

## SAFETY COMMITTEE

### AGENDA

**Monday 9<sup>th</sup> November 2015 at 1000 hours in Chamber Suites 1 and 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 20 <sup>th</sup> July 2015.	3 to 9
5.	Sickness Absence/Occupational Health Statistics July 2015 to September 2015.	10 to 14
6.	Accident Statistics July 2015 to September 2015.	15 to 25
7.	Health and Safety Report.	26 to 35
8.	<b>PART 2 – EXEMPT ITEMS</b> <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>	
9.	Environmental Issues at the Arc - verbal update from the Assistant Director – Property and Estates.	Verbal Update

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Meeting Room 4, The Arc, Clowne on Monday 20<sup>th</sup> July 2015 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors H.J. Gilmour, A. Joesbury, C. Moesby and B.R. Murray-Carr.

UNITE:-

No representatives present.

UNISON:-

K. Shillitto and J. Clayton.

Officers:-

S. Gordon (HR & Payroll Operations Manager), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), L. Hickin (Joint Assistant Director - Leisure) (from Minute during No. 0221), P. Campbell (Assistant Director – Community Safety and Head of Housing (BDC)) (from Minute No. 0221) and A. Bluff (Governance Officer).

### **0218. ELECTION OF CHAIR**

Moved by Councillor H.J. Gilmour, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that K. Shillitto (Unison) be elected Chair of the Union/Employee Consultation Committee for the ensuing year.

K. Shillitto in the Chair

### **0219. APPOINTMENT OF VICE CHAIR**

Moved by Councillor H.J. Gilmour, seconded by Councillor C.R. Moesby  
**RESOLVED** that Councillor B.R. Murray-Carr be appointed as Vice Chair of the Union/Employee Consultation Committee for the ensuing year.

### **0220. APOLOGIES**

Apologies for absence were received on behalf of Councillor R.J. Bowler, A. Grundy (Assistant Director HR and Payroll) and T. Robinson (Property and Estates Manager).

## SAFETY COMMITTEE

### 0221. URGENT ITEMS

There were no urgent items of business to consider.

### 0222. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### 0223. MINUTES – 30<sup>th</sup> APRIL 2015

Moved by Councillor H.J. Gilmour, seconded by Councillor B.R. Murray-Carr

**RESOLVED** that the minutes of a Safety Committee meeting held on 30<sup>th</sup> April 2015 be approved as a true record.

### 0224. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL 2015 TO JUNE 2015

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

The sickness absence outturn figure for April to June 2015 period was 1.35 days per Full Time Employee (FTE) against a target set of 8.5 days. The outturn figure for the same quarter in 2014 was 1.86 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 first quarter with comparisons for 2014 was as follows;

	April – June 2014	April to June 2015
Rehabilitated	14	1
<b>Total</b>	<b>14</b>	<b>1</b>

Members noted that both the outturn figure and the number of health referrals in the first quarter were a positive start to the year.

A short discussion took place.

The top three causes of sickness absence for the first quarter period with comparative data for the same period in 2014 were;

## SAFETY COMMITTEE

Cause	April – June 2014		April to June 2015	
	Days Lost		Days Lost	
Musc/Skeletal	214.5	Back/neck	103.5	
Stress	158		94.5	
Heart/circulation	101	Other	77	
<b>Total Days Lost</b>	<b>473.5</b>		<b>275</b>	

3 employees had undergone counselling during the period.

Stress related illness by Directorate;  
(stress related illness only covers stress/depression related illness);

Directorate	Number of working days lost April - June 2015
Operations	62 days
Transformation	32.5 days

The number of working days lost due to stress related illness for the same period in 2014 was 158 days.

A discussion took place in relation to stress.

A Unison representative noted that following blood pressure checks carried out by the Stroke Association's volunteers at the recent 'Strokes for Strokes' Awareness day held at the Arc, there had been a 30% referral rate to GP's. The Stroke Association reported that their usual rate was 16% referrals.

The Human Resources Manager noted that the yearly top three reasons for sickness absence was muscular/skeletal, heart/circulation and stress and these were areas that should be looked into further.

The HR & Payroll Operations Manager advised the meeting that 'Healthy Workplaces' was a DCC project which the Council could tap into and this would be looked at over the coming months. The Human Resources Manager added that other issues could also be raised from Occupational Health referral.

Councillor Murray-Carr noted that arrangements would be made to contact GP's to carry out targeted provision to check on people's health.

The Head of Housing stated that he would also like to see the Strokes for Stroke event held at the depot.

The Health and Safety Advisor noted that the month of October was European Health and Safety week and he would like to organise a number of activities at the depot which were both safety and health based.

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Further to a query raised by a Member, the HR & Payroll Operations Manager advised the meeting that although some stress awareness sessions had previously been cancelled at Bolsover due to a low take up, the running of some further sessions was being looked at. A Member suggested that these could be rolling sessions and stickers advertising them be placed on all doors in the building so people knew that they had somewhere to turn to instead of them having to find it.

The Joint Assistant Director – Leisure noted that a range of potential ideas would be brought forward. He added that as mental health could be a ‘touchy subject’, a level of knowledge and awareness was needed to spot the signs.

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

### **0225. ACCIDENT AND STRESS STATISTICS – APRIL 2015 TO JUNE 2015**

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

#### Accident Type

The total number of accidents for the quarter was 16. A breakdown of accident by type was provided in a table and graph format which included the split between employee accidents (8) and public accidents (8).

The main cause of employee accidents recorded in the quarter was ‘manual handling’ (67%). The delivery of accredited manual handling training/re-training for all staff remained a key priority. The main route cause of employee accidents remained a lack of risk perception and training regarding this would also be arranged. The Housing section recorded the highest number of accidents in the quarter, however, it was hoped that further training would turn the trend around.

The main causes of public accidents recorded in the quarter was, ‘slips, trips and falls’ (37%), ‘struck by a moving object’ (12%), ‘sporting activity’ (38%) and ‘contact with a sharp object’ (13%). The Assistant Director – Leisure noted that there were 20,000 attendees each quarter at Leisure Centres so the rate of accidents was still a very low figure in comparison.

#### Accident Lost Days

The total number of lost days due to accidents for the quarter was 60.5 compared to 76 in the same quarter of 2014/15.

#### Accident Incident Rate (AIR)

As at 30<sup>th</sup> June 2015, the accident incident rate figure was 996 down from 1022 at the end of the fourth quarter.

As reported at the last meeting, the SHE System Users Group was currently undertaking a benchmarking exercise where anonymous figures would be provided to

## **SAFETY COMMITTEE**

allow comparison of the Authority's safety performance against those of neighbouring authorities.

Further to a query raised by a Member, the Health and Safety Advisor noted that the SHE System licence was in the ownership of Bassetlaw District Council and it was hoped to acquire the benchmarking figures within the month. Bolsover was also part of the East Midlands Group and further benchmarking figures would be available.

The Health and Safety Advisor reported that a tendering process was being undertaken for manual handling and lone worker training which would be delivered in October and September respectively.

### Near Miss/Learning Events

There had been two near miss incidents reported in the quarter and details of these were provided in the report.

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

## **0226. 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 one name had been added to the Employee Protection Register and four names were currently being reviewed for potential removal. If the four were cleared for removal, this would bring the total number of names included on the Register to 24.

### Health and Safety Action Plan Update

A table included in the report provided information in relation to the key health and safety actions planned for the forthcoming year.

### Workplace Inspections

With regard to Frederick Gent School the work place inspection related to the sports facilities only and the inspection would be carried out within the following two weeks from the date of this meeting.

Inspections at Pleasley Vale Activity Centre would be carried out within a month from the date of this meeting.

A Unison representative noted that inspections at Pleasley Vale had been outstanding since February 2015. The Health and Safety Advisor replied that with regard to the Boathouse, lengthy checks were carried out by the Outdoor Activity Licensing Board and the decision for workplace inspections to be undertaken by the Health and Safety

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Advisors were based on a risk nature only. The Assistant Director – Leisure added that Leisure staff carried out inspections on a daily basis and as their safety systems were robust, which had been demonstrated for over 10 years, Leisure had attained a 3 year outdoor licence which meant that inspections were only carried out every 3 years by the Licensing Board.

The Health and Safety Advisor further added that from January 2015, Health and Safety became a joint service with North East Derbyshire District Council and an extra member of staff employed. Once the member of staff was trained, this would alleviate any delays with inspections.

### Health and Safety Training

A table included in the report provided information in relation to planned health and safety training for the forthcoming year.

The HR & Payroll Operations Manager noted that learning and development budgets were currently being looked at.

### Near Miss/Learning Events

As reported in the Accident and Stress Statistics Report detailed above.

Moved by Councillor H.J. Gilmour, seconded by K. Shillitto  
**RESOLVED** that the report be noted.

## **0227. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved and seconded

**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.

## **0228. ENVIRONMENTAL ISSUES AT THE ARC**

A brief update report had been provided in the agenda which stated that due to the relocation of staff from the top floor to the first floor, the Assistant Director - Property and Estates would address any issues when all staff were in their final positions and specific concerns were known. Existing concerns may still be relevant but could change due to staff being relocated.

A Member queried an update in relation to staff working late at the Arc as agreed at the last meeting. The Health and Safety Advisor noted that something could possibly be put in place when the site was developed for the swimming baths, e.g., a reception area.

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With regard to lighting issues and glare from sunlight on the windows at the back of the building, which were south facing, the Health and Safety Advisor stated that he would like to go forward with using 3M foil on the windows. He also added that theatrical gel had been used on the lights to help dim them but this had not resolved the issue and further support from Property and Estates would be needed.

A Unison representative noted that lighting issues had also been raised with the Chief Executive Officer and the Assistant Director - Property and Estates in a meeting held with Unison representatives. Unison had been advised that individual issues would be picked up by the Assistant Director - Property and Estates.

It was suggested that some staff on the first floor could carry out their role working from home. A Unison representative noted that investment in technology would be needed to enable staff to work from home and the HR & Payroll Operations Manager added that discussions with management would also be required.

A lengthy discussion took place.

A separate report would be compiled in relation to heating issues around the cash desk and contact centre area.

The Health and Safety Committee were concerned regarding the issues raised and would like a resolution where it is comfortable and fair for everyone.

Moved and seconded

**RESOLVED** that the report be noted.

The meeting concluded at 1545 hours.



**Bolsover District Council****Safety Committee**

Sickness Absence/Occupational Health Statistics July 2015 to September 2015

**Report of the Joint Assistant Director Human Resources**

This report is public.

**Purpose of the Report**

To provide Sickness Absence/Occupational Health Statistics for July 2015 to September 2015 for the Committee to consider.

**1 Report Details****1.1 Sickness Absence/Occupational Health Statistics July 2015 to September 2015 with comparative data for the same period of 2014.**

The sickness absence outturn for July to September 2015 is shown below, with comparisons for the same period of 2014:

<b>Target 2015/16</b>	<b>Out turn July to September 2014</b>	<b>Out turn July to September 2015</b>
8.5 days	2.48 days per FTE	1.49 days per FTE

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

**1.2 The outcome of occupational health appointments July to September 2015, with comparisons for the same period of 2014 is shown below:**

	<b>July to September 2014</b>	<b>July to September 2015</b>
Rehabilitated	10	0
Continuing	7	1
<b>TOTAL</b>	<b>17</b>	<b>1</b>

**1.3 The top three causes of sickness absence for July to September 2015 with comparative data for the same period of 2014 are as follows:**

<b>July to September 2014</b>		<b>July to September 2015</b>	
<b>Cause</b>	<b>Days Lost</b>	<b>Cause</b>	<b>Days Lost</b>
Muscular/Skeletal	275	Stress/Depression	180
Stress/Depression	144	Muscular/Skeletal	119

Back/Neck	118	Other	69.5
<b>TOTAL</b>	<b>537</b>	<b>TOTAL</b>	<b>368.5</b>

1.4 A breakdown of the reasons for all long term sickness absence for July to September 2015 with comparative data for the same period of 2014 is as follows:

<b>Reasons for Long Term Sickness Absence July to September 2015</b>		
<b>Reason for Absence</b>	<b>No. of Employees Citing this Reason July to September 2014</b>	<b>No. of Employees Citing this Reason July to September 2015</b>
Chest /Respiratory	1	0
Back/Neck	2	1
Muscular/Skeletal	7	3
Stress/Depression	1	3
Infection	1	0
Genito/Gynaecological	1	0
Neurological	1	0
Heart/BP/Circulation	1	0
Other	2	0
<b>TOTAL</b>	<b>17</b>	<b>7</b>

There have been 5 employees undergoing counselling during this period.

## 2. **Stress Related Illness by Directorate July to September 2015**

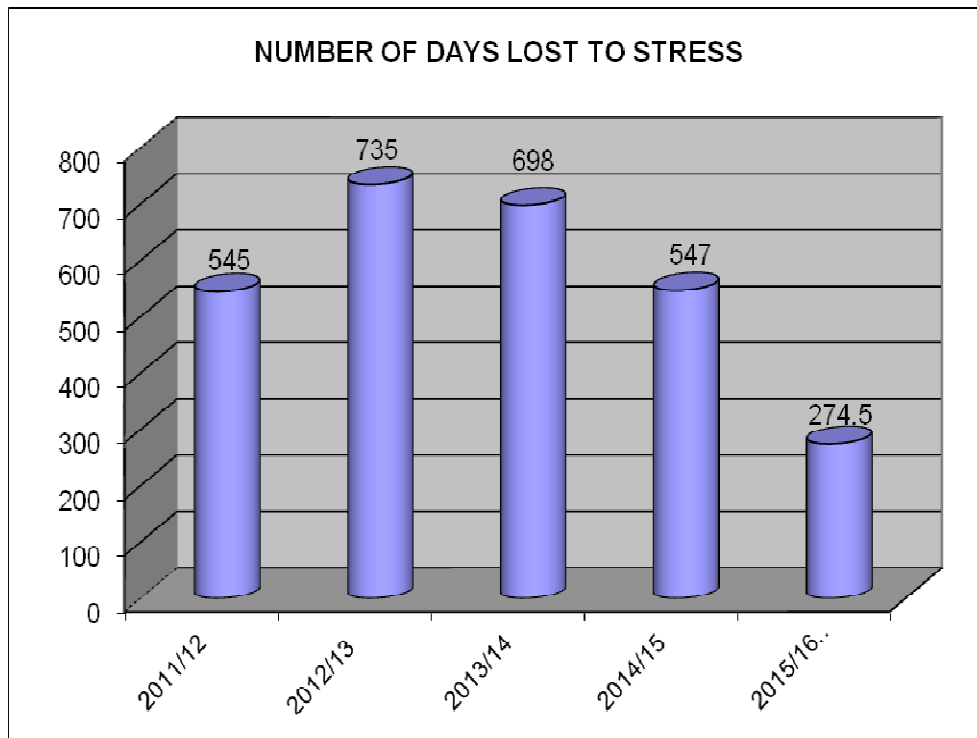
<b>NO OF WORKING DAYS LOST*</b>
<b>OPERATIONS</b>
106 days
<b>TRANSFORMATION</b>
49 days
<b>GROWTH</b>
25 days

**NB Stress related illness only covers Stress/Depression related illness.**

**\* Employee numbers removed to avoid employee identification.**

**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS = 180**  
**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS SAME PERIOD IN 2014 = 144**

An analysis of days lost due to stress related absence is as follows:



**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 two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 Document Information

<b>Appendix No</b>	<b>Title</b>
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)	
<b>Report Author</b>	<b>Contact Number</b>
Linda Charity	2496

Report Reference –

## BVPI12 - JULY TO SEPTEMBER 2015 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 9 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
STRATEGIC ALLIANCE	5.00	29.00	5.80	29.00	0.00	5.80	0.00
	<b>5.00</b>	<b>29.00</b>	<b>5.80</b>	<b>29.00</b>	<b>0.00</b>	<b>5.80</b>	<b>0.00</b>
<b>GROWTH DIRECTORATE</b>							
LEGAL AND LAND CHARGES	6.79	13.00	1.91	0.00	13.00	0.00	1.91
DEMOCRATIC	7.01	57.00	8.13	53.00	4.00	7.56	0.57
PARTNERSHIP TEAM	5.00	1.00	0.20	0.00	1.00	0.00	0.20
ECONOMIC GROWTH_ HOUSING STRATEGY	4.90	31.00	6.33	25.00	6.00	5.10	1.22
PLANNING	15.80	6.00	0.38	0.00	6.00	0.00	0.38
	<b>39.50</b>	<b>108.00</b>	<b>2.73</b>	<b>78.00</b>	<b>30.00</b>	<b>1.97</b>	<b>0.76</b>
<b>OPERATIONS DIRECTORATE</b>							
FINANCE	8.52	0.00	0.00	0.00	0.00	0.00	0.00
PROPERTY/ESTATES	17.17	26.00	1.51	0.00	26.00	0.00	1.51
REVENUES	37.36	94.00	2.52	66.00	28.00	1.77	0.75
COMMUNITY SAFETY	11.25	1.00	0.09	0.00	1.00	0.00	0.09
STREET SERVICES	68.87	90.00	1.31	27.00	63.00	0.39	0.91
HOUSING (REPAIRS AND MANAGEMENT)	118.68	162.50	1.37	42.00	120.50	0.35	1.02
	<b>261.85</b>	<b>373.50</b>	<b>1.43</b>	<b>135.00</b>	<b>238.50</b>	<b>0.52</b>	<b>0.91</b>
<b>TRANSFORMATION DIRECTORATE</b>							
IMPROVEMENT	8.35	4.50	0.54	0.00	4.50	0.00	0.54
HUMAN RESOURCES AND PAYROLL	7.60	4.00	0.53	0.00	4.00	0.00	0.53
CUSTOMER SERVICE	23.76	47.00	1.98	0.00	47.00	0.00	1.98
LEISURE	38.63	7.00	0.18	0.00	7.00	0.00	0.18
	<b>78.34</b>	<b>62.50</b>	<b>0.80</b>	<b>0.00</b>	<b>62.50</b>	<b>0.00</b>	<b>0.80</b>
<b>GRAND TOTAL</b>	<b>384.69</b>	<b>573.00</b>	<b>1.49</b>	<b>242.00</b>	<b>331.00</b>	<b>0.63</b>	<b>0.86</b>
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							
Strategic Alliance includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

**Bolsover District Council****Safety Committee**9<sup>th</sup> November 2015**Accident and Stress Statistics July 2015 to September 2015****Report of the Health and Safety Advisor**

This report is public

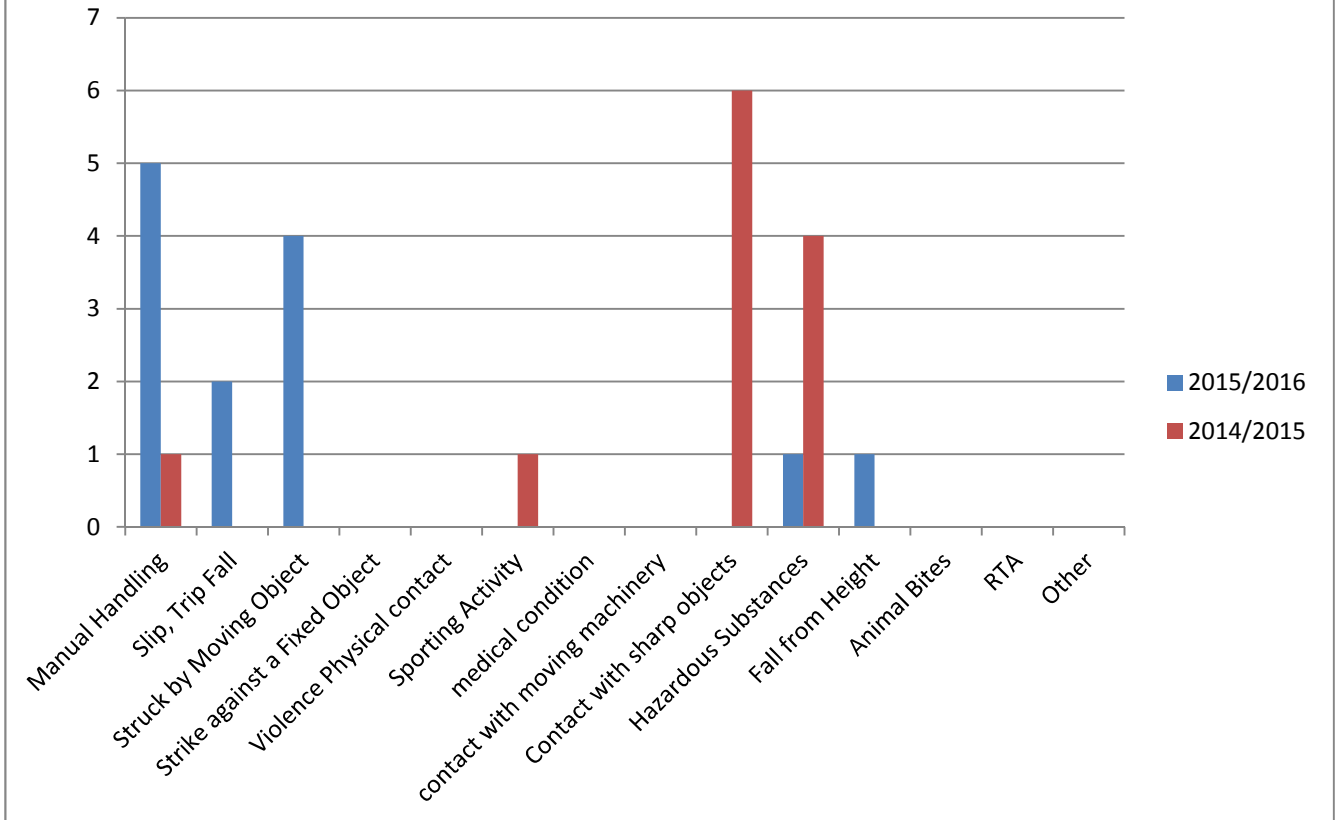
**Purpose of the Report**

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

**1 ACCIDENT ANALYSIS DATA & GRAPHS****1.1.1 Accident Type**

<b>CATEGORIES</b>	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	Other	<b>TOTAL</b>
<b>Employees</b>	5	2	4	0	0	0	0	0	0	1	1	0	0	0	<b>13</b>
<b>Public</b>	1	0	0	0	0	1	0	0	6	4	0	0	0	0	<b>12</b>

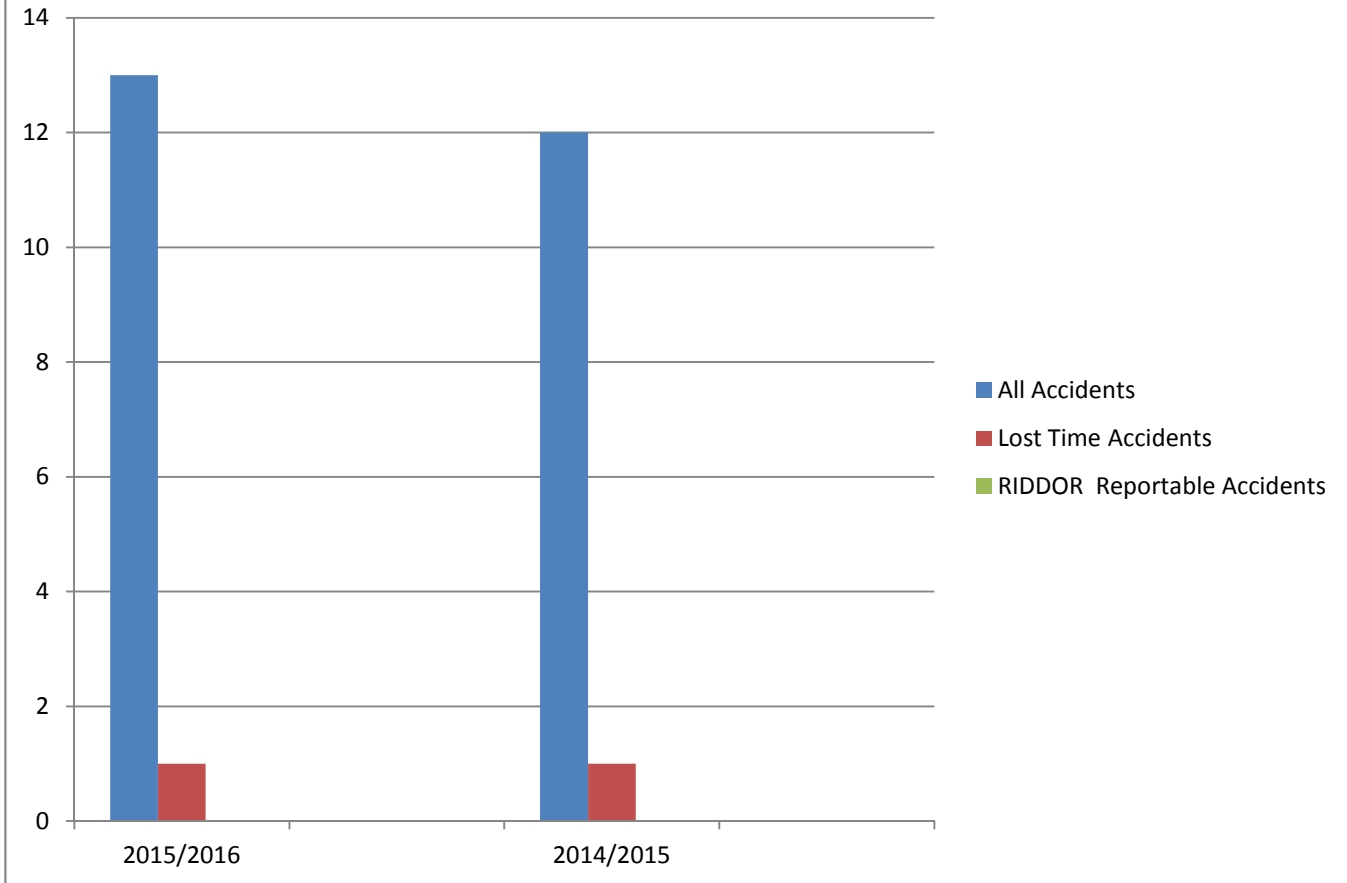
## 2nd Quarter Employee Accident Type Analysis



### 1.1.2 Accident Category Totals

MONTH	Employee Accident Numbers 2015/2016			Employee Accident Numbers 2014/2015		
	All Accidents	Lost Time Accidents	RIDDOR Accidents	All Accidents	Lost Time Accidents	RIDDOR Accidents
April	2	1	0	1	0	0
May	5	0	0	2	2	0
June	3	0	1	5	0	0
July	6	1	0	4	1	0
August	5	0	0	4	0	0
September	2	0	0	4	0	0
October				3	0	0
November				5	0	0
December				2	0	0
January				8	0	0
February				3	0	0
March				5	0	0
1 <sup>st</sup> Quarter	10	1	1	8	2	0
2 <sup>nd</sup> Quarter	13	1	0	12	1	0
3 <sup>rd</sup> Quarter				10	0	0
4 <sup>th</sup> Quarter				16	0	0
<b>TOTALS</b>	<b>23</b>	<b>2</b>	<b>1</b>	<b>46</b>	<b>3</b>	<b>0</b>

## 2nd Quarter Accident Category Analysis

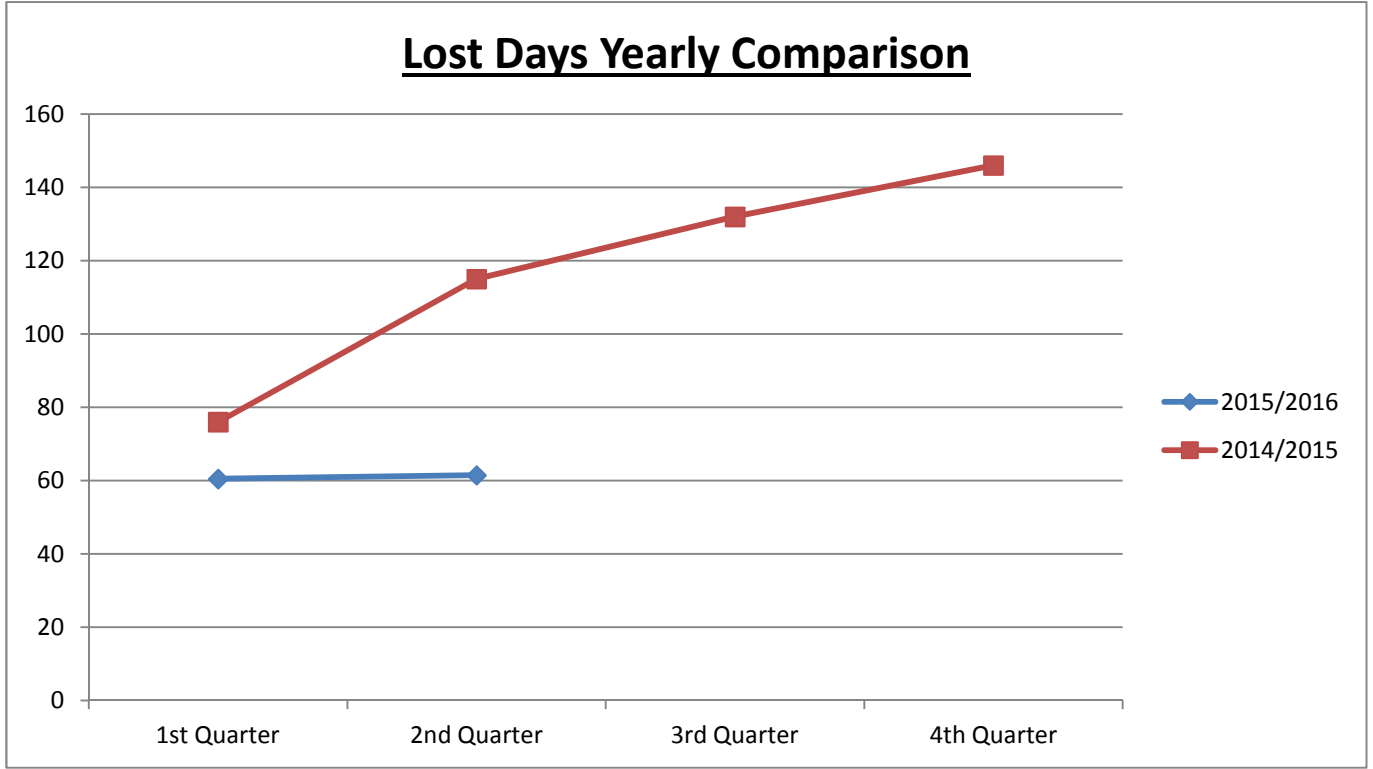


### 1.1.3 Accident Lost Days

	Lost Days for 2nd Quarter 2015/2016	Total Lost Days 2015/2016	Lost Days for 2ndQuarter 2014/2015	Total Lost Days to End of 2 <sup>nd</sup> Quarter 2014/2015
Customer Service and Improvement				
Leisure				
Human Resources and Payroll				
Economic Growth				
Planning and Environmental Health				
Governance and Monitoring				
Finance/Revenues and Benefits			2	2
Property & Estates				



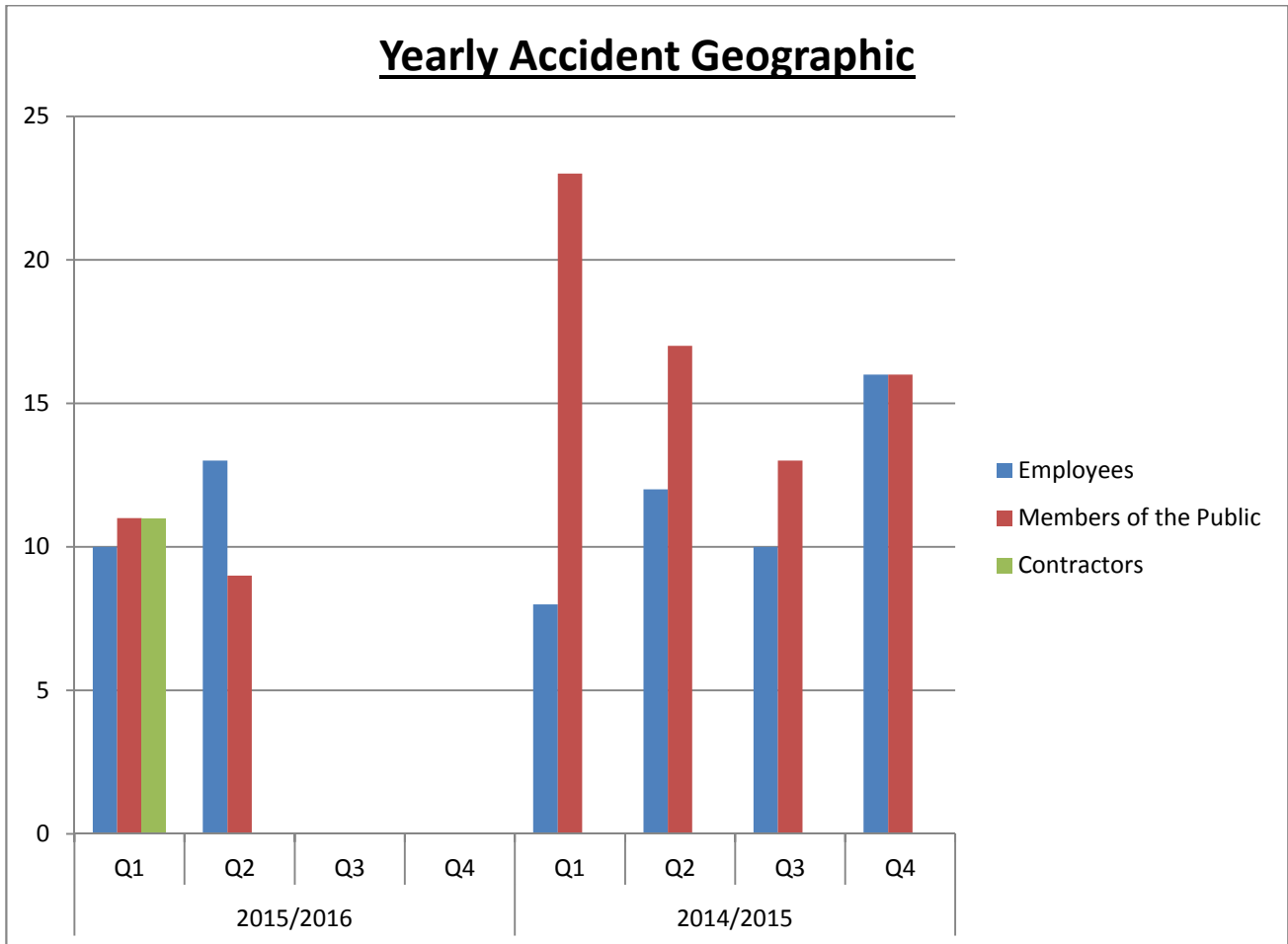
Street Scene			37	113
Housing	1	61.5		
IT				
<b>TOTAL</b>	<b>1</b>	<b>61.5</b>	<b>39</b>	<b>115</b>



1.1.4 Accident Geographic

MONTH	2015/2016			2014/2015		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	2	2	0	1	5	0
May	5	5	0	2	9	0
June	3	4	0	5	9	0
July	6	2	0	4	10	0
August	5	5	0	4	3	0
September	2	2	0	4	4	0
October			0	3	12	0
November			0	5	1	0
December			0	2	0	0
January			0	8	3	0
February			0	5	4	0
March			0	3	9	0
<b>1<sup>st</sup> Quarter</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>0</b>

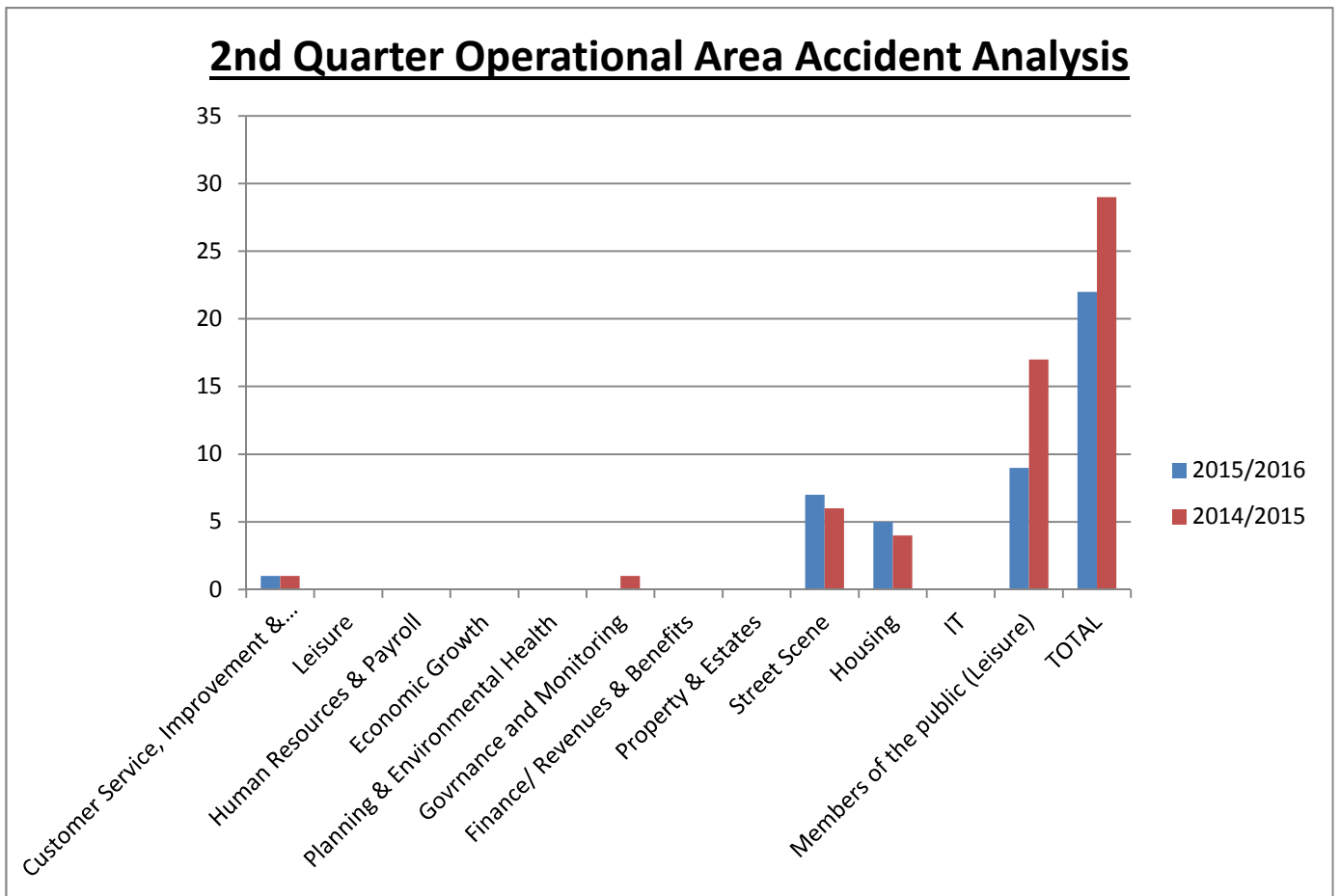
2 <sup>nd</sup> Quarter	13	9	0	12	17	0
3 <sup>rd</sup> Quarter				10	13	0
4 <sup>th</sup> Quarter				16	16	0
<b>TOTALS</b>	<b>23</b>	<b>20</b>	<b>0</b>	<b>46</b>	<b>69</b>	<b>0</b>



#### 1.1.4 Operational Area Accidents

	2nd Quarter Accidents Totals 2015/2016	Yearly Accidents Totals 2015/2016	2nd Quarter Accidents Totals 2014/2015	Yearly Accidents Totals 2014/2015
Customer Service & Improvement	1	1	1	3
Leisure				
Human Resources & Payroll				
Economic Growth				
Planning & Environmental Health				
Governance and Monitoring			1	1
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	7	8	6	27
Housing	5	14	4	14

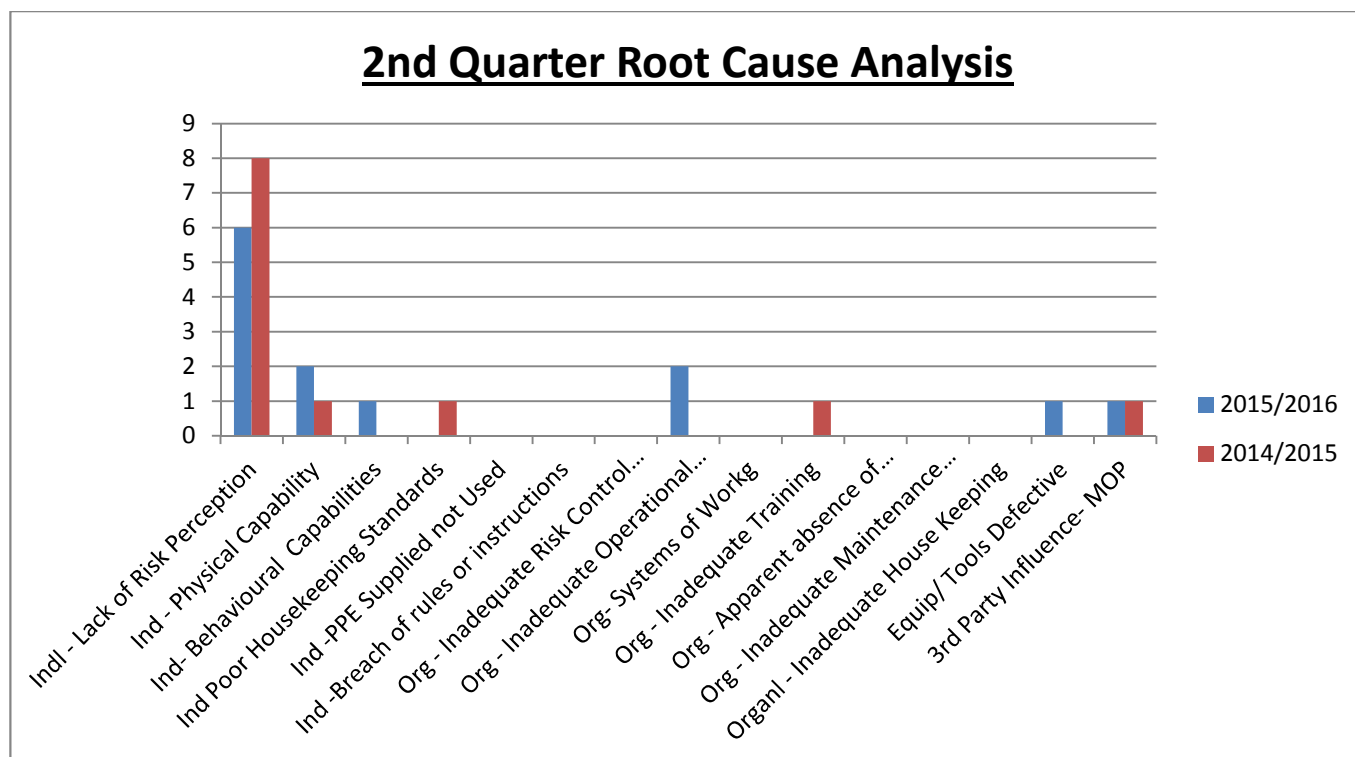
IT				1
Members of the Public (Leisure)	9	20	17	69
<b>TOTAL</b>	<b>22</b>	<b>43</b>	<b>29</b>	<b>115</b>



#### 1.1.5 Incident Root Cause

<b>2<sup>nd</sup> QUARTER EMPLOYEE ROOT CAUSE CATEGORIES</b>	<b>2<sup>nd</sup> Quarter 2015/2016</b>	<b>Yearly Total 2015/2016</b>	<b>2<sup>nd</sup> Quarter 2014/2015</b>	<b>Yearly Total 2014/2015</b>
Ind. - Lack of Risk Perception	6	10	8	27
Ind. - Physical Capability	2	3	1	2
Ind.- Behavioural Capabilities	1	4	0	5
Ind. Poor Housekeeping Standards	0	0	1	1
Ind. -PPE Supplied not Used	0	0	0	0
Ind.- Breach of Rules or Instructions	0	0	0	0
Org - Inadequate Risk Control Selection	0	0	0	0
Org - Inadequate Operational Methods	2	2	0	0
Org - Systems of Work	0	1	0	0
Org - Inadequate Training	0	0	1	1
Org - Absence of adequate Rules	0	0	0	0

Org - Inadequate Maintenance Systems	0	0	0	2
Org - Inadequate House Keeping	0	0	0	0
Equipment/ Tools Defective	1	1	0	1
3rd Party Influence- member of the public	1	2	1	7
<b>TOTAL</b>	<b>13</b>	<b>23</b>	<b>12</b>	<b>46</b>



#### 1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
  - Manual Handling (38.5%)
  - Strikes by Moving Objects (30.8%)
  - Slips, Trips and fall (15.4%).
- The number employee accidents recorded in the quarter has slightly risen over the same period last year however the number of lost time incidents has remained static.
- The number of days lost recorded in the quarter has significantly reduced from the same period last year and the yearly overall total to the end of the 2<sup>nd</sup> Quarter has seen lost days drop from 115 days in 2014/2015 to 61.5 in 2015/2016 a reduction of 47%.
- The overall number of accidents occurring within the authority in the 2<sup>nd</sup> Quarter fell by 24% over the same period last year.
- In 2014/2015 public accidents accounted for 59% of the accidents recorded in the 2nd Quarter however this figure has fallen to just 41% in 2015/2016.

- Leisure Services (41%), Street Scene (32%) and Housing Services (23%) remain the operational areas with the highest number of accidents occurring in the quarter however this is very much in line with the risk profile of these operational areas.
- The main route cause of employee accidents were Lack of Risk Perception (46%), Individual Physical Capabilities (15%) and Inadequate Operational Methods (15%).

## **1.2 KEY PERFORMANCE INDICATORS**

### **Accident Incident Rate (AIR)**

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

$$= \frac{1 \times 100,000}{503}$$

$$= 199 \text{ (As at 30<sup>th</sup> September 2015)}$$

### **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

$$= \frac{1 \times 100,000}{37 \times 50 \times 503}$$

$$= \frac{100,000}{930550}$$

$$= 0.11 \text{ (As at 30<sup>th</sup> September)}$$

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

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

$$= (5.29 \times 503) \times 124$$

$$= 329,947 \text{ Hours (as at 30<sup>th</sup> September 2015)}$$

### **1.3 EMPLOYEE ACCIDENT RECORDS**

<b>Date of Incident</b>	<b>Incident Details</b>	<b>Type of Incident</b>	<b>Incident Severity</b>	<b>Lost Time Days (Actual)</b>	<b>Report able?</b>
28/09/15	Injured party stumbled and fell onto knee	Slip, Trip, Fall	Minor Injury - No Lost Days	0.00	No
01/09/15	Injured party was struck in eye with ball whilst coaching an activity	Struck by moving object	Minor Injury - No Lost Days	0.00	No
18/08/15	Injured party bruised arm when bin fell of bin hoist	Struck Against Fixed Object	Minor Injury - No Lost Days	0.00	No
14/08/15	Whilst stepping over small fence injured party tripped and fell to floor	Slip, Trip, Fall	Minor Injury - No Lost Days	0.00	No
14/08/15	Injured party fell from step ladder when they toppled over.	Fall from height	Minor Injury - No Lost Days	0.00	No
07/08/15	Whilst using lifting aid to lift elderly Injured party strained her back.	Manual Handling	Minor Injury - No Lost Days	0.00	No
07/08/15	Whilst loading waste bin onto vehicle bin hoist Injured party strained shoulder	Manual Handling	Minor Injury - No Lost Days	0.00	No
11/07/15	Injured party stumbled whilst using hedge trimmer and cut leg	Contact with Machinery	Minor Injury - No Lost Days	0.00	No
20/07/15	Injured party strained back when carrying bucket of gutter waste	Manual Handling	Minor Injury - No Lost Days	1.00	No
13/07/15	Injured party slipped with Stanley when cutting open cardboard box and cut thumb.	Contact with sharp object	Minor Injury - No Lost Days	0.00	No
07/07/15	Injured party knocked mug of hot tea over herself	Struck by moving object	Minor Injury - No Lost Days	0.00	No
06/07/15	Injured party cut thumb on boiler expanding vessel	Struck Against Fixed Object	Minor Injury - No Lost Days	0.00	No
01/07/15	Loading boxes onto trolley, trolley toppled over hitting individual in face	Manual Handling	Minor Injury - No Lost Days	0.00	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. 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**

That Safety Committee considers 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**

<b>Appendix No</b>	<b>Title</b>
	Not applicable for this report
<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	
<b>Report Author</b>	<b>Contact Number</b>
Health and Safety Advisor	242403

Report Reference –



**Bolsover District Council**

**Safety Committee**

**9<sup>th</sup> November 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**

There were no specific actions from meeting on 20<sup>th</sup> July 2015.

**1.2 Standard Report Items.**

**1.2.1 Employee Protection Register**

During the reporting period one (1) name has 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 three (23).

**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 (July 2015 to September 2015).

Target Area	Specific Action	Target Date	Status
Health and Safety Policies	Develop Organisational Health and Safety Organ-a-gram.	Extended to 30/09/15	Completed
SHE Software System	Deliver SHE Training to all Key users of system	30/09/15	Completed
Fire Compliance	Introduced Fire log book (Riverside Depot)	Extended to 30/09/15	Completed
	Develop Fire Awareness training Schedule	Extended to 30/09/15	Completed
	Introduced Fire log book (Pleasley Vale)	30/09/15	Extended to October 2015
First Aid Compliance	Conduct First Aid Assessments for all sites	Extended to 31/10/15	On Target
	First Aid boxes restocked and Monitoring system in place	30/09/15	Completed
Health and Safety Training	Develop Corporate Training Matrix	Extended to 31/10/15	On Target
	Develop internal training schedule	30/09/15	Completed
	Develop Internal Presentations Required	Extended to 31/10/15	On Target

**COMMENTS**

- The only actions behind its target date is the introduction of the fire log book at Pleasley Vale and this is on target for completion by its new target date.

### 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	23/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	20/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
<b>DEPOT</b>						
Riverside Depot, Doe Lea	Joint Assistant <b>Director</b> of Street Scene	18/09/15	March 2016	N/A	N/A	Awaiting Production of Reports
<b>LEISURE FACILITIES</b>						
The Arc Leisure Centre	Buildings and Contracts Manager	23/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled

Frederick Gents	Joint Assistant Director of Leisure	TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Creswell Leisure Centre		22/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Grease works, Pleasley Vale (PVOAC)		21/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Boathouse, Pleasley Vale		21/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Unit T, Pleasley Vale		21/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Castle Leisure Park Pavilion, Carr Vale, Bolsover		TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Clune Street Pavilion, Clowne		TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Broadmeadows Sports Pavilion, South Normanton		TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval

<b>CONTACT CENTRES</b>						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	22/05/15	22/11/15	24/05/15	31/08/15	Complete
Bolsover Contact Centre		22/05/15	22/11/15	24/05/15	31/08/15	Complete
Shirebrook Contact Centre		22/05/15	22/11/15	24/05/15	31/08/15	Complete
South Normanton Contact Centre / Hub		22/05/15	22/11/15	24/05/15	31/08/15	Complete
<b>SHOP UNITS AND GROUP DWELLINGS</b>						
Alder House, Shirebrook	Head of Housing Services	15/05/15	13/11/15	03/06/15	30/09/15	Complete
Ashbourne Court, Shirebrook		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Jubilee Court, Pinxton		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Mill Lane, Whitwell		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Parkfields, Clowne		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Park View, Barlborough		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Queens Court, Creswell		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Valley View, Hillstown,	Head of Housing Services	15/05/15	13/11/15	03/06/15	30/09/15	Complete
Victoria House, Creswell		15/05/15	13/11/15	03/06/15	30/09/15	Complete

Woburn house, Blackwell		15/05/15	13/11/15	03/06/15	30/09/15	Complete
<b>COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)</b>						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Mill 2 - Pleasley Vale Mills		26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Mill 3 - Pleasley Vale Mills		26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Pleasley Vale Security Lodge		26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	06/06/15	30/08/15	Complete

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (JULY to SEP 2015)			TRAINING PLANNED FOR NEXT QUARTER (OCT to DEC 2015)		
	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING
Corporate Health and Safety Induction	70*	0	70	0	0	0	20		
Manual Handling (Street Scene)	105	0	105	0	0	0	105		
Manual Handling (Leisure)	105	0	70	0	0	0	105		
Manual Handling (Housing)	70	0	209	0	0	0	70		
Manual Handling (General )	209	0	209	0	0	0	100		
Asbestos Awareness (Full Course)	5*	0	5	0	0	0	5		
Asbestos Awareness (Yearly Refresher)	105	0	105	0	0	0	75		
Fire Safety Awareness	462	3	359	3	3	0	150		

SHE Accident System Training	55	42	13		47	42	5		13		
Risk Perception/ Hazard Spotting	462	3	359		3	3	0		150		
Lone Worker Training	150	36	114		36	36	0		114		
First Aid At Work (Initial)	5	3	2		0	0	0		0		
First Aid At Work (Refresher)	15	6	9		3	3	0		4		
Emergency First Aid	17	12	5		0	0	0		1		
De-Fibrillator Training	24	2	22		0	0	0		22		
Trailer Training (FULL)	6	2	4		0	0	0		2		
Trailer Training Awareness	25	0	25		0	0	0		10		
D1/PCV Minibus Training	1	0	1		0	0	0		1		



### 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 identified in the health and safety action plan 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>	
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