

SAFETY COMMITTEE

AGENDA

Monday 8th February 2016 at 1000 hours in Chamber Suites 1 and 2, 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 November 2015.	3 to 8
5.	Sickness Absence/Occupational Health Statistics October 2015 to December 2015.	9 to 13
6.	Accident Statistics October 2015 to December 2015.	To Follow
7.	Health and Safety Report.	To Follow
8.	HSE Report.	To Follow

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suite 2, The Arc, on Monday 9th November 2015 at 1000 hours.

PRESENT:-

Members: - Councillors R.J. Bowler, H.J. Gilmour, A. Joesbury, C. Moesby and B.R. Murray-Carr (Portfolio Holder for Environmental Health, Streetscene and Public Health).

UNITE:-

B. Elliott and D. Reeves.

UNISON:-

K. Shillitto and J. Clayton.

Officers:-

S. Gordon, (HR & Payroll Operations Manager), P. Wilmot (HR Manager), M. Spotswood (Health and Safety Advisor), P. Campbell (Assistant Director – Community Safety and Head of Housing (BDC)) and A. Bluff (Governance Officer).

0512. APOLOGIES

There were no apologies for absence.

0513. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0514. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0515. MINUTES – 20th JULY 2015

The meeting noted that the following amendments were required to the Minutes from the meeting held on 20th July 2015;

- The meeting started at 1400 hours and not 1000 hours,
- The resolution at Minute 0219 stated *that Councillor B.R. Murray-Carr be appointed as Vice Chair of the Union/Employee Consultation Committee for the*

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ensuing year and should state that Councillor B.R. Murray-Carr be appointed as Vice Chair of the Safety Committee for the ensuing year,

- Remove paragraph at Minute 0224; *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.*

Moved by Councillor B.R. Murray-Carr and seconded by Councillor A. Joesbury

RESOLVED that subject to the above amendments, the Minutes of a Safety Committee meeting held on 20th July 2015, be approved as a correct record.

(Governance Manager)

0516. **SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS JULY 2015 TO SEPTEMBER 2015**

Committee considered a report in relation to Sickness Absence/Occupational Health Statistics for the quarter period July 2015 to September 2015.

The sickness absence outturn figure for quarter period was 1.49 days per Full Time Employee (FTE) against a target set of 8.5 days. The outturn figure for the same quarter period in 2014 was 2.48 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 appointments for the quarter period with comparisons for the same period in 2014 was as follows;

	July to September 2014	July to September 2015
Rehabilitated	10	0
Continuing	7	1
Total	17	1

The HR Manager noted the significant drop in the figures for sickness absence outturn and the outcome of occupational health appointments compared to the same quarter period in 2014.

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

July to September 2014		July to September 2015	
Cause	Days Lost	Cause	Days Lost
Muscular/Skeletal	275	Stress/Depression	180
Stress/Depression	144	Muscular/Skeletal	119
Back/Neck	118	Other	69.5
Total	537		368.5

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A breakdown of the reasons for all long term sickness absence for the quarter period with comparative data for the same quarter period of 2014 was as follows;

Reason for absence	No of employees citing this reason	
	2014	2015
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
Total	17	7

5 employees had undergone counselling during the July 2015 to September 2015 quarter period.

Stress Related Illness by Directorate;

(Stress related illness only covered Stress/Depression related illness).

Directorate	No. of Working Days Lost - July 2015 to September 2015
Operations	106
Transformation	49
Growth	25
Total	180

The number of working days lost due to stress related illness for the same quarter period in 2014 was 144 days.

A Member queried if the 3 employees who were citing stress as their reason for sickness absence had indicated that their stress was work related. The HR Manager replied that 2 of the employees had cited work related stress but not the third. The HR Manager added that appropriate advice had been received regarding these cases and this was being acted upon.

The meeting was advised that a Unison representative and the HR Manager had recently attended a Unison 'workplace stress awareness' session in Nottingham. Both the Unison representative and the HR Manager noted that the session had been very interesting and good advice and information had come out of the event in relation to how people cope with stress and how employers can support employees. Further detailed feedback would be provided to the next meeting with a view on how ideas could be implemented at the Authority.

In response to a Member's query regarding flu jabs, the HR Manager advised the meeting that the Authority offered flu jab vouchers to employees and employees were encouraged to use them. He added that although the signs were currently good in

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relation to the sickness absence figures, the winter period is likely to be the challenging period for sickness absence.

A Unite representative stated that as far as he was aware, there was no indication to Depot based workmen that flu jab vouchers were available to them. The HR Manager replied that he had seen posters around the Depot building and he would check that this was still the case. A Member suggested that this type of information should be put into employees wage slips so as not to disenfranchise any employee. The Unite representative also noted that Depot based workmen now had access to email, although this was only when they were in the offices, which was not on a regular basis.

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

RESOLVED that the report be noted.

0517. ACCIDENT STATISTICS JULY 2105 TO SEPTEMBER 2015

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

Accident Type:

The total number of accidents for the quarter was 25. A breakdown of accident by type was provided in a table and graph format which included the split between employee accidents (13) and public accidents (12).

The main cause of employee accidents recorded in the quarter was 'manual handling' (38.5%), strike by moving objects (30.8%) and slips, trips and fall (15.4%).

The number of employee accidents recorded in the quarter was slightly higher than in the same quarter period in 2014, however, the number of lost time incidents had remained static.

The number of days lost recorded in the quarter had significantly reduced from the same quarter period in 2014 and the yearly overall total to the end of the 2nd Quarter had seen lost days drop from 115 days in 2014/2015 to 61.5 days in 2015/2016 - a reduction of 47%.

The overall number of accidents occurring within the Authority in the quarter period fell by 24% compared to the same period in 2014.

Leisure Services (41%), Street Scene (32%) and Housing Services (23%) remained the operational areas with the highest number of accidents occurring in the quarter, however, this was in line with the risk profile of these operational areas.

The main root cause of employee accidents was Lack of Risk Perception (46%), Individual Physical Capabilities (15%) and Inadequate Operational Methods (15%).

Public accidents in the July to September period accounted for 41% of the number of accidents recorded compared to 59% in the same period in 2014.

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A Unison representative noted from the report that for the July to September quarter there had been no lost days in Streetscene in relation to accidents. The Health and Safety Advisor replied that 'risk perception/hazard spotting' training had been rolled out and he felt that the employees had taken this on board. He added that as mentioned earlier in the meeting, the winter period would be challenging due to the nature of work Streetscene undertook and the inclement weather.

The Health and Safety Advisor noted that the number of public accidents recorded was higher than the number of employee accidents recorded and this was mainly in regard to sporting activities undertaken at Leisure Centres; although these were very minor accidents, the Health and Safety Advisor had insisted that all minor accidents were recorded.

Risk perception training would soon be rolled out to Housing staff and would include the 'safe scheme'. The safe scheme meant that officers who worked out in the District would have a paper pad to write down any issues they noticed that needed reporting, for example, flytipping. The officer would keep a record and their Manager a copy and this would enable feedback to the officer that an issue was being dealt with. This system would be introduced in the near future.

The Health and Safety Advisor noted that some benchmarking figures would soon be available regarding key performance indicators and these would be based on the average number of full time permanent employees.

Moved by K. Shillitto and seconded by B.R. Murray-Carr
RESOLVED that the report be noted.

0518. 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 (EPR)

Since the last meeting of Safety Committee, one name had been added to the Employee Protection Register and two names removed. This brought the total number of addresses on the Register to 23. The Health and Safety Advisor noted that a number of addresses were due for review and the next quarter could show a significant reduction in the amount of addresses held on the Register. The Health and Safety Advisor also noted that the EPR was now on the Council's intranet.

Health and Safety Action Plan

A table provided in the report provided specific actions which were due for completion during the quarter period.

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Workplace Inspections

With regard to workplace inspections, the Health and Safety Advisor noted that Frederick Gent School, Castle Leisure Park Pavilion, Clune Street Pavilion and Broadmeadows Sports Pavilion had now been carried out. Actions had been sent out to managers by email and all inspections were to be completed in a 6 month period.

Health and Safety Training

The Health and Safety Advisor noted that the training schedule could change due to updates on minor training but mandatory training would not be changed.

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

RESOLVED that the report be noted.

0519. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by K. Shillitto, seconded by Councillor R.J. Bowler

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.

0520. ENVIRONMENTAL ISSUES AT THE ARC – VERBAL UPDATE FROM THE ASSISTANT DIRECTOR – PROPERTY AND ESTATES

The Assistant Director – Property and Estates provided a verbal update to the meeting in relation to progress made on issues raised by staff regarding glare from lighting and high temperatures.

Members raised questions and discussion took place.

Moved by K. Shillitto and seconded by B.R. Murray-Carr

RESOLVED that the update be noted.

The meeting concluded at 1050 hours.

Bolsover District Council**Safety Committee****8th February 2016**

Sickness Absence/Occupational Health Statistics October to December 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 October to December 2015 for the Committee to consider.

1 Report Details

- 1. Sickness Absence/Occupational Health Statistics October to December 2015 with comparative data for the same period of 2014.**

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

Target 2015/16	Out turn October to December 2014	Out turn October to December 2015
8.5 days	2.75 days per FTE	1.65 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 October to December 2015, with comparisons for the same period of 2014 is shown below:

	October to December 2014	October to December 2015
Rehabilitated	2	10
Continuing	5	1
TOTAL	7	11

- 1.3 The top three causes of sickness absence for October to December 2015 with comparative data for the same period of 2014 are as follows:

October to December 2014		October to December 2015	
Cause	Days Lost	Cause	Days Lost
Muscular/Skeletal	267	Muscular/Skeletal	215.5
Stress	235	Stress	92.5
Urinary/Gynae	108	Back/Neck	70.5
TOTAL	610	TOTAL	378.5

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

Reasons for Long Term Sickness Absence October to December 2015		
Reason for Absence	No. of Employees Citing this Reason October to December 2014	No. of Employees Citing this Reason October to December 2015
Chest Infection	1	0
Back/Neck	0	1
Muscular/Skeletal	1	6
Stress/Depression	3	2
Urinary/Gynae	2	1
Neurological	2	0
Ear/Nose/Mouth	1	1
TOTAL	10	11

There have been 2 employees undergoing counselling during this period.

2. Stress Related Illness by Directorate October to December 2015

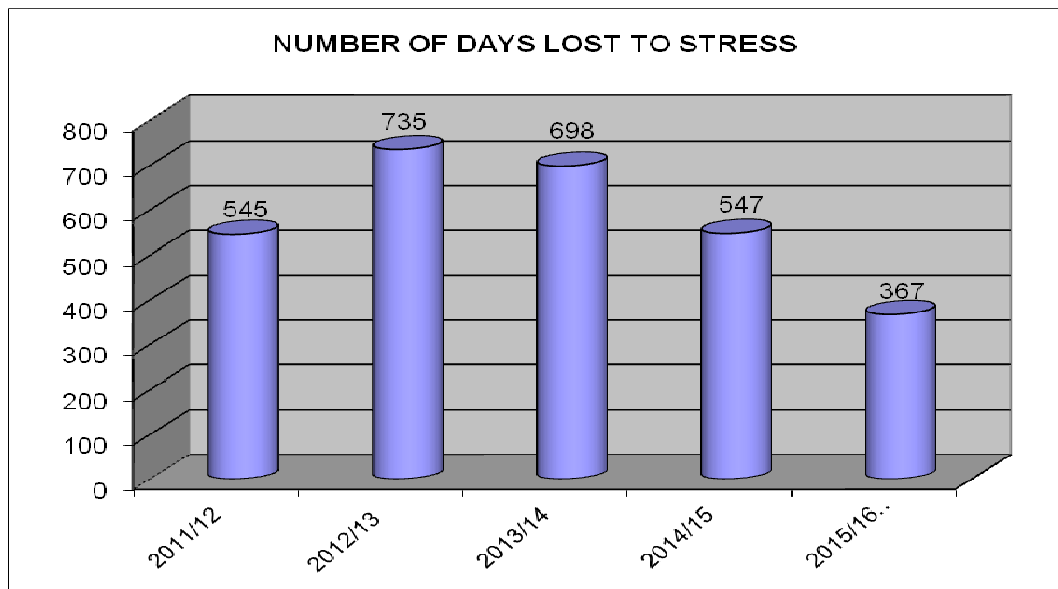
NO OF WORKING DAYS LOST*
OPERATIONS
71 days
TRANSFORMATION
18 days
GROWTH
3.5 days

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 = 92.5
TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS SAME PERIOD IN 2014 = 235

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

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

Report Reference –

BVPI12 - OCTOBER TO DECEMBER 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	4.75	1.50	0.32	0.00	1.50	0.00	0.32
	4.75	1.50	0.32	0.00	1.50	0.00	0.32
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	6.79	23.00	3.39	19.00	4.00	2.80	0.59
DEMOCRATIC	7.28	62.00	8.52	46.00	16.00	6.32	2.20
PARTNERSHIP TEAM	5.00	0.50	0.10	0.00	0.50	0.00	0.10
ECONOMIC GROWTH_HOUSING STRATEGY PLANNING	4.90	0.00	0.00	0.00	0.00	0.00	0.00
	15.80	23.00	1.46	18.00	5.00	1.14	0.32
	39.77	108.50	2.73	83.00	25.50	2.09	0.64
OPERATIONS DIRECTORATE							
FINANCE	8.75	1.00	0.11	0.00	1.00	0.00	0.11
PROPERTY/ESTATES	17.17	16.00	0.93	0.00	16.00	0.00	0.93
REVENUES	36.11	73.50	2.04	47.00	26.50	1.30	0.73
COMMUNITY SAFETY	11.25	6.00	0.53	0.00	6.00	0.00	0.53
STREET SERVICES	68.37	64.00	0.94	0.00	64.00	0.00	0.94
HOUSING (REPAIRS AND MANAGEMENT)	121.18	267.00	2.20	137.50	129.50	1.13	1.07
	262.83	427.50	1.63	184.50	243.00	0.70	0.92
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	8.35	3.00	0.36	0.00	3.00	0.00	0.36
HUMAN RESOURCES AND PAYROLL	7.60	25.00	3.29	22.00	3.00	2.89	0.39
CUSTOMER SERVICE	24.65	66.00	2.68	44.00	22.00	1.78	0.89
LEISURE	38.89	8.00	0.21	0.00	8.00	0.00	0.21
	79.49	102.00	1.28	66.00	36.00	0.83	0.45
GRAND TOTAL	386.84	639.50	1.65	333.50	306.00	0.86	0.79
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

8th February 2016

Accident and Stress Statistics Report

Report of the Health and Safety Advisor

This report is public

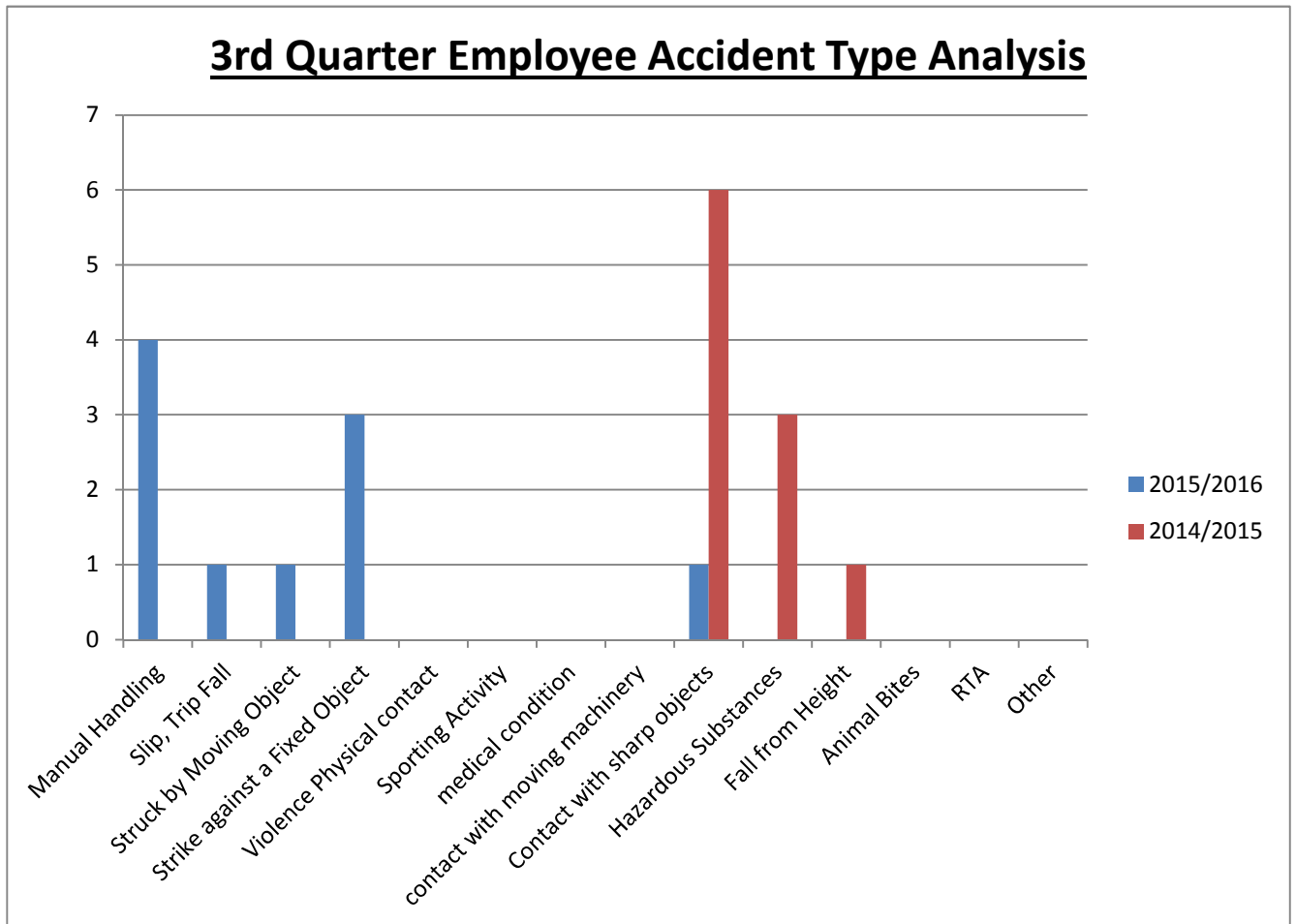
Purpose of the Report

- To provide an update on the authority's accident performance over quarter 3 (October to December 2015).
- 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 be developed and delivered.

1 ACCIDENT ANALYSIS DATA & GRAPHS

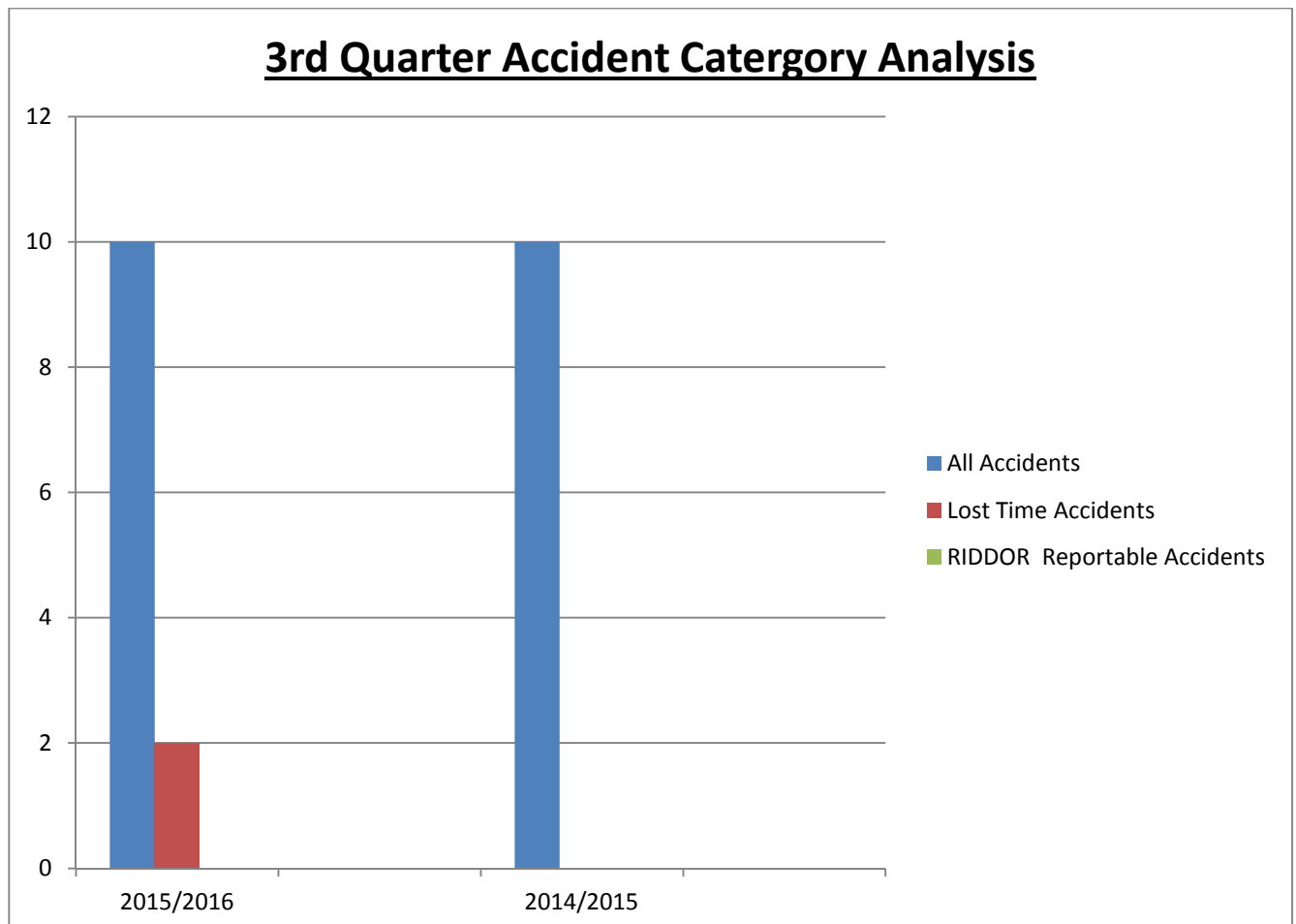
1.1.1 Accident Type

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	Other	TOTAL
2015/2016	4	1	1	3	0	0	0	0	1	0	0	0	0	0	10
2014/2015	0	0	0	0	0	0	0	0	6	3	1	0	0	0	10



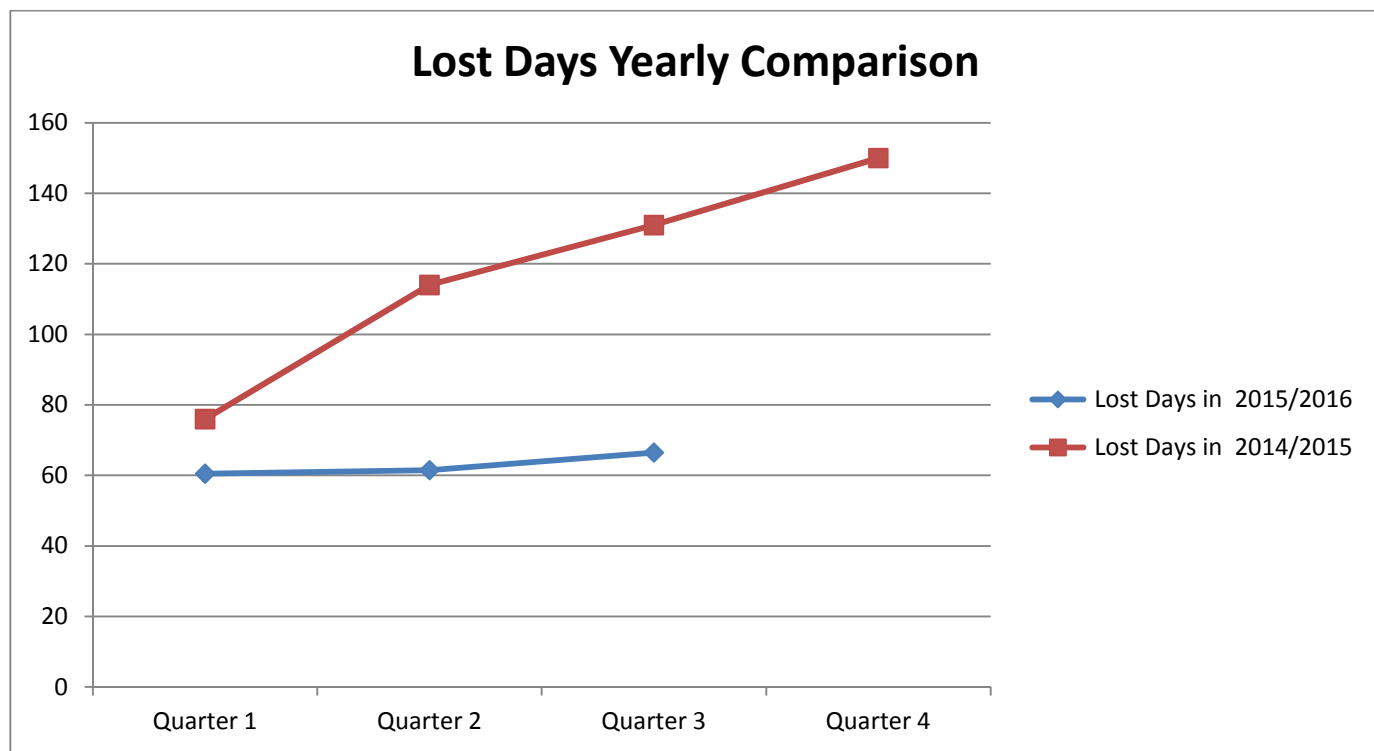
1.1.2 Accident Category Totals

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	4	0	0	3	0	0
November	5	2	0	5	0	0
December	1	0	0	2	0	0
January				8	0	0
February				3	0	0
March				5	0	0
1 st Quarter	10	1	1	8	2	0
2 nd Quarter	13	1	0	12	1	0
3 rd Quarter	10	2	0	10	0	0
4 th Quarter				16	0	0
TOTALS	33	4	1	46	3	0



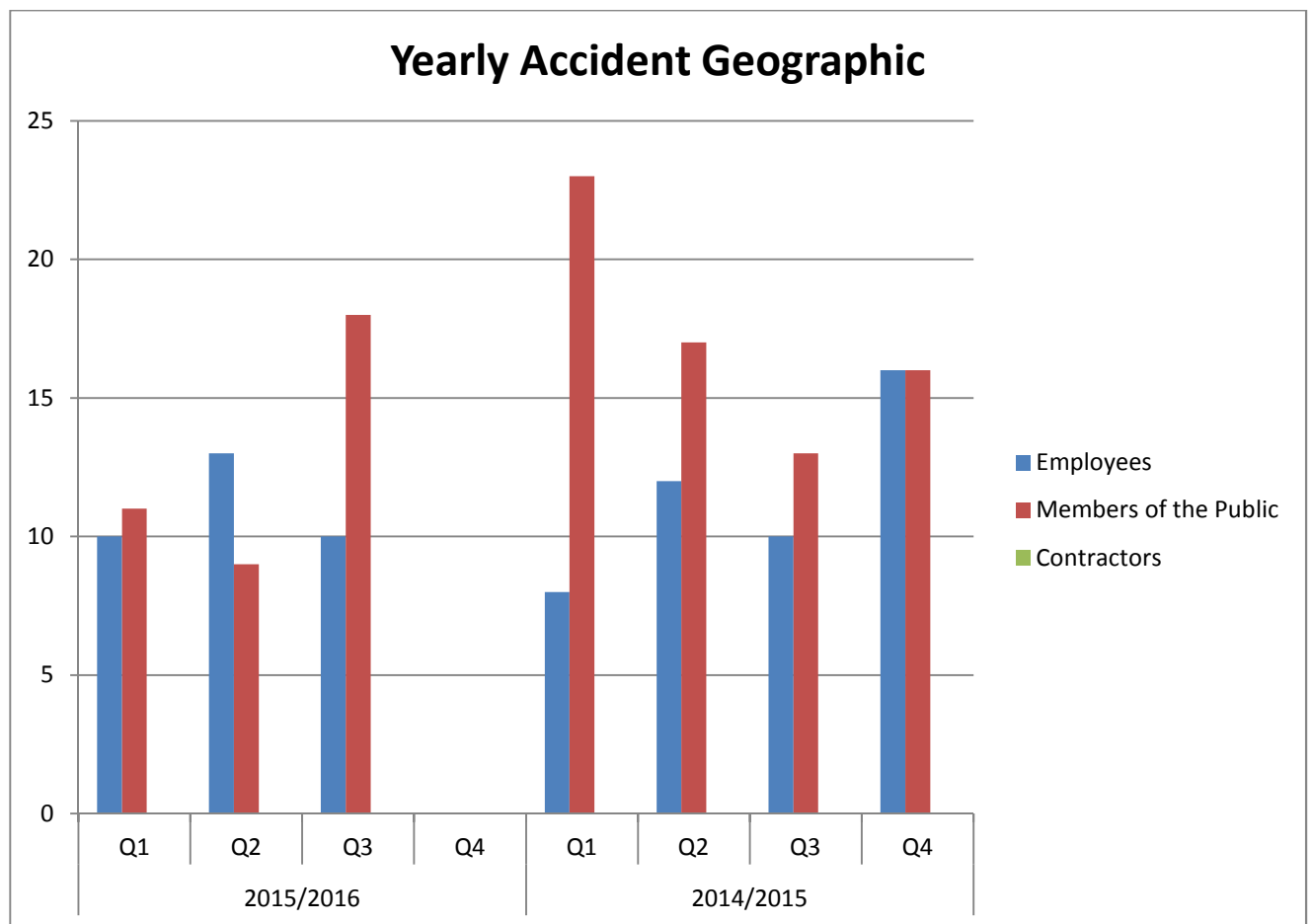
1.1.3 Accident Lost Days

	Lost Days for 3rd Quarter 2015/2016	Total Lost Days 2015/2016	Lost Days for 3 rd Quarter 2014/2015	Total Lost Days to End of 3 rd Quarter 2014/2015
Customer Service and Improvement				
Leisure	1	1		
Human Resources and Payroll				
Economic Growth				
Planning and Environmental Health				
Governance and Monitoring				
Finance/Revenues and Benefits				1
Property & Estates				
Street Scene	4	4	6	119
Housing		61.5	11	11
IT				
TOTAL	5	66.5	17	131



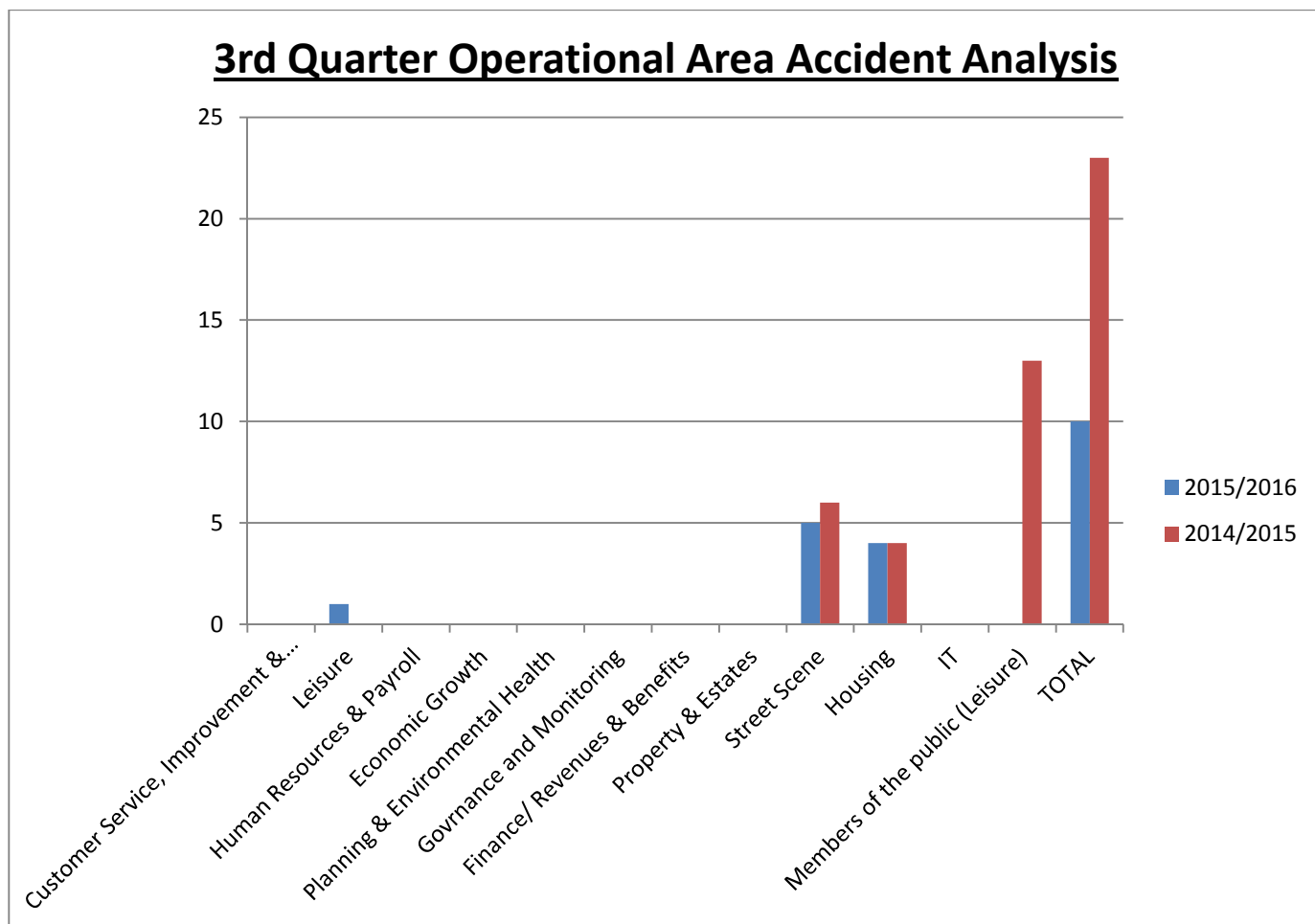
1.1.4 Accident Geographic

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	4	6	0	3	12	0
November	5	10	0	5	1	0
December	1	2	0	2	0	0
January				8	3	0
February				5	4	0
March				3	9	0
1 st Quarter	10	11	0	8	23	0
2 nd Quarter	13	9	0	12	17	0
3 rd Quarter	10	18	0	10	13	0
4 th Quarter				16	16	0
TOTALS	33	38	0	46	69	0



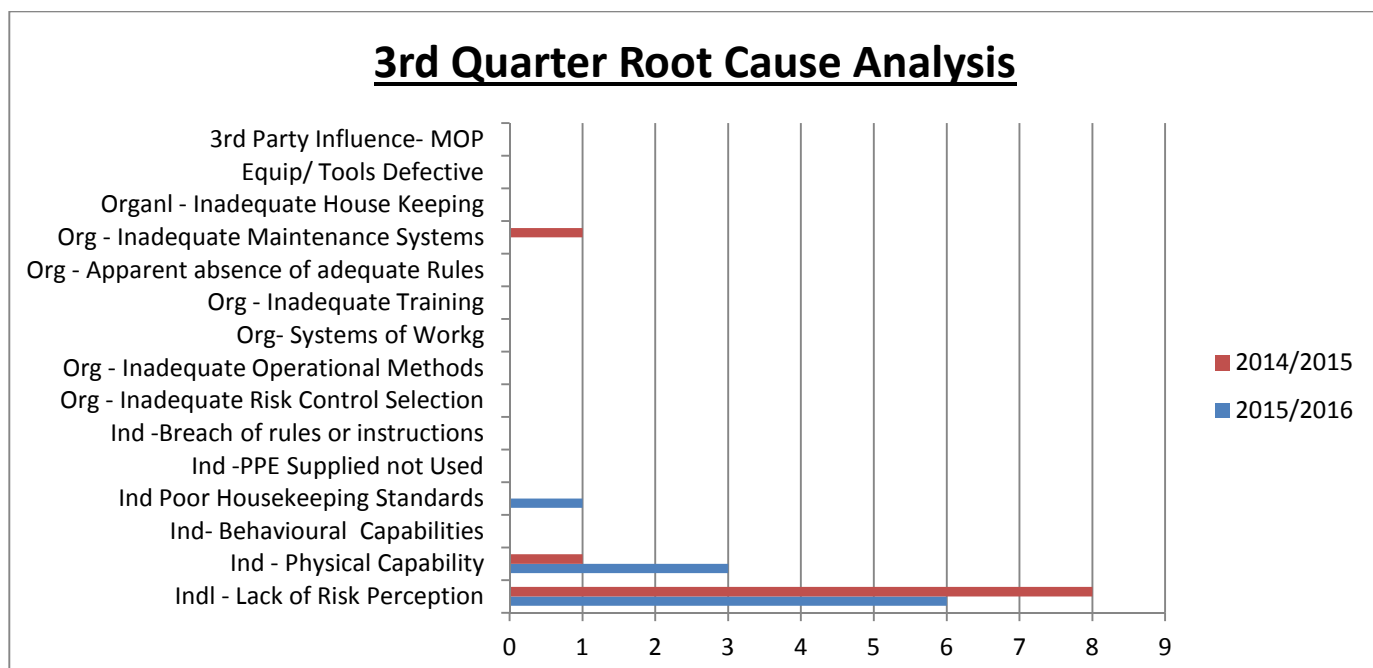
1.1.4 Operational Area Accidents

	3rd Quarter Accidents Totals 2015/2016	Yearly Accidents Totals 2015/2016	3rd Quarter Accidents Totals 2014/2015	Yearly Accidents Totals to end of 3 rd Quarter 2014/2015
Customer Service & Improvement		1		1
Leisure	1	1		
Human Resources & Payroll				
Economic Growth				
Planning & Environmental Health				
Governance and Monitoring				1
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	5	13	6	20
Housing	4	18	4	8
IT				0
Members of the Public (Leisure)	18	38	13	53
TOTAL	28	71	23	83



1.1.5 Incident Root Cause

3rd QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	3rd Quarter 2015/2016	Yearly Total to end of 3rd Quarter 2015/2016	3rd Quarter 2014/2015	Yearly Total to end of 3rd Quarter 2014/2015
Ind. - Lack of Risk Perception	6	16	8	19
Ind. - Physical Capability	3	6	1	2
Ind.- Behavioural Capabilities	0	4	0	5
Ind. Poor Housekeeping Standards	1	1	0	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	0	2	0	0
Org - Systems of Work	0	1	0	0
Org - Inadequate Training	0	0	0	1
Org - Absence of adequate Rules	0	0	0	0
Org - Inadequate Maintenance Systems	0	0	1	2
Org - Inadequate House Keeping	0	0	0	0
Equipment/ Tools Defective	0	1	0	1
3rd Party Influence- member of the public	0	2	0	7
TOTAL	10	33	10	38



1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Manual Handling (40%)
 - Struck Against Fixed Objects (30%)
 - Slips, Trips and fall, Struck by Moving Objects and Contact with Sharp Objects (30%)
- The number employee accidents recorded in the quarter is at the same level as the corresponding period last year however the number of lost time incidents has risen.
- 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 3rd Quarter has seen lost days dropped from 131 days in 2014/2015 to 66.5 in 2015/2016 a reduction of 49.3%.
- The overall number of accidents occurring within the authority in the 3rd Quarter risen by 17.9% over the same period last year however the increase is ^a result of a rise in the number of public accident reported.
- In 2014/2015 public accidents accounted for 56.5% of all accidents recorded in the 3rd Quarter, whereas in the current year public accidents accounted ^{for} 64.3% of the total.
- Street Scene (50%) and Housing Services (40%) 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 (60%), Individual Physical Capabilities (30%) and Individual Poor Housekeeping (10%).

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

$$\begin{aligned}\text{AIR} &= \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Permanent Employees for Period}} \\ &= \frac{1 \times 100,000}{418} \\ &= 239 \text{ (As at 31st December 2015)}\end{aligned}$$

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 Average Number of Permanent Employees.

$$= \frac{1 \times 100,000}{37 \times 50 \times 418}$$

$$= \frac{100,000}{773,300}$$

$$= 0.13 \text{ (As at 31st December 2015)}$$

Hours since Last Reportable Accident

Person Hours Worked per Day X Number of Full Time Equivalent Employees X
Number of days since Last Reportable Accident

Date of Last Reportable Accident – 29th May 2015.

$$= (5.29 \times 387) \times 214$$

$$= 438,107 \text{ Hours (as at 31st December 2015)}$$

1.3 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Type of Incident	Incident Severity	Lost Time Days (Actual)	Report able?
15/12/15	Whilst removing gas fire injured party strained back	Manual Handling	Minor Injury - No Lost Days	0.00	No
24/11/15	Whilst manoeuvring breaker injured party struck head on vehicle roof.	Striking Against a Fixed Object	Minor Injury - No Lost Days	0.00	No
21/11/15	Whilst bending over to pick up a piece of paper injured party banged head on computer screen.	Striking Against a Fixed Object	Minor Injury - No Lost Days	1.00	No
20/11/15	Whilst moving about van injured party knock ladder which slipped and struck his hand.	Struck by Moving Object	Minor Injury - No Lost Days	0.00	No
12/11/15	Whilst lifting up cash tin in office injured party strained muscle in her back.	Manual Handling	Minor Injury - No Lost Days	0.00	No
04/11/15	Whilst returning wheelie bin injured party went over on loose kerb stone.	Slip, Trip, Falls on Same Level	Minor Injury - No Lost Days	4.00	No
27/10/15	Whilst manoeuvring heavy steel bin injured party trapped finger	Manual Handling	Minor Injury - No Lost Days	0.00	No
19/10/15	Whilst Moving fly tipped fridge freezer injured party sprained wrist	Manual Handling	Minor Injury - No Lost Days	0.00	No
16/10/15	Whilst separating two metal frames from each other injured party was stuck in face when bolt gave way in face w	Struck by moving object	Minor Injury - No Lost Days	0.00	No
06/10/15	Whilst cutting tie wrap with Stanley Knife injured party slipped with knife and cut hand.	Contact with Sharp Object.	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

Any issues highlighted by this process will then be referred to the Equalities and Diversity 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

8th February 2016.

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 action plans 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 9th November 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

See Appendix A for details of Health and Safety Plan Progress update.

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	23/10/15	April 2016	8/11/15	Target Date 31/03/16	Awaiting Action Close Out
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	17/12/15	June 2016	10/01/16	Target Date 31/03/16	Awaiting Action Close Out
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	18/09/15	March 2016	5/10/15	Target Date 28/02/16	Awaiting Action Close Out
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	23/10/15	April 2016	8/11/15	Target Date 31/03/16	Awaiting Action Close Out
Frederick Gents	Joint Assistant Director of Leisure	11/01/16	July 2016	18/01/15	Target Date 31/03/16	Awaiting Action Close Out
Creswell Leisure Centre		02/11/15	May 2016	19/11/15	Target Date	Awaiting Action

					28/02/16	Close Out
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	10/12/15	June 2016	9/1/15	Target Date 31/03/16	Awaiting Action Close Out
Boathouse, Pleasley Vale		10/12/15	June 2016	9/1/15	Target Date 31/03/16	Awaiting Action Close Out
Unit T, Pleasley Vale		10/12/15	2016	9/1/15	Target Date 31/03/16	Awaiting Action Close Out
Castle Leisure Park Pavilion, Carr Vale, Bolsover		3/11/15	May 2016	10/11/15	Target Date 31/01/16	Awaiting Action Close Out
Clune Street Pavilion, Clowne		10/11/15	May 2016	17/11/15	Target Date 31/01/16	Awaiting Action Close Out
Broadmeadows Sports Pavilion, South Normanton		3/11/15	May 2016	10/11/15	Target Date 31/01/16	Awaiting Action Close Out
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
Bolsover Contact Centre		12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
Shirebrook Contact Centre		12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
South Normanton Contact Centre / Hub		12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Ashbourne Court, Shirebrook		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Jubilee Court, Pinxton		07/12/15	June 2016	21/12/15	Target Date	Awaiting Action

					31/03/16	Close Out
Mill Lane, Whitwell	Head of Housing Services	13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Parkfields, Clowne		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Park View, Barlborough		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Queens Court, Creswell		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Valley View, Hillstown, Bolsover		07/12/15	June 2016	21/12/15	Target Date 31/03/16	Awaiting Action Close Out
Victoria House, Creswell		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Woburn house, Blackwell		07/12/15	June 2016	21/12/15	Target Date 31/03/16	Awaiting Action Close Out
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
Mill 2 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
Mill 3 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
Pleasley Vale Security Lodge		26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	N/A	N/A	Inspection scheduled for 26/01/16

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (OCT to DEC 2015)			TRAINING PLANNED FOR NEXT QUARTER (JAN to MAR 2016)		
	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING
Corporate Health and Safety Induction	60*	0	60	0	0	0	60		
Manual Handling (Street Scene)	63	0	63	0	0	0	63		
Manual Handling (Leisure)	37	0	37	0	0	0	37		
Manual Handling (Housing)	56	0	56	0	0	0	56		
Manual Handling (General)	262	0	262	0	0	0	262		
Asbestos Awareness (Full Course)	5*	0	5	0	0	0	5		
Asbestos Awareness (Yearly Refresher)	64	0	64	0	0	0	64		
Fire Safety Awareness	418	74	344	43	41	2	344		
SHE Accident System Training	55	42	13	13	13	0	0		
Risk Perception/ Hazard Spotting	418	74	344	43	41	2	344		
Lone Worker Training	120	101	19	68	65	3	19		
First Aid At Work (Initial)	5	8	0	2	5	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	N/A	N/A	N/A	22		
Trailer Training (FULL)	6*	2	4	0	0	0	2		
Trailer Training Awareness	25*	0	25	0	0	0	25		
D1/PCV Minibus Training	1	0	1	0	0	0	1		

*	Approximate Numbers dependant on number of new starters
Overall numbers scheduled have been adjusted to reflect precise numbers involved	
Delivery dates have been scheduled for all training to ensure required outcomes achieved by of financial year.	

One member of the Health and safety team is scheduled to attend the a Manual Handling train the trainer course on the 26th and 27th January 2015 and will then deliver 1 days training per week (2 course per day) from the 2nd week in February. This will ensure all office based staff have been covered by the end of March.

Specialist area specific manual handling training for Street Scene, Housing Services and Leisure Services is taking place in February and the first 2 weeks of March provided by an external facilitator.

Fire awareness and Risk Perception training is currently being delivered and will be completed for the whole Council by the 2nd weeks in March.

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**

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: A	Title: Health and Safety Action Plan	
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's Health and Safety Action Plan for 2015/16

Introduction

This document sets out the key targets for the Authority's health and safety provision for 2015/16. It is not designed to be exhaustive as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the workload of the provision.

Key Target	Owner	Lead Officer	Target Date	Expected Outcome	Status
<p><u>Health and Safety Policies</u> Health and Safety Policies to be reviewed/amended in respect to content and format to ensure consistency across the Council.</p>	Joint Assistant Director for Human Resources and Payroll	Health and Safety Adviser	March 2016	<ol style="list-style-type: none"> 1. Health and Safety Policy Statement to be developed for Council. (June 2015) 2. Organisational Organ-a-gram to be developed outlining H&S responsibilities of key roles within the organisation. (July 2015) 3. Organisational Arrangements to be developed for all key H&S areas. (October 2015) 4. Overall Health and Safety Policy to be approved by Safety Committee (December 2015) 5. Health and Safety Policy to be signed off by SAMT (December 2016) 	<p><i>Completed June 2015</i></p> <p><i>Completed September 2015</i></p> <p><i>Extended to March 2016</i></p> <p><i>Extended to April 2016</i></p> <p><i>Extend to March 2016</i></p>
<p><u>SHE Software System</u> - To fully launch system across the Council and ensure capabilities of the system are fully utilised by the strategic alliance.</p>	Joint Assistant Director for Human Resources and Payroll	Health and Safety Adviser	March 2016	<ol style="list-style-type: none"> 1. To deliver SHE System training to all designated users across the Council (September 2015) 2. To provide initial support to operational areas whilst they familiarise themselves with the system. (December 2015) 3. To establish monitoring systems to ensure accident/incident investigations are suitably conducted? (March 2016) 	<p><i>Completed November 2015</i></p> <p><i>Completed December 2015</i></p> <p><i>Completed November 2015</i></p>
<p><u>Fire Compliance</u> -Introduction of new format Fire Log book across all sites - Establish monitoring</p>	Joint Assistant Director for Human Resources and Payroll	Health and Safety Adviser	March 2016	<ol style="list-style-type: none"> 1. Introduction of Fire Log Book and Monitoring System -<u>Riverside Depot</u> – (June 2015) 2. Develop Fire Awareness training schedule (July 2015) 	<p><i>Completed September 2015</i></p> <p><i>Completed September 2015</i></p>

<p>system to ensure statutory compliance maintained.</p> <p>- All Staff to receive Fire Awareness Training</p>				<ol style="list-style-type: none"> 3. Introduction of Fire Log Book and Monitoring System –<u>Pleasley Vale Mill</u> – (September 2015) 4. Introduction of Fire Log Book and Monitoring System –<u>The Arc</u> – (October 2015) 5. Introduction of Fire Log Book and Monitoring System –<u>Creswell LC</u> – (January2016) 6. Introduction of Fire Log Book and Monitoring System –<u>Bolsover Contact Centres</u> – (February 2016) 7. Introduction of Fire Log Book and Monitoring System –<u>Sheltered Accommodation</u> –1 per Month (March2016) 8. Deliver fire Awareness Training to all Staff (March 2016) 	<p><i>Mill 1 Completed, Mills 2 & 3 ongoing</i> Extended to January 2016</p> <p>Completed October 2015</p> <p>On Track</p> <p>On Track</p> <p>On Track</p> <p>On Track</p>
<p>First Aid</p> <p>-Ensure all sites have had a site first aid assessment completed for them.</p> <p>- Ensure all first aid boxes on site and in vehicles meet relevant British standard.</p> <p>- Establish system for monitoring and re-ordering new stock.</p> <p>-Review Defibrillator training requirements</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Adviser</p>	<p>March 2016</p>	<ol style="list-style-type: none"> 1. Conduct First Aid Assessment for all Sites (July 2015) 2. First aid Boxes Restocked & Monitoring System established <u>The Arc & Riverside Depot</u> (August 2015) 3. First aid Boxes Restocked & Monitoring System established Bolsover Contact Centres Centres (November 2015) 4. First aid Boxes Restocked & Monitoring System established Pleasley Vale & Creswell LC (December 2015) 5. First aid Boxes Restocked & Monitoring System established Sheltered Accommodation (February 2016) 6. Review Defibrillator Training (March 2016) 	<p><i>Completed October 2015</i></p> <p><i>Completed September 2015</i></p> <p>Completed November 2015</p> <p>Extended to January 2016</p> <p>On Track</p> <p>On Track</p>

<p><u>Health and Safety Training</u></p> <p>Develop training framework and deliver relevant internal training courses.</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Adviser</p>	<p>March 2016</p>	<ol style="list-style-type: none"> 1. Develop Corporate Training Matrix (July 2015) 2. Develop training schedule for Internally delivered courses (July 2015) 3. Develop relevant training presentations (September 2015) 4. Deliver relevant training (March 2016) 5. Arrange delivery of external courses (March 2016) 	<p><i>Completed October 2015</i></p> <p><i>Completed November 2015</i></p> <p><i>Completed October 2015</i></p> <p><i>On Track</i></p> <p><i>On Track</i></p>
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Management and Monitoring Process

This plan will be reported to the Bolsover District Council's Safety Committee. The Health and Safety Adviser will report progress on the plan as a standing item at each Committee meeting throughout the year.

Progress towards these targets will be reviewed quarterly by the Joint Assistant Director of Human Resources, in consultation with key stakeholders and the Health and Safety Adviser.

***Please note the latest updates are highlighted.**

Bolsover District Council

Safety Committee

8th February 2016

Health and Safety Executive (HSE) Investigation Report

Report of the Health and Safety Advisor

This report is public

Purpose of the Report

- To provide details of incidents which prompted recent visits from the HSE.
- To outline the issues identified by the HSE during their initial investigation.
- To provide an update on the current position in respect to the on-going investigation.
- To outline the actions taken in respect of the initial findings.
- To provide details of the further actions proposed.

1 HSE Investigation Details

1.1 Incident Details

The Health and Safety Executive are investigating two incidents in the Housing Repairs Service of Bolsover District Council, one a reportable accident and the other a reportable disease.

The reportable accident was classified as a major accident under the Reporting of Accidents, Diseases and Dangerous Occurrences Regulations and involved a Housing Repairs Operative falling from a 3 in 1 combination ladder whilst attempting to gain access to a loft spaces. The operative fell from a height of approximately 3 feet and sustained fractured ribs. The accident occurred on the 29th May 2015.

The reportable disease was notified to the Council when a Housing Repairs Operative attended an occupational health appointment as part of the hand arm vibration health surveillance programme and was diagnosed as suffering from Carpal Tunnel Syndrome. On notification of this diagnosis, the Health and Safety section reported this through to the HSE, as this is a reportable disease.

1.2 Issues Identified by the HSE

In respect to the reportable accident the issues identified by the HSE were as follows:

- The risk assessment used to cover the activity was not suitable and sufficient for the purpose of identifying the control measures that need to be taken to comply with the Work at Height Regulations 2005.

- The Work at Height training delivered in 2010 by the Council was not suitable and sufficient as it focussed on the use of extended ladders and contained no reference to use of ladders in A frame configuration for accessing loft spaces.
- No recorded evidence was available to show that the injured party was informed and instructed in the use of ladders in the A frame configuration for access to loft spaces.
- It was not clear whether the on-site supervisory inspection regime was suitable and sufficient to ensure employees adhered to safe working practices that they had been informed, instructed and trained to use.

In respect to the Reportable disease the issues identified by the HSE were as follows:

- The vibration testing undertaken on the machinery was carried out in 2010 and had not been re-tested since that date.
- The risk assessment developed for using vibrating machinery in 2010 though suitable and sufficient in its content had not been reviewed since that date.

1.3 Update of Current Position

The current position in respect to the reportable accident is that the HSE visited the Council on the 17th December 2015 and carried out an investigation into the incident and following this visit wrote to the Council on 31st December 2016.

In this letter the HSE informed the Council that they believed that the contraventions which had been identified were material breaches of legislation which would mean that fees were payable to the HSE under the fees for intervention legislation.

The letter in addition outlined a number of actions that the Council needed to undertake immediately. This was to ensure the on-going compliance with legislation and other recommendations to improve the overall management of health and safety. The Council were given until 29/01/15 to provide the HSE with evidence to demonstrate that they had addressed the immediate actions.

The immediate actions identified were as follows:

- To review the Council's risk assessments for work at height.
- In respect of access to loft spaces, the Council needs to ensure risk assessments specifically list as a control measure, the use of ladder in the A frame format to ensure stability and arrangements for maintaining 3 points of contact, when two hands are needed to be free for a brief period for light work.
- To review arrangements for informing, instructing and training employees in safe working practices ensuring emphasis is given to record keeping associated with this process.
- To review on site arrangements for supervisory visits to ensure there is adequate supervision of safe working practices along with a remedial action necessary.

The recommendations suggested were as follows:

- The critical review currently being undertaken by the Housing Repairs section to focus on areas of greater risk so that a systematic approach is adopted in order that the most significant risk is addressed as a priority.
- Employees of the organisation to be consulted and involved in the review process.
- Safe Reporting Scheme to be amended to allow the reporting of good practice.

In respect to the reportable disease the current position is that the HSE visited the organisation on the 19th January 2016 and undertook an investigation and will be returning in the next couple of weeks to interview the individual affected. They will then write to the Council to inform them what action if any they propose to take.

1.4 Actions Undertaken

The actions undertaken in respect to the reportable accident are as follows:

- A new risk assessment and safe system of work for working in loft spaces including access to them has been developed which ensure that all practises are compliant with Work at Height regulations.
- These have been reviewed by means of an on-site assessment with representation from the Repairs Service Managers, Supervisors, Union Safety Representatives, Trade Operatives and the Health and Safety Advisor.
- The operatives and supervisors are currently also receiving a tool box talk on the safe system of work which includes the installation of anchorage points, use of combination ladders and procedures for maintaining 3 points of contact whilst completing short duration activities.
- All equipment necessary to undertake this activity has been purchased and provided to the Operatives via impress van stock.
- A full review of all work at height risk assessments has commenced including consideration of a new system for high level and roof work.
- All training/ tool box talks/ and acceptance of risk assessment/ safe systems of work are now signed for by each individual operative and these records stored on a central training matrix spreadsheet.
- The Training matrix includes functionality which informs managers when training is due and allows course content details and attendance sheets to be maintained.
- A work at height training provider has been identified and course content agreed to ensure all aspects of work at height undertaken are covered as part of the training.

- Delivery dates for this training have been agreed in March 2016.
- Evidence of supervisory visit to the injured party prior to the incident have been identified and provided to the HSE.
- As part of the critical review undertaken by a external consultant, an action plan is in the process of being developed which aims to systematically address the issues on a risk priority basis.
- A working task group including departmental managers, supervisors operatives, union representatives and the health and safety team is being created to drive this action plan.
- The Safe Reporting form has been immediately amended to encompass good practice identified and risk perception training currently being delivered has been updated to reflect this change.

The actions undertaken in respect to the Reportable disease incident are as follows:

- An electronic HAV's monitoring system has been investigated and a pilot trial has been arranged to test the suitability of the monitoring equipment.
- A new equipment vibration testing device has been identified and assessed and steps are being made to purchase, this so the magic gloves previously used can be replaced with a simpler system.
- Full exposure records were available and the HSE confirmed that random testing currently being utilised was a suitable and sufficient approach for the majority of staff.
- The HSE have commended the decision by the Council to continue full time monitoring of certain potential higher risk groups, such as apprentices and employees with existing medical conditions.
- A new HAV's risk assessment is currently being developed and will be reviewed using the new process involving consultation.

1.5 Proposed Further Actions

Further actions identified in respect to the reportable accident are as follows:

- Risk assessment training/ re-training to be given to all operatives, supervisors and managers.
- Consideration to be given to the training of all managers, supervisors and union safety reps to IOSH Managing Safely standards as part of next year's corporate training budget.

- Supervisory inspection forms to be reviewed and amended to improve the quality of the monitoring data provided.

Further Actions identified in respect to reportable disease incidents are as follows:

- New occupational health questionnaire form to be developed to provide the Council with increased occupational health information on individuals.
- A member of the safety team to attend training to enable them to have a recognised competence to be able to undertake vibration monitoring.
- Procedures to be put in place to ensure the annual testing of all vibration producing tools and equipment are undertaken.

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

The potential financial implications connected with this report are the cost associated with fees for intervention which are charged at a rate of £125 per hour for the HSE investigation time and then if a decision is taken by the HSE to prosecute the costs associated with the subsequent court case and any levied fine.

5.2 Legal Implications including Data Protection

The potential legal implications on the authority are the if the HSE believe that the material breaches can be proved beyond reasonable doubt then the authority could be liable to prosecution for that breach.

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 and improved systems for monitoring.

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
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 –