

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.

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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.

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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.

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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.

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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%).

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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.