

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suite 2, The Arc, on Monday 9<sup>th</sup> 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 – 20<sup>th</sup> JULY 2015**

The meeting noted that the following amendments were required to the Minutes from the meeting held on 20<sup>th</sup> 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 20<sup>th</sup> 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
<b>Total</b>	<b>17</b>	<b>1</b>

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
<b>Total</b>	<b>537</b>		<b>368.5</b>

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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
<b>Total</b>	<b>17</b>	<b>7</b>

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
<b>Total</b>	<b>180</b>

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 2<sup>nd</sup> 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.