

## **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 Days Lost		April to June 2015 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.

## **SAFETY COMMITTEE**

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

## **SAFETY COMMITTEE**

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.

## **SAFETY COMMITTEE**

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.