frequency rate (AFR) was 0.44 as at 31st December 2014 an increase from 0.33 as at the end of October 2014.

Stress Related Illness

The Health and Safety Adviser noted that a lot of work had been carried out on stress management in the workplace which had included training for all managers on identification of stress and the management processes for dealing with it.

A Unison representative queried the figure stated in the report of 128 days lost due to stress related illness, which did not correspond with the figure in the Assistant Head of Human Resources report, which stated 235 days lost. The Health and Safety Adviser replied that the figure of 128 days had been collated from staff stating that stress was an issue but this figure would be reviewed for future statistics to ensure all stress related incidents were taken into account.

Occupational health

A short discussion took place as to whether a survey with staff should be carried out regarding their experience of occupational health to measure the quality of the service.

Recorded accidents since the last meeting

Committee considered a list of recorded accidents since the last meeting.

It was noted that Streetscene operatives who carried out tree cutting works would in future wear full Perspex screen masks in replace of safety goggles, which were usually worn.

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

The meeting concluded at 1130 hours.

Bolsover District Council**Safety Committee**

Sickness Absence/Occupational Health Statistics 2014/15

Report of the Joint Assistant Director Human Resources

This report is public.

Purpose of the Report

To provide Sickness Absence/Occupational Health Statistics 2014/15 for the Committee to consider.

1 Report Details**1. Sickness Absence/Occupational Health Referral Statistics 2013/14 and 2014/15.**

- 1.1 The sickness absence outturn for 2014/15 are shown below, with comparisons for 2013/14:

Target 2014/15	Out turn 2013/14	Out turn 2014/15
8.5 days	9.10 days	9.20 days

A breakdown of these figures for 2014/15 by Department, and by long term/short term sickness absence, is attached for information.

- 1.2 The outcome of occupational health referrals 2014/15, with comparisons for 2013/14 is shown below:

	2013/14	2014/15
Rehabilitation	38	39
Ill Health Retirement	-	0
Dismissed/Capability	1	0
Outstanding	2	2
Retired	1	0
TOTAL	42	41

1.3 The top three causes of sickness absence for 2013/14 and 2014/15 are as follows:

2013/14		2014/15	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	878	Musc/Skeletal	789.5
Stress	698	Stress	540
Back/Neck	471	Infections	344
TOTAL	2047	TOTAL	1673.5

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

Reasons for Long Term Sickness Absence 2014/15	
Reason for Absence	No. of Employees Citing this Reason
Stress/Depression	8
Neurological	4
Muscular/Skeletal	18
Back/Neck	3
Other	3
Genito/Gynae	3
Heart/BP/Circulation	1
Infections	1

There have been 8 employees undergoing counselling during this period.

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

Is the decision a Key Decision? (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
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
N/A	
Background Papers (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
Linda Charity	2496

BVPI12 -2014/15 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 12 MONTHS	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	5.00	63.50	12.70	63.50	0.00	12.70	0.00
	5.00	63.50	12.70	63.50	0.00	12.70	0.00
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	6.79	185.00	27.25	162.00	23.00	23.86	3.39
DEMOCRATIC	6.76	58.00	8.58	0.00	58.00	0.00	8.58
PARTNERSHIP TEAM	5.00	18.00	3.60	0.00	18.00	0.00	3.60
ECONOMIC GROWTH_HOUSING STRATEGY	4.30	47.50	11.05	19.50	28.00	4.53	6.51
PLANNING	15.20	50.50	3.32	8.00	42.50	0.53	2.80
	38.05	359.00	9.43	189.50	169.50	4.98	4.45
OPERATIONS DIRECTORATE							
FINANCE	9.02	105.00	11.64	78.00	27.00	8.65	2.99
PROPERTY/ESTATES	18.60	297.00	15.97	245.00	52.00	13.17	2.80
REVENUES	36.30	332.50	9.16	203.50	129.00	5.61	3.55
COMMUNITY SAFETY	10.25	12.00	1.17	0.00	12.00	0.00	1.17
STREET SERVICES	77.55	669.50	8.63	401.00	268.50	5.17	3.46
HOUSING (REPAIRS AND MANAGEMENT)	121.53	1286.00	10.58	921.00	365.00	7.58	3.00
	273.25	2702.00	9.89	1848.50	853.50	6.76	3.12
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	8.35	22.50	2.69	0.00	22.50	0.00	2.69
HUMAN RESOURCES AND PAYROLL	6.80	150.00	22.06	148.00	2.00	21.76	0.29
CUSTOMER SERVICE	25.13	254.50	10.13	142.00	112.50	5.65	4.48
LEISURE	41.66	110.50	2.65	53.00	57.50	1.27	1.38
	81.94	537.50	6.56	343.00	194.50	4.19	2.37
GRAND TOTAL	398.24	3662.00	9.20	2444.50	1217.50	6.14	3.06
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Legal includes Land Charges							
Planning includes Housing Strategy							
Senior Managers Group includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

BVPI12 - APRIL 2013 TO MARCH 2014 OUT-TURN LONG TERM/SHORT TERM SPLIT							
DEPARTMENT	AVERAGE EMPLOYEES 12 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	3.25	25	7.69	0	25	0	7.69
	3.25	25	7.69	0	25	0	7.69
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	8.99	16	1.780	0	16	0.000	1.780
DEMOCRATIC	8.29	28.5	3.438	0	28.5	0.000	3.438
PARTNERSHIP TEAM	5.50	28.5	5.182	28.5	0	5.182	0.000
ECONOMIC GROWTH_ HOUSING STRATEGY PLANNING	2.40	28	11.667	0	28	0.000	11.667
	18.35	17	0.926	0	17	0.000	0.926
	43.53	118	2.711	28.5	89.5	0.655	2.056
OPERATIONS DIRECTORATE							
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
FINANCE	9.52	54	5.672	35	19	3.676	1.996
PROPERTY/ESTATES	21.49	157	7.306	92	65	4.281	3.025
REVENUES	37.95	189	4.980	81	108	2.134	2.846
COMMUNITY SAFETY	10.38	13	1.252	0	13	0.000	1.252
STREET SERVICES	78.05	973	12.466	689.5	283.5	8.834	3.632
HOUSING (REPAIRS AND MANAGEMENT)	115.00	1494	12.991	1100	394	9.565	3.426
	275.20	2880	10.465	1997.5	882.5	7.258	3.207
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	7.85	13.5	1.720	0	13.5	0.000	1.720
HUMAN RESOURCES AND PAYROLL	7.00	19	2.714	0	19	0.000	2.714
CUSTOMER SERVICE	25.04	540.5	21.585	437	103.5	17.452	4.133
LEISURE	41.54	76	1.830	0	76	0.000	1.830
	81.43	649	7.970	437	212	5.367	2.603
GRAND TOTAL	403.41	3672.00	9.10	2463.00	1209.00	6.105	2.997
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Legal includes Land Charges							
Planning includes Housing Strategy							
Senior Managers Group includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

Bolsover District Council

Safety Committee

Date of meeting: 28th April 2015

Accident and Stress Statistics Report
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Report of the Health and Safety Advisor

This report is public

Purpose of the Report

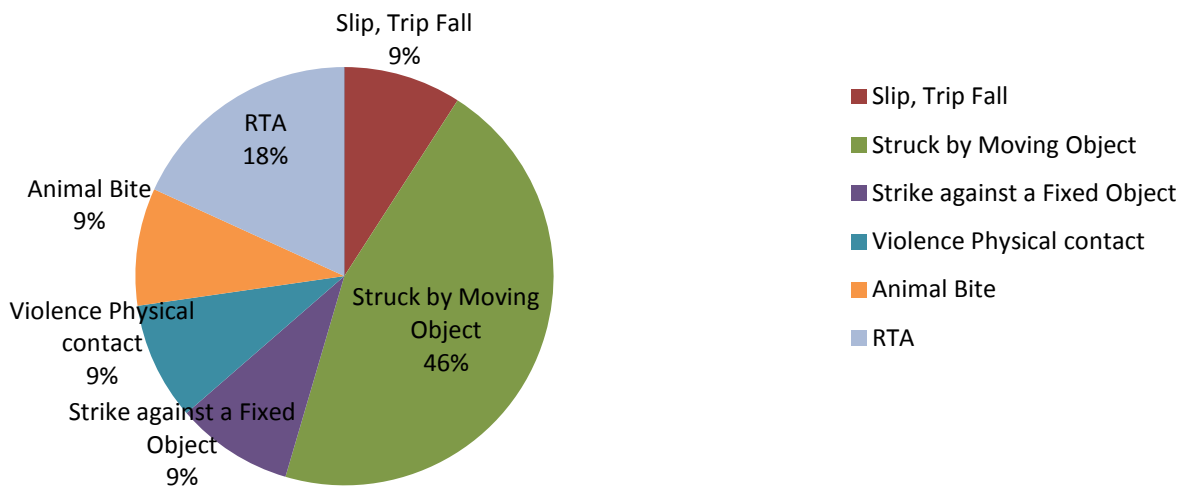
- To provide an update on the authorities accident and stress management performance over the last quarter.
- To allow comparison of current accident / stress management performance against historical data to demonstrate whether effective continual improvement is being achieved.
- To review key accident 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

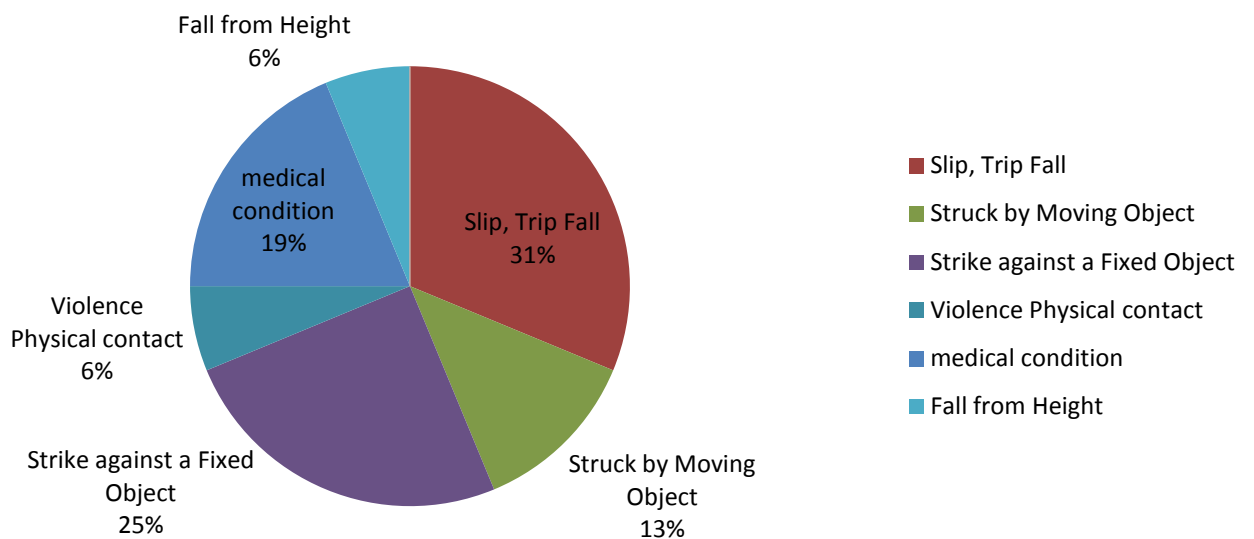
1.1.1 Accident Type

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	1	5	1	1	0	0	0	0	0	0	1	2	11
Public	0	5	2	4	1	0	3	0	0	0	1	0	0	16

Employee 4th Quarter Accident Type Breakdown



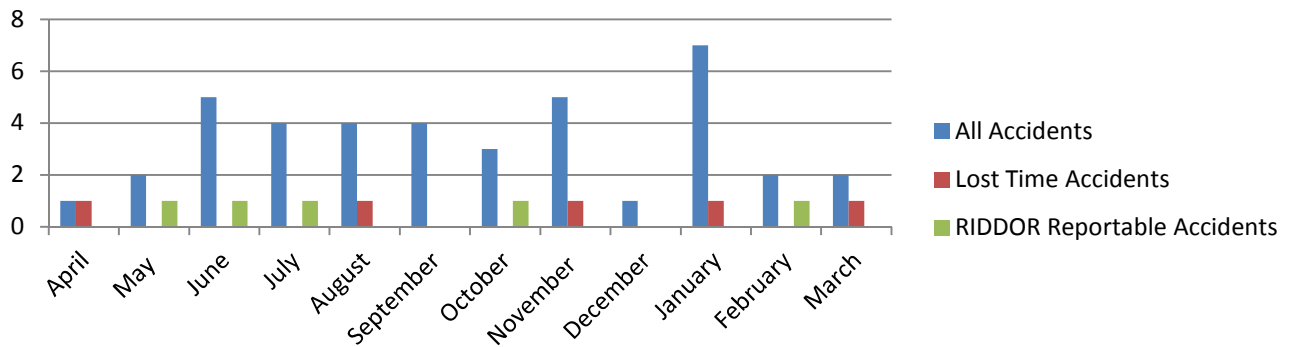
Public 4th Quarter Accident Type Breakdown



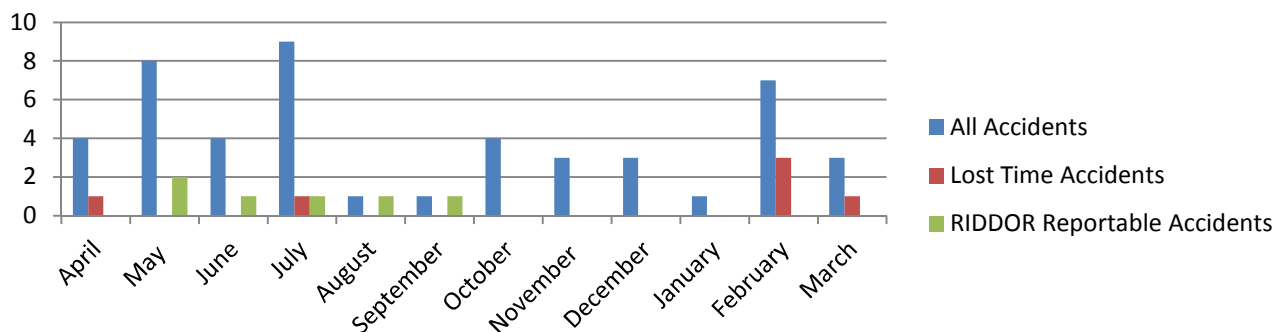
1.1.2 Accident Category Totals

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	2	1	0	1	0	0
February	2	0	1	7	3	0
March	7	1	0	3	1	0
1 st Quarter	8	1	2	16	1	3
2 nd Quarter	12	1	1	11	1	3
3 rd Quarter	9	1	1	10	0	0
4 th Quarter	11	2	1	11	4	0
TOTALS	40	5	5	48	6	6

2014/2015 ACCIDENT CATEGORY BREAKDOWN

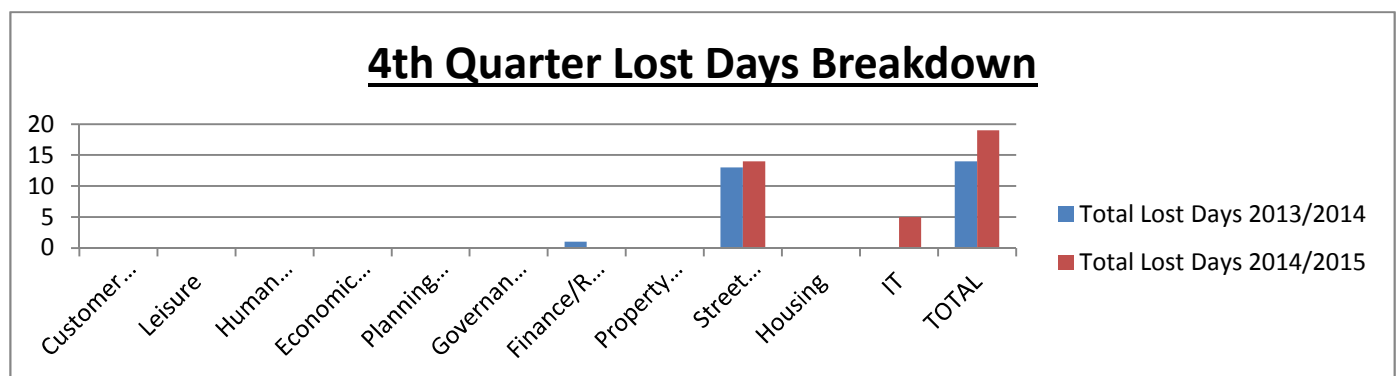
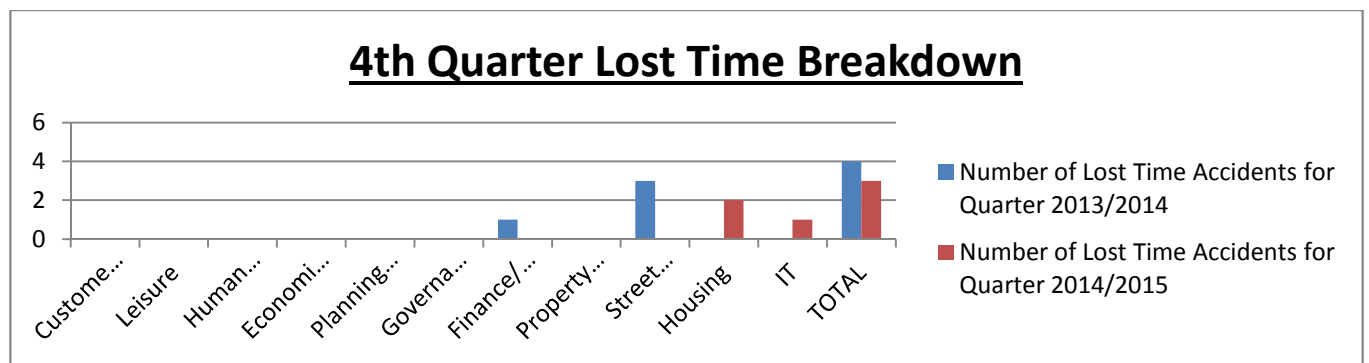


2013/2014 ACCIDENT CATEGORY BREAKDOWN



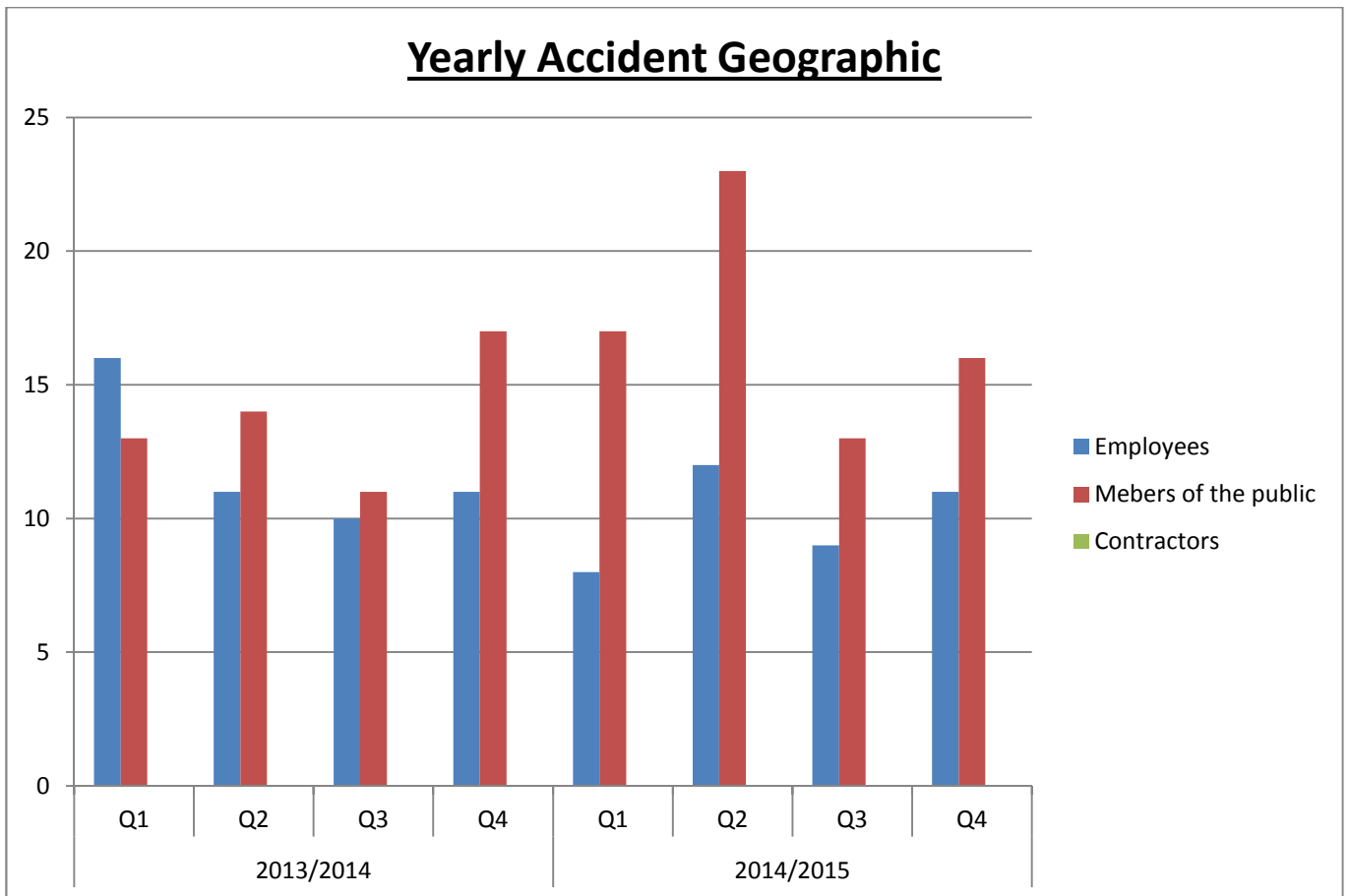
1.1.3 Accident Lost Days

	Lost Days for 4 th Quarter 2014/2015	Total Lost Days 2014/2015	Lost Days for 4 th 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			1	
Property & Estates				
Street Scene	14	98	13	13
Housing		48		345
IT	5	5		
TOTAL	19	151	14	345



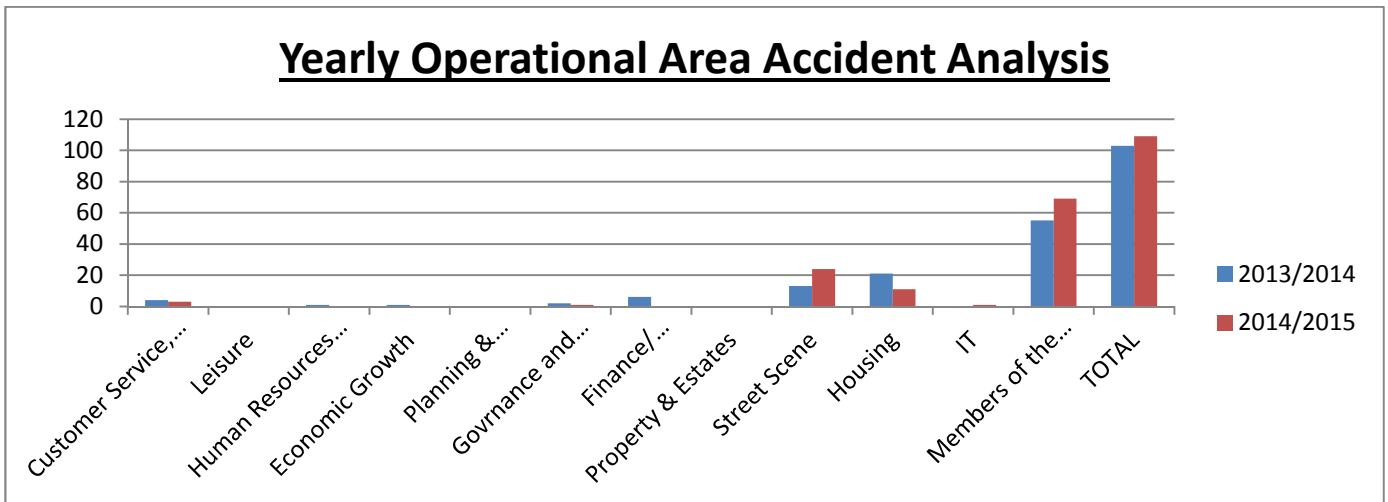
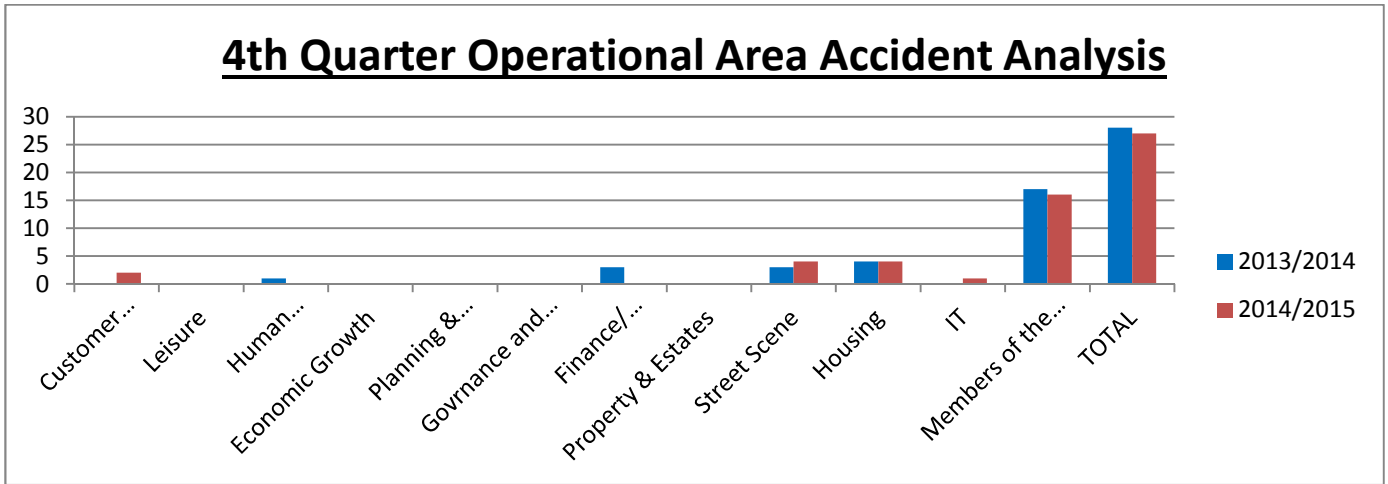
1.1.4 Accident Geographic

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	12	0	4	1	0
November	5	1	0	3	10	0
December	1	0	0	3	0	0
January	7	9	0	1	6	0
February	2	4	0	7	3	0
March	2	3	0	3	8	0
1 st Quarter	8	17	0	16	13	0
2 nd Quarter	12	23	0	11	14	0
3 rd Quarter	9	13	0	10	11	0
4 th Quarter	11	16	0	11	17	0
TOTALS	40	69	0	48	55	0



1.1.4 Operational Area Accidents

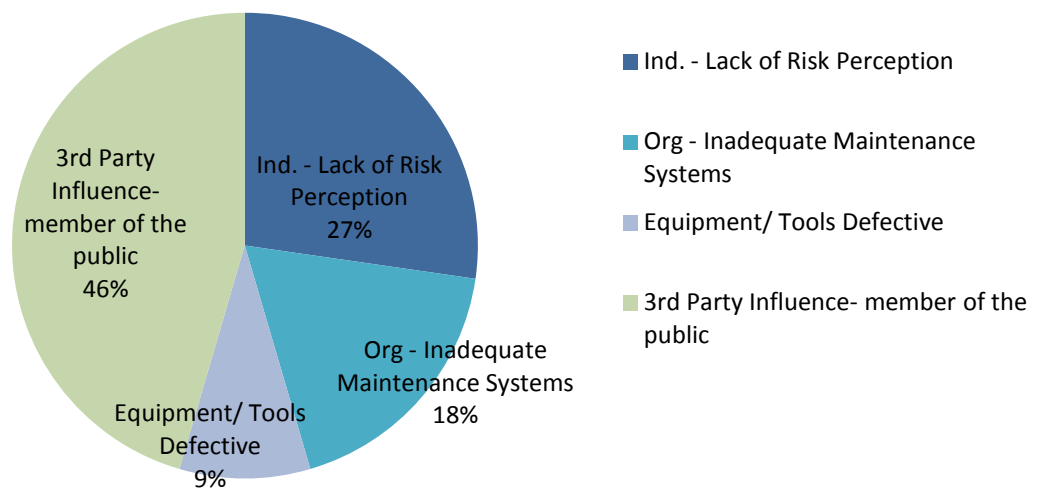
	4th Quarter Accidents Totals 2013/2014	Yearly Accidents Totals 2013/2014	4th Quarter Accidents Totals 2014/2015	Yearly Accidents Totals 2014/2015
Customer Service & Improvement		4	2	3
Leisure				
Human Resources & Payroll	1	1		
Economic Growth		1		
Planning & Environmental Health				
Governance and Monitoring		2		1
Finance/ Revenues & Benefits	3	6		
Property & Estates				
Street Scene	3	13	4	24
Housing	4	21	4	11
IT			1	1
Members of the Public (Leisure)	17	55	16	69
TOTAL	21	103	27	109



1.1.5 Incident Root Cause

EMPLOYEE ROOT CAUSE CATEGORIES	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Cause Totals
Ind. - Lack of Risk Perception	3	8	7	3	21
Ind. - Physical Capability	0	1	1	0	2
Ind.- Behavioural Capabilities	5	0	0	0	5
Ind. Poor Housekeeping Standards	0	1	0	0	1
Ind. -PPE Supplied not Used	0	0	0	0	0
Org - Inadequate Risk Control Selection	0	0	0	0	0
Org - Inadequate Operational Methods	0	0	0	0	0
Org - Systems of Work	0	0	0	0	0
Org - Inadequate Training	0	1	0	0	1
Org - Absence of adequate Rules	0	0	0	0	0
Org - Inadequate Maintenance Systems	0	0	1	2	3
Org - Inadequate House Keeping	0	0	0	0	0
Equipment/ Tools Defective	0	0	0	1	0
Equipment/ Poor Design	0	0	0	0	0
3rd Party Influence- member of the public	0	1	0	5	6
Quarterly Totals	8	12	9	11	40

4th Quarter Employee Root Cause Breakdown



1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were strikes by moving objects (46%) and RTA accidents (18%). The other types of accidents which occurred were slip, trip and falls, animal bites, physical violence and strikes against fixed objects which all accounted for (9%).
- The main types of public accident recorded were slips, trips and falls (31%), strikes against fixed objects (25%), medical conditions (19%) and strikes by moving objects (13%).
- The number of lost time incidents recorded in the quarter has fallen from the same period last year and this has contributed to yearly totals which show reductions in all categories of accidents
- 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 4th Quarter has seen a reductions from 345 days lost to 151.
- The number employee accidents recorded in the quarter is at the same level as it was last year which has resulted in a yearly total which is significantly less than the previous year's figures. Public accidents though slightly down in the quarter have increased significant from last year's figures. This however may be due to the introduction of better reporting system being in place for public accidents.
- Street Scene and Hosing Services remain the sections with the highest number of accidents occurring in the quarter however this is very much in line with the risk profile of these sections.
- The main route cause of employee accidents were 3rd Party Influence which accounted for (46%) of accidents, lack of risk perception (27%) and inadequate maintenance systems (18%).

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

AIR = $\frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Employees for Period}}$

$$= \frac{5 \times 100,000}{489}$$

$$= 1022 \text{ (As at 31st March 2015 up from 818 at end of 3rd Quarter)}$$

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

$$= \frac{5 \times 100,000}{37 \times 50 \times 489}$$

$$= \frac{500,000}{904650}$$

$$= 0,55 \text{ (As at 31st March 2015 up from 0.44 at end of 3rd Quarter)}$$

Hours since Last Reportable Accident

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

$$= (5.29 \times 489) \times 31$$

$$= 80,191 \text{ Hours (as at 31st March 2015)}$$

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. 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

Is the decision a Key Decision? (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
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
	Not applicable for this report
Background Papers (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

Report Reference –

Bolsover District Council

Safety Committee

Date of meeting: 28th April 2015

<p>Health and Safety Report</p>
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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

There were no specific actions from meeting on 8th February 2015.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period three (3) names have been added to the employee protection register with two (2) names removed. As a result of this exercise, the total number of addresses now held on the register is twenty seven (27).

The new electronic version of the Employee Protection Register System was launched on the 2nd April 2015.

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 2014 to March 2015).

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	Existing Risk Assessment entered as attachments onto SHE System	31/03/15	Completed
	Existing Method Statements to entered as attachments onto 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
COMMENTS			
<ul style="list-style-type: none"> The only actions outstanding from last year's Health and Safety Plan is the SHE Accident Software System training which was put back to May 2015 at the request of operational areas but is prepared and ready for delivery. 			

1.2.3 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
CORPORATE						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	14/01/15	July 2015	05/02/15	Awaiting close out Notification	OK
Unit A3 Mill 1, Pleasley Mills	Director of Governance & Monitoring Officer	19/02/15	August 2015	26/02/15	10/04/15	OK
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	05/11/14	May 15	N/A	N/A	OK
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	14/01/15	July 2015	05/02/15	Awaiting close out Notification	OK
Frederick Gents	Joint Assistant Director of Leisure	21/05/14	February 15	N/A	N/A	WPI Overdue
Creswell Leisure Centre		6/02/15	August 15	13/02/15	31/03/2014	OK
Greaseworks, Pleasley Vale (PVOAC)		27/05/14	February 15	N/A	30/06/14	WPI Overdue
Boathouse, Pleasley Vale		27/05/14	February 15	06/06/14	30/06/14	WPI Overdue
Unit T, Pleasley Vale		27/05/14	February 15	06/06/14	30/06/14	WPI Overdue

Castle Leisure Park Pavilion, Carr Vale, Bolsover		6/02/15	August 15	13/02/15	31/03/2014	OK
Clune Street Pavilion, Clowne		6/02/15	August 15	13/02/15	31/03/2014	OK
Broadmeadows Sports Pavilion, South Normanton		6/02/15	August 15	13/02/15	31/03/2014	OK
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	29/05/14	22/05/15	11/06/14	05/09/14	ok
Bolsover Contact Centre		29/05/14	22/05/15	11/06/14	05/09/14	ok
Shirebrook Contact Centre		29/05/14	22/05/15	11/06/14	05/09/14	ok
South Normanton Contact Centre / Hub		29/05/14	22/05/15	11/06/14	05/09/14	ok
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	25/11/14	15/05/15	12/12/14	31/01/15	OK
Ashbourne Court, Shirebrook		25/11/14	15/05/15	12/12/14	31/01/15	OK
Jubilee Court, Pinxton		25/11/14	15/05/15	12/12/14	31/01/15	OK
Mill Lane, Whitwell		25/11/14	15/05/15	12/12/14	31/01/15	OK
Parkfields, Clowne		25/11/14	15/05/15	12/12/14	31/01/15	OK
Park View, Barlborough		25/11/14	15/05/15	12/12/14	31/01/15	OK
Queens Court, Creswell		25/11/14	15/05/15	12/12/14	31/01/15	OK
Valley View, Hillstown, Bolsover	Head of Housing	25/11/14	15/05/15	12/12/14	31/01/15	OK

Victoria House, Creswell	Services	25/11/14	15/05/15	12/12/14	31/01/15	OK
Woburn house, Blackwell		25/11/14	15/05/15	12/12/14	31/01/15	OK
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	17/03/15	September 2015	24/03/15	24/03/15	OK
Mill 2 - Pleasley Vale Mills		17/03/15	September 2015	24/03/15	24/03/15	OK
Mill 3 - Pleasley Vale Mills		17/03/15	September 2015	24/03/15	24/03/15	OK
Pleasley Vale Security Lodge		17/03/15	September 2015	24/03/15	24/03/15	OK
The Tangent, Shirebrook	Buildings and Contracts Manager	12/01/15	July 15	22/01/15	12/03/15	OK

1.2.4 Health and Safety Training

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

Outcomes			
Training Area	Staff Numbers Scheduled for Training in Period	Actual Staff Numbers Trained in Period	Comments
Manual Handling	30	30	
Fire Warden Training	34	34	
Fire Safety Awareness	30	30	
Risk Perception/ Hazard Spotting	30	30	
First Aid at Work	1	1	
First Aid at Work Refresher	6	6	
Emergency First Aid at Work	10	10	
Defibrillator	2	2	
Trainee Health & Safety Induction	6	6	

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

Is the decision a Key Decision? (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
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

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