

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Meeting Room 4, The Arc, Clowne on Thursday 30th April 2015 at 1000 hours.

PRESENT:-

Members:-

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

UNITE:-

No representatives present.

UNISON:-

K. Shillitto and L. Hickin.

Officers:-

S. Gordon (HR & Payroll Operations Manager), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), P. Campbell (Head of Housing), T. Robinson (Property and Estates Manager) and A. Bluff (Governance Officer).

K. Shillitto in the Chair

1052. APOLOGIES

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

1053. URGENT ITEMS

There were no urgent items of business to consider.

1054. DECLARATIONS OF INTEREST

There were no declarations of interest made.

1055. MINUTES – 9th FEBRUARY 2015

It was noted that minute number 0792 from the meeting held on 9th February 2015 made reference to the Assistant Director HR and Payroll; this was incorrect and should have referred to the Human Resources Manager.

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Moved by Councillor H.J. Gilmour and seconded by Councillor K.F. Walker
RESOLVED that subject to the above amendment, the Minutes of a Safety Committee meeting held on 9th February 2015 be approved as a true record.

1056. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS JANUARY 2015 TO MARCH 2015

Committee considered a report of the Assistant Director – Human Resources in relation to sickness absence/occupational health statistics for the quarter period January 2015 to March 2015.

The sickness absence outturn figure for the fourth quarter was 9.10 days per Full Time Employee (FTE) against a target set of 8.5 days. The outturn figure for the same quarter in 2014 was 9.20 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 fourth quarter with comparisons for 2014 was as follows;

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

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

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

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A short discussion took place.

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

1057. ACCIDENT AND STRESS STATISTICS – JANUARY 2015 TO MARCH 2015

Committee considered a report of the Health and Safety Advisor in relation to accident and stress management performance for the period January 2015 to March 2015.

Accident Type

The total number of accidents for the quarter was 27. A breakdown of accident by type was provided in a table and graph format which included the split between employee and public accident.

The main cause of employee accidents recorded in the quarter was 'struck by a moving object' (46%) and RTA accidents (18%). Other types of accidents which occurred were slip, trip and falls (9%), animal bites (9%), physical violence (9%) and strikes against fixed objects (9%).

The main causes of public accidents recorded in the quarter was, 'slips, trips and falls' (31%) and strike against a fixed object (25%). The Health and Safety Advisor noted that these were very minor injuries and were mainly in relation to Leisure activities.

The total number of employee accidents during the twelve month period of 2014/15 was 40. Out of this 40, five were lost time accidents and five were RIDDOR reportable accidents. Comparable figures for the 2013/14 period were 48 accidents with 6 being lost time accidents and 6 RIDDOR reportable accidents.

The total number of public accidents during the twelve month period of 2014/15 was 69 compared to 55 in the 2013/14.

Accident Lost Days

The Health and Safety Advisor was currently monitoring lost time regarding supervisors late reporting of accidents to the HSE as some employees were not completing accident reporting forms until their return to work after sickness absence. If this occurred on a regular basis, the HSE could decide to carry out investigations. Training would be carried out with supervisors in relation to the reporting of accidents.

The total number of lost days due to accidents for the quarter was 19 compared to 14 in the same quarter of 2013/14. The total number of days lost for 2014/15 was 151 compared to 345 for 2013/14. The majority of days lost were from the Street Scene and Housing sections; 98 and 48 days respectively; Committee noted that this was due to the nature of work undertaken by operatives from these sections.

The Health and Safety Advisor noted that 'near miss' reporting would shortly be introduced to this report.

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Further to a query raised at the last meeting regarding the figure in the Health and Safety Advisor's report of 128 days lost due to stress related illness, which did not correspond with the figure in the Assistant Director of Human Resources report of 235 days lost, the Health and Safety Adviser advised that the disparity in the figures was due to the fact that the 128 figure only included days lost which were attributed to work related activities where the 235 figure covered all days lost to stress.

It was noted that the Anti Social Behaviour Act had recently been extended to include dangerous dogs in a private place. A Member queried whether any reported cases to the Council regarding this would need to be included on the Employee Protection Register. The Health and Safety Adviser replied that such incidents were already routinely included on the Register

A short discussion took place regarding the requirement for grounds maintenance operatives to wear safety protection helmets/visors and earplugs.

Accident Incident Rate

The SHE System Users Group was currently undertaking a benchmarking exercise where anonymous figures would be provided to allow comparison of the Authority's safety performance against those of neighbouring authorities.

A discussion took place regarding incidents of physical violence towards employees of the Council from customers. The Health and Safety Advisor reported that he was currently investigating the use of audio recording equipment for staff working out in the District which could relay incidents to a central point via a 2 way channel. The Head of Housing noted that there were some 'dead spots' in some areas of the District with regard to mobile phone use and he requested that this be taken into consideration when investigating the use of the audio equipment. The Health and Safety Advisor added that Lone Worker training and advice on how to report incidents would also be carried out with staff.

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

1058. HEALTH AND SAFETY REPORT

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

Employee Protection Register

Members were advised that three names had been added to the Employee Protection Register and two names removed since the last meeting. This now brought the total number of names included on the Register to 27.

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

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Members were advised that certain types of incidents were now risk defined and could only stay on the Register for certain periods of time, for example, if there was no evidence of further incidents in a certain period of time. The Council also had a duty to write to the people whose names were included on the Register but in some cases, the police had requested that this not be done as it could compromise an investigation.

Health and Safety Action Plan Update

Actions outstanding from last year's Health and Safety Plan was the SHE Accident Software System training which had been put back to May 2015 at the request of operational areas. Refresher training on the SHE system would be carried out for Leisure staff.

Workplace Inspections

Some workplace inspections which had been overdue were now taking place with the rest planned in - this was mainly in relation to activity centres at Pleasley Vale.

Members' attention was drawn to an error in the report regarding the dates for inspections at Contact Centres and the Health and Safety Advisor confirmed that inspections were carried out every six months.

Health and Safety Training

The Health and Safety Advisor confirmed that all targets set for Health and Safety training were being met.

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

1059. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor K.F. Walker, seconded by Councillor K. Shillitto
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.

1060. ENVIRONMENTAL ISSUES AT THE ARC

A discussion took place regarding staff working late at the Arc and who they should report to when vacating the building after 7pm. It was agreed that this be an agenda item for the next meeting.

The Property and Estates Manager presented a report which provided an update to Committee regarding heating and lighting issues at the Arc.

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It was noted that DCC would soon be occupying the top floor of the Arc and the Property and Estates Manager confirmed that the Authority would then only be responsible for the lighting in the stairwells on the top floor. Further, if the Authority serviced fire extinguishers and fire alarms on the top floor, a recharge to DCC would be made.

A lengthy discussion took place regarding issues raised in relation to glare from lighting and also from sunlight through the windows. It was suggested that a film could be put over the windows in the areas affected on a trial basis.

Further to a question raised by a Member, the Property and Estates Manager confirmed that the report had taken into account staff moving from the top floor down to the first floor which would double the amount of staff on the first floor.

The HR & Payroll Operations Manager left the meeting at this point.

The Property and Estates Manager also confirmed that a separate report had been compiled in relation to heat issues in the cash desk area of the Arc and also the Contact Centres.

Four possible Options were provided in the report and it was agreed that Option One be explored further.

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

RESOLVED that Option 1 as outlined in the report be explored further with an update provided to the Safety Committee in the near future.

(Property and Estates Manager/Governance Manager)

The meeting concluded at 1135 hours.