

SAFETY COMMITTEE

AGENDA

Thursday 28th April 2016 at 1000 hours in the Council Chamber, 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 8 th February 2016.	3 to 5
5.	Sickness Absence/Occupational Health Statistics January to March 2016.	6 to 10
6.	Accident Statistics – January to March 2016.	11 to 20
7.	Health and Safety Report.	21 to 26
8.	New Health and Safety Action Plan for 2016/17.	27 to 33
9.	HSE Report Update.	Verbal Update

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suites 1 and 2, on Monday, 8 February 2016 at 1000 hours.

PRESENT:-

Members:-

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

UNISON:-

K Shillitto (in the Chair) and C McKinney (substituting for J Clayton)

Officers:-

S Gordon (HR & Payroll Operations Manager), P Wilmot (HR Manager), M Spotswood (Health & Safety Advisor), P Campbell (Assistant Director – Community Safety and Head of Housing [BDC]), M Cooper (Property and Estates Manager) and M Kane (Governance Manager)

K Shillitto in the Chair

0775. APOLOGIES

Apologies for absence had been received from J Clayton.

0776. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0777. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0778. MINUTES – 9 NOVEMBER 2015

Moved by Councillor H Gilmour and seconded by Councillor A Joesbury.

RESOLVED that the minutes of the meeting of the Safety Committee held on 9 November 2015 be approved as a true and correct record.

(Governance Manager)

0779. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER 2015 TO DECEMBER 2015

The Committee considered a report of the Assistant Director – Human Resources which provided sickness absence and occupational health statistics for October to December 2015.

SAFETY COMMITTEE

The sickness absence outturn for October to December 2015 stood at 1.65 days per full time equivalent, which was an improvement on last year's equivalent figure of 2.75 days. It meant the Council was on track to meet its 2015/16 target of 8.5 days.

The top three causes of sickness absence during the period were muscular/skeletal (215.5 days lost), stress (92.5 days lost) and back/neck injuries (70.5 days lost). Levels of stress were significantly down from the same period in 2014 where 235 days had been lost.

There were a total of 11 employees who were suffering long term sickness absence, which was similar to last year's figure. Furthermore, two employees were undergoing counselling during this period.

Members debated the findings which showed that the number of days lost to stress was at its lowest for five years. Nevertheless, it was important to ensure that regular stress awareness training was in place and that staff knew where to find support when they needed it.

Moved by Councillor B R Murray-Carr and seconded by Councillor C Moesby.
RESOLVED that the report be noted.

0780. ACCIDENT STATISTICS OCTOBER TO DECEMBER 2015

The Committee considered a report of the Health and Safety Advisor which provided an update on the Council's accident performance during the period October to December 2015.

There had been a total of 10 accidents during the period, which was the same as last year, although the type of accidents were different, with four resulting from manual handling and three from strikes against a fixed object.

Numbers of accidents for the year were roughly consistent with last year, with 33 in the first three quarters of 2015/16 as against 30 at the same point last year. However, the number of total days lost in 2015/16 was considerably less with five in the third quarter of 2015/16 as against 17 in the same quarter last year, leading to a total number of days lost for 2015/16 being 66.5 as against 131 at the end of the third quarter in 2014/15.

The rest of the report highlighted numbers of accidents amongst members of the public at Council leisure centres, which was also down on the previous year, and root causes of accidents.

Moved by Councillor B R Murray-Carr and seconded by Councillor R Bowler.
RESOLVED that the Committee notes the report and information provided.

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0781. HEALTH AND SAFETY REPORT

The Committee considered a report of the Health and Safety Advisor which provided an update on the Council's health and safety performance over the last quarter. There was an update on the health and safety action plans and the progress made against realising targets. The report also detailed any significant health and safety accidents, incidents, enforcement activity or legislative changes which could adversely affect the Council's risk exposure.

Members were advised that during the reporting period one person had been added to the Employee Protection Register and another two names had been removed. The total number of addresses now held on the Register was 23.

A number of work place inspections had been carried out or were planned. In addition, a range of health and safety training courses were being undertaken by employees and members across the Council.

Concern was expressed around the high numbers of staff that there were left to train between the date of the Committee and the end of the financial year. However, officers advised that work was on track.

Members also expressed a desire to be trained in areas around risk awareness, fire safety and health and safety generally.

Moved by Councillor H Gilmour and seconded by Councillor B R Murray-Carr.
RESOLVED that the Committee notes the report and the information provided.

0782. HEALTH AND SAFETY EXECUTIVE (HSE) INVESTIGATION REPORT

The Committee considered a report of the Health and Safety Advisor which provided details of two incidents in the Housing Repairs Services which had been investigated by the Health and Safety Executive. One was a reportable accident and the other a reportable disease.

Details of the cases, the issues identified by the HSE, recommendations made and actions taken were outlined. There was a brief discussion around the report followed by questions and answers.

Moved by Councillor C Moesby and seconded by Councillor B R Murray-Carr.
RESOLVED that the Committee notes the report and the information provided.

The meeting concluded at 1100

Bolsover District Council**Safety Committee 28th April 2016**

Sickness Absence/Occupational Health Statistics 2015/16

Report of the Joint Assistant Director Human Resources

This report is public.

Purpose of the Report

To provide Sickness Absence/Occupational Health Statistics 2015/16 for the Committee to consider.

1 Report Details**1. Sickness Absence/Occupational Health Referral Statistics 2014/15 and 2015/16.**

- 1.1 The sickness absence outturn for 2015/16 are shown below, with comparisons for 2014/15:

Target 2015/16	Out turn 2014/15	Out turn 2015/16
8.5 days	9.20 days	6.28 days

A breakdown of these figures for 2015/16 by Department, and by long term/short term sickness absence, is attached for information.

- 1.2 The outcome of occupational health referrals 2015/16, with comparisons for 2014/15 is shown below:

	2014/15	2015/16
Rehabilitation	39	29
Outstanding	2	6
Left Authority	0	2
TOTAL	41	37

1.3 The top three causes of sickness absence for 2014/15 and 2015/16 are as follows:

2014/15		2015/16	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	789.5	Stress	555
Stress	540	Muscular/Skeletal	549.5
Infections	344	Infections	250.5
TOTAL	1673.5	TOTAL	1355

1.4 A breakdown of the reasons for all long term sickness absence is as follows:

Reasons for Long Term Sickness Absence 2015/16	
Reason for Absence	No. of Employees Citing this Reason
Stress/Depression	13
Muscular/Skeletal	12
Back/Neck	3
Other	1
Genito/Gynae	2
Heart/BP/Circulation	3
Stomach/Digestion	1
Ear/Nose/Mouth	1
Chest	1

There have been 9 employees undergoing counselling during this period.

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

BVPI12 -2014/15 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 12 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
SENIOR MANAGERS GROUP	5.00	63.50	12.70	63.50	0.00	12.70	0.00
	5.00	63.50	12.70	63.50	0.00	12.70	0.00
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	6.79	185.00	27.25	162.00	23.00	23.86	3.39
DEMOCRATIC	6.76	58.00	8.58	0.00	58.00	0.00	8.58
PARTNERSHIP TEAM	5.00	18.00	3.60	0.00	18.00	0.00	3.60
ECONOMIC GROWTH_HOUSING STRATEGY	4.30	47.50	11.05	19.50	28.00	4.53	6.51
PLANNING	15.20	50.50	3.32	8.00	42.50	0.53	2.80
	38.05	359.00	9.43	189.50	169.50	4.98	4.45
OPERATIONS DIRECTORATE							
FINANCE	9.02	105.00	11.64	78.00	27.00	8.65	2.99
PROPERTY/ESTATES	18.60	297.00	15.97	245.00	52.00	13.17	2.80
REVENUES	36.30	332.50	9.16	203.50	129.00	5.61	3.55
COMMUNITY SAFETY	10.25	12.00	1.17	0.00	12.00	0.00	1.17
STREET SERVICES	77.55	669.50	8.63	401.00	268.50	5.17	3.46
HOUSING (REPAIRS AND MANAGEMENT)	121.53	1286.00	10.58	921.00	365.00	7.58	3.00
	273.25	2702.00	9.89	1848.50	853.50	6.76	3.12
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	8.35	22.50	2.69	0.00	22.50	0.00	2.69
HUMAN RESOURCES AND PAYROLL	6.80	150.00	22.06	148.00	2.00	21.76	0.29
CUSTOMER SERVICE	25.13	254.50	10.13	142.00	112.50	5.65	4.48
LEISURE	41.66	110.50	2.65	53.00	57.50	1.27	1.38
	81.94	537.50	6.56	343.00	194.50	4.19	2.37
GRAND TOTAL	398.24	3662.00	9.20	2444.50	1217.50	6.14	3.06
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							
Senior Managers Group includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

BVPI12 - APRIL 2015 TO MARCH 2016 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 12 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	6.00	63.00	10.50	61.50	1.50	10.25	0.25
	6.00	63.00	10.50	61.50	1.50	10.25	0.25
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	6.79	46.00	6.77	0.00	46.00	0.00	6.77
DEMOCRATIC	7.53	162.00	21.51	116.00	46.00	15.41	6.11
PARTNERSHIP TEAM	5.00	3.50	0.70	0.00	3.50	0.00	0.70
ECONOMIC GROWTH_HOUSING STRATEGY	5.80	43.00	7.41	25.00	18.00	4.31	3.10
PLANNING	15.80	51.50	3.26	21.00	30.50	1.33	1.93
	40.92	306.00	7.48	162.00	144.00	3.96	3.52
OPERATIONS DIRECTORATE							
FINANCE	9.25	28.50	3.08	20.00	8.50	2.16	0.92
PROPERTY/ESTATES	17.34	84.00	4.84	0.00	84.00	0.00	4.84
REVENUES	37.61	302.50	8.04	171.00	131.50	4.55	3.50
COMMUNITY SAFETY	11.25	8.00	0.71	0.00	8.00	0.00	0.71
STREET SERVICES	69.87	473.50	6.78	258.00	215.50	3.69	3.08
HOUSING (REPAIRS AND MANAGEMENT)	121.60	930.50	7.65	498.50	432.00	4.10	3.55
	266.92	1827.00	6.84	947.50	879.50	3.55	3.29
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	8.85	10.50	1.19	0.00	10.50	0.00	1.19
HUMAN RESOURCES AND PAYROLL	7.60	32.50	4.28	22.00	10.50	2.89	1.38
CUSTOMER SERVICE	25.20	204.50	8.12	111.00	93.50	4.40	3.71
LEISURE	39.29	34.50	0.88	0.00	34.50	0.00	0.88
	80.94	282.00	3.48	133.00	149.00	1.64	1.84
GRAND TOTAL	394.78	2478.00	6.28	1304.00	1174.00	3.30	2.97
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 28th April 2016****Accident and Stress Statistics Report****Report of the Health and Safety Advisor**

This report is public

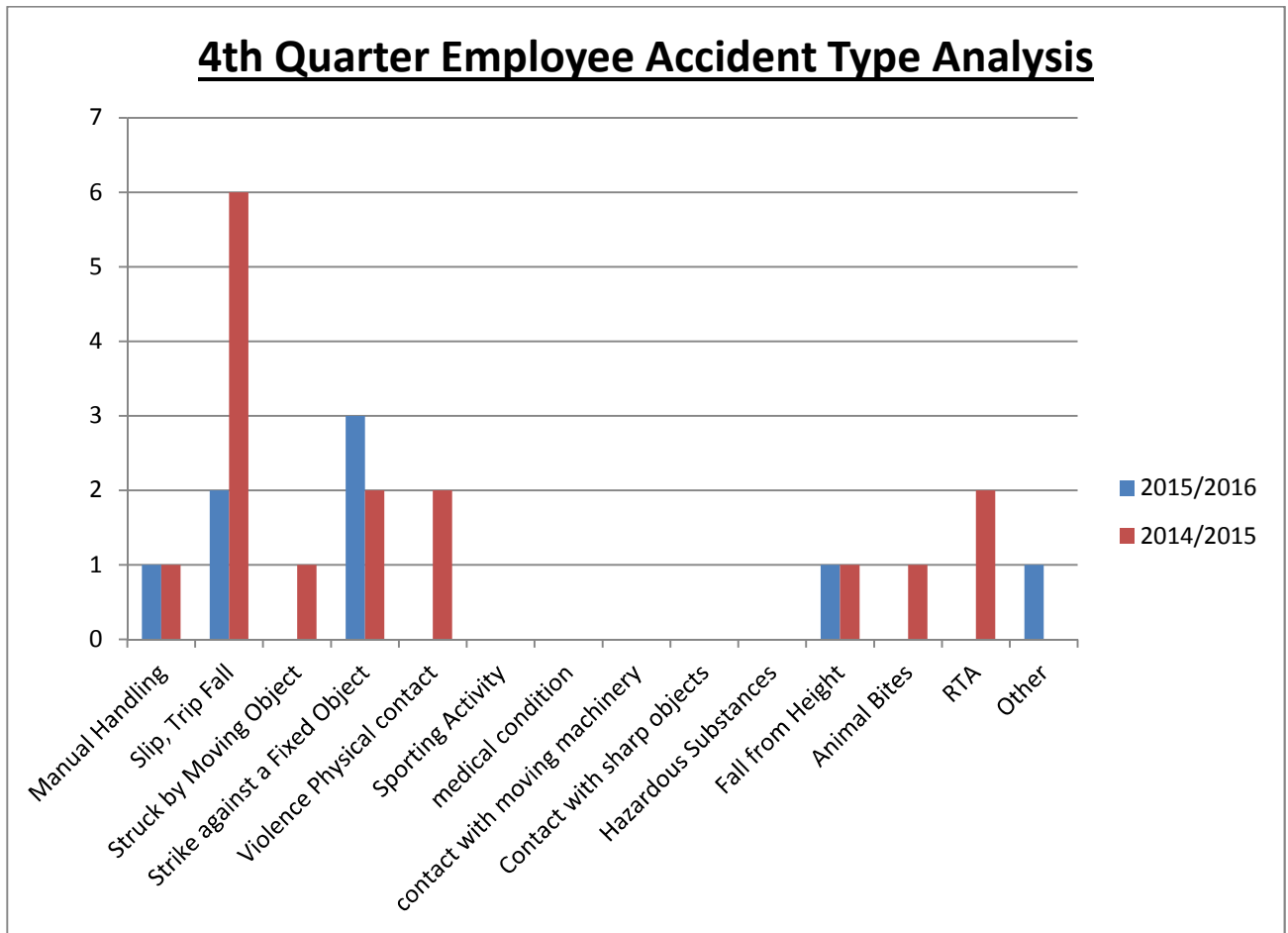
Purpose of the Report

- To provide an update on the 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**

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	1	2	0	3	0	0	0	0	0	0	1	0	0	1	8
2014/2015	1	6	1	2	2	0	0	0	0	0	1	1	2	0	16

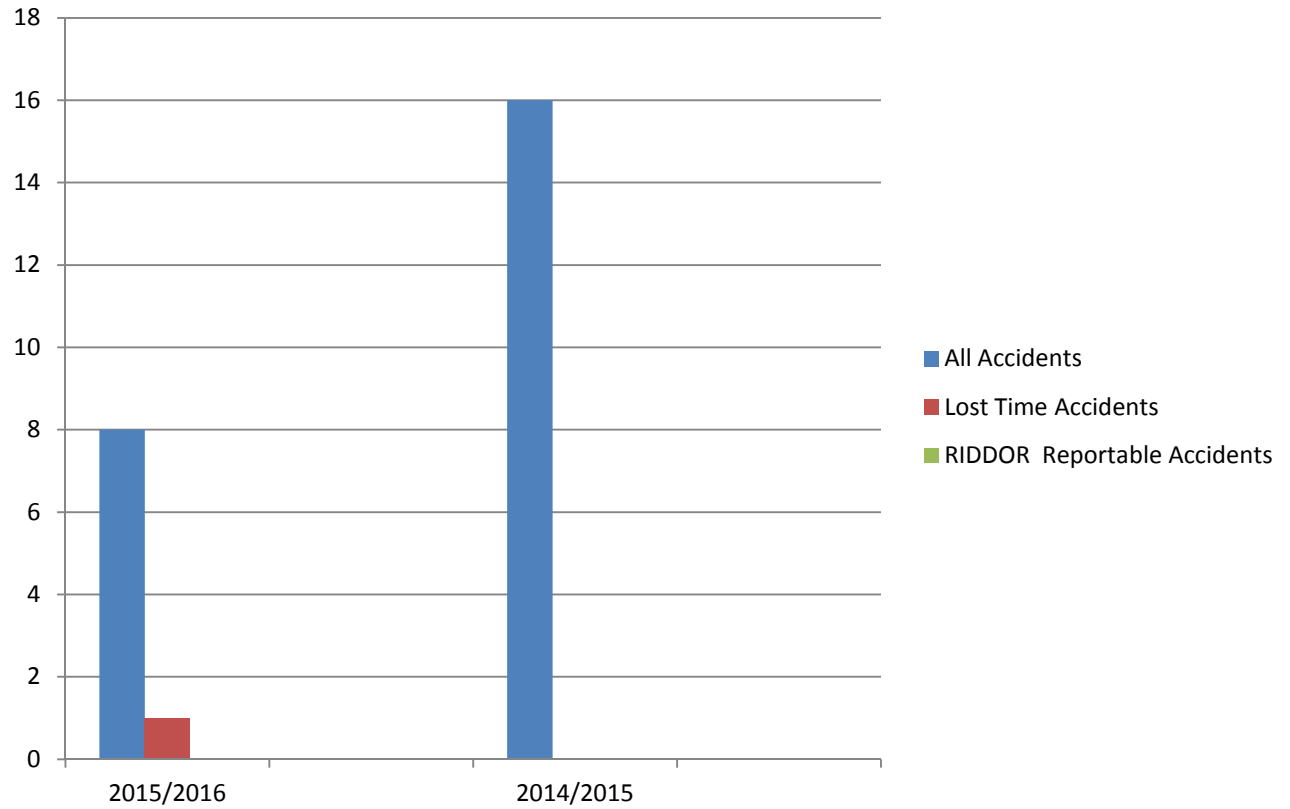
4th Quarter Employee Accident Type Analysis



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	4	0	0	3	0	0
November	5	2	0	5	0	0
December	1	0	0	2	0	0
January	2	0	0	8	0	0
February	3	1	0	3	0	0
March	3	0	0	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	8	1	0	16	0	0
TOTALS	41	4	1	46	3	0

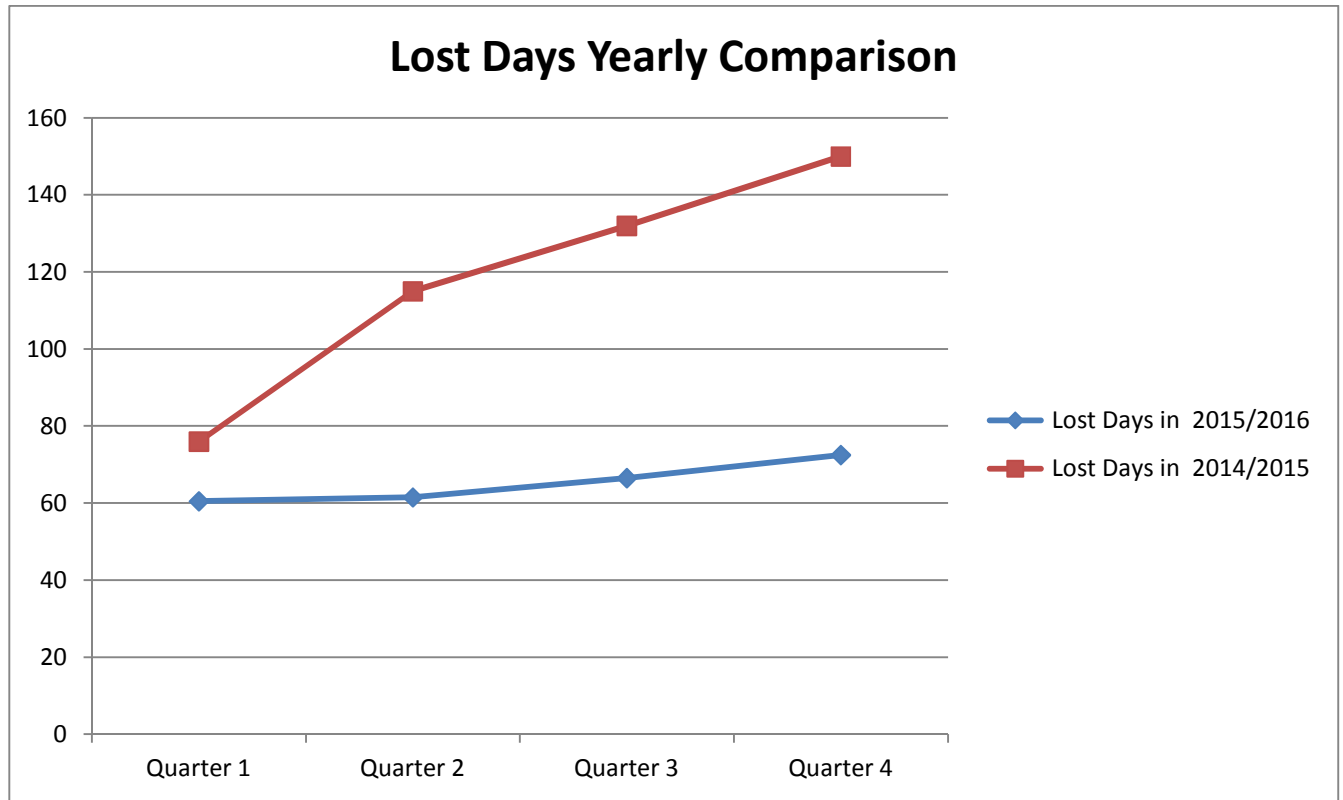
4th Quarter Accident Category Analysis



1.1.3 Accident Lost Days

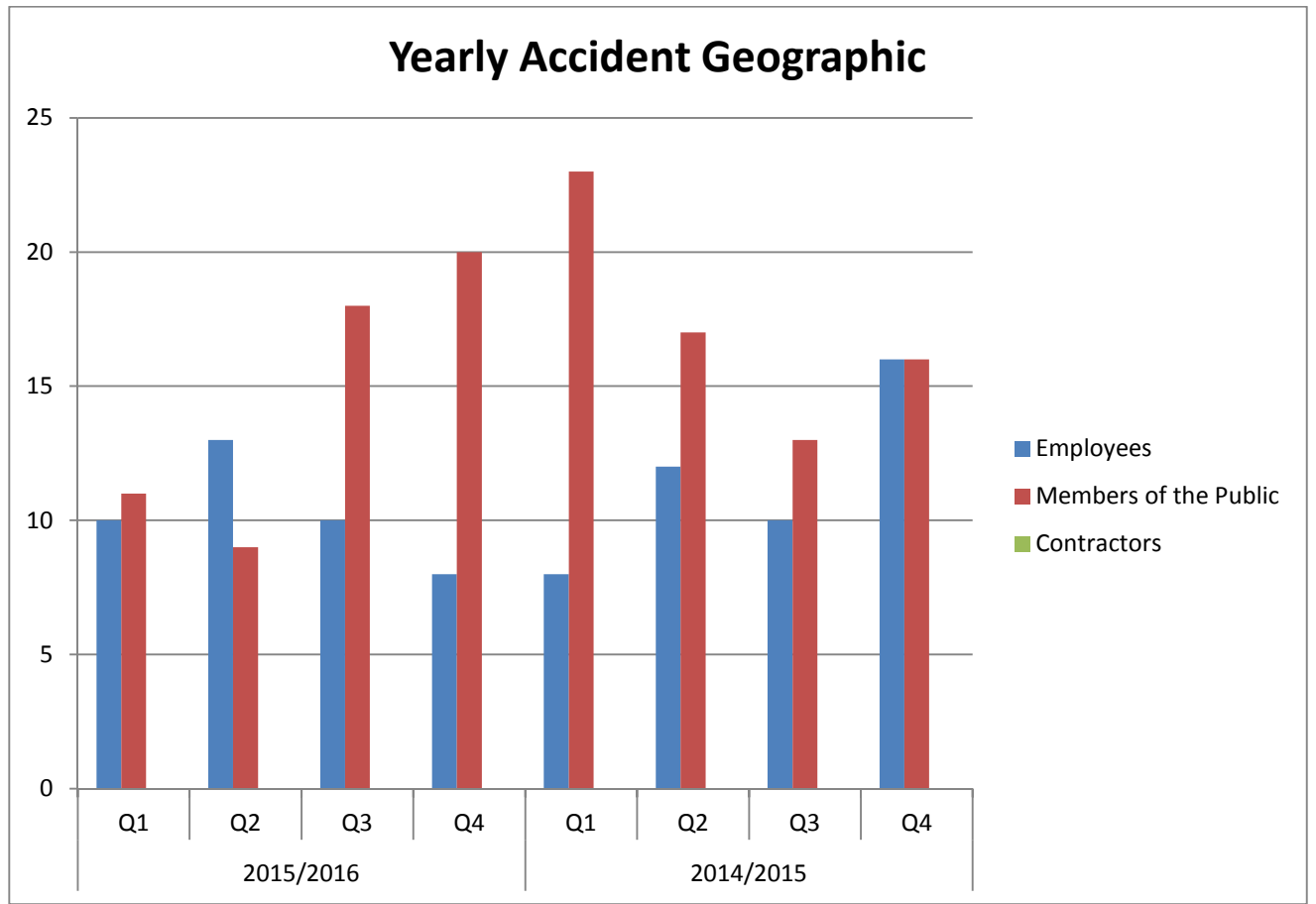
	Lost Days for 4th Quarter 2015/2016	Total Lost Days 2015/2016	Lost Days for 4 th Quarter 2014/2015	Total Lost Days to End of 4th Quarter 2014/2015
Customer Service and Improvement				
Leisure	1	1		
Human Resources and Payroll				
Economic Growth				
Planning and Environmental Health				
Governance and Monitoring				
Finance/Revenues and Benefits				1
Property & Estates				
Street Scene	6	10	14	133
Housing		61.5	11	11

IT			5	5
TOTAL	6	72.5	17	150



1.1.4 Accident Geographic

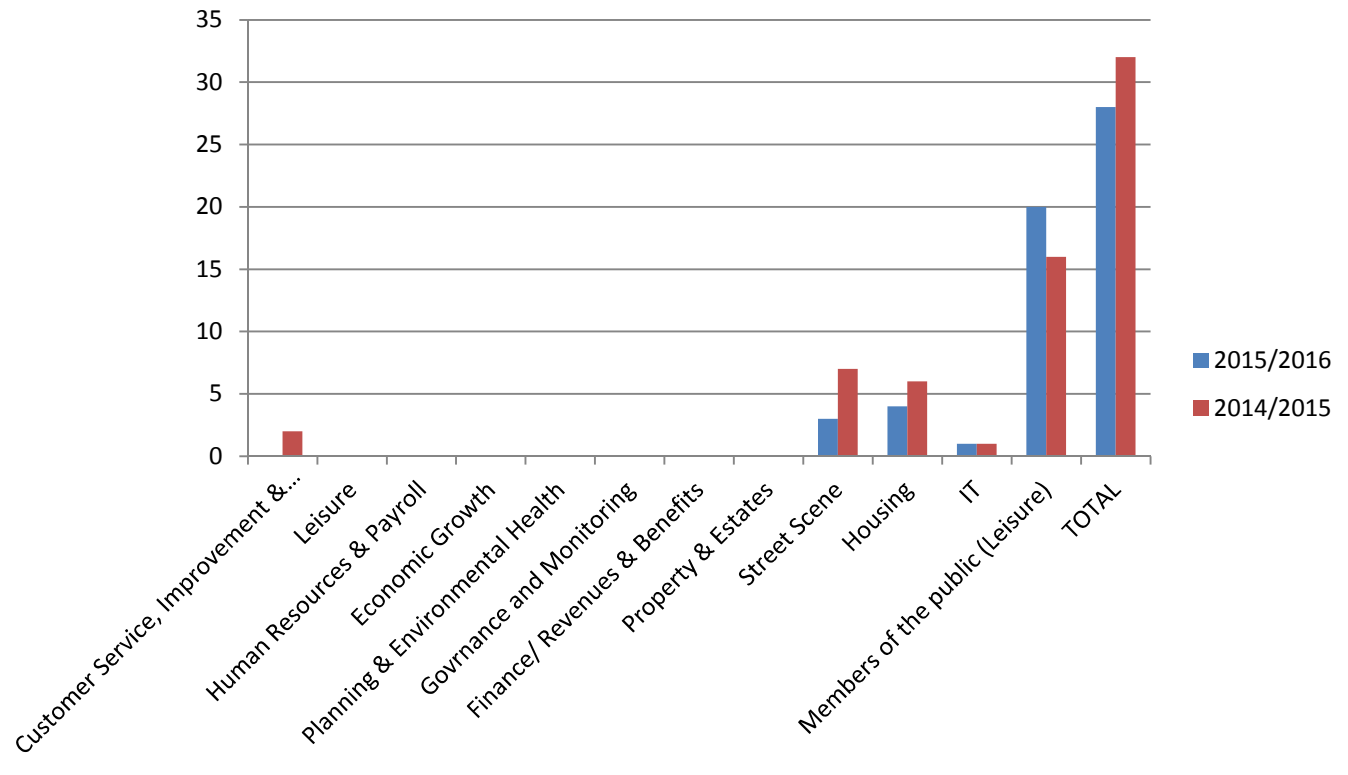
MONTH	2015/2016			2014/2015		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	2	2	0	1	5	0
May	5	5	0	2	9	0
June	3	4	0	5	9	0
July	6	2	0	4	10	0
August	5	5	0	4	3	0
September	2	2	0	4	4	0
October	4	6	0	3	12	0
November	5	10	0	5	1	0
December	1	2	0	2	0	0
January	1	0	0	8	3	0
February	3	1	0	5	4	0
March	3	0	0	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	8	20	0	16	16	0
TOTALS	41	58	0	46	69	0



1.1.4 Operational Area Accidents

	4th Quarter Accidents Totals 2015/2016	Yearly Accidents Totals 2015/2016	4th Quarter Accidents Totals 2014/2015	Yearly Accidents Totals to end of 4th Quarter 2014/2015
Customer Service & Improvement		1	2	3
Leisure	1	1		
Human Resources & Payroll				
Economic Growth				
Planning & Environmental Health				
Governance and Monitoring				1
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	3	13	7	27
Housing	4	18	6	14
IT	1		1	1
Members of the Public (Leisure)	20	38	16	69
TOTAL	28	71	32	115

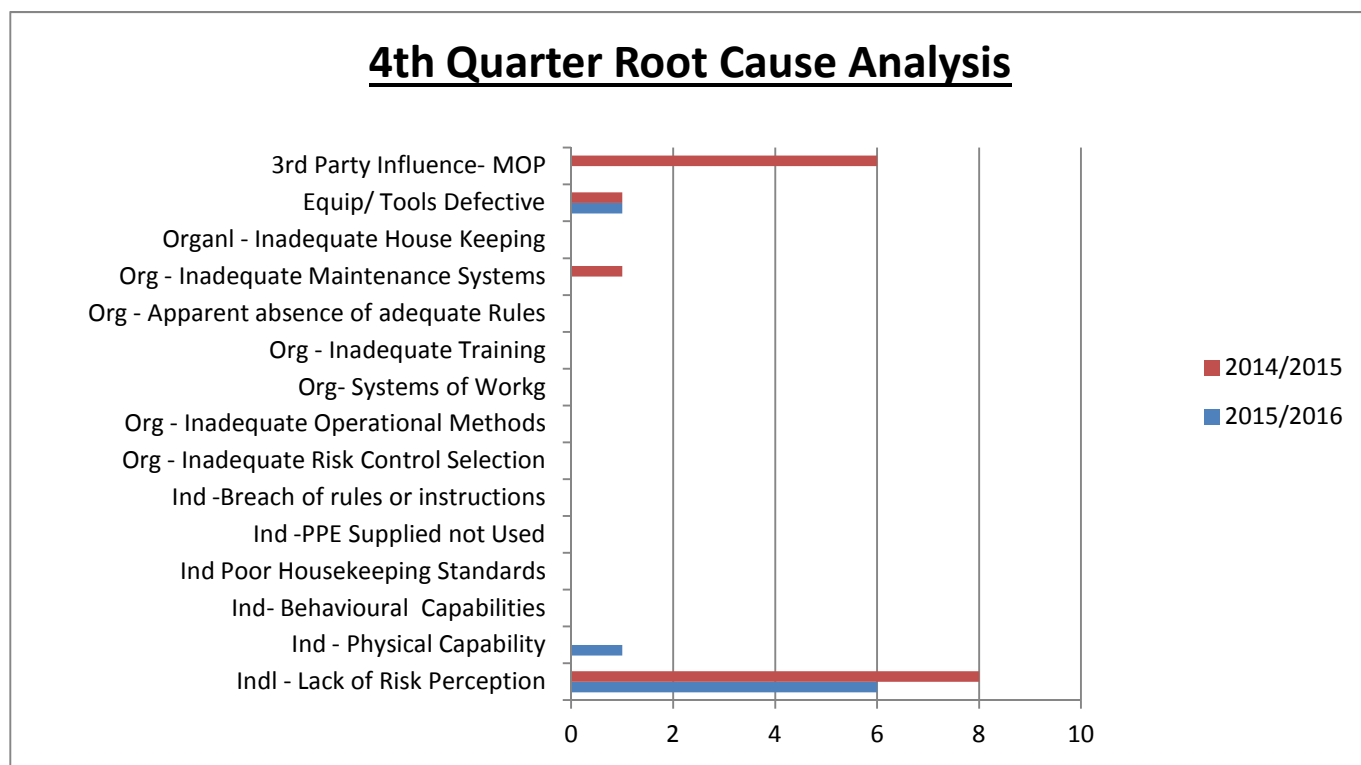
4th Quarter Operational Area Accident Analysis



1.1.5 Incident Root Cause

3rd QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	4th Quarter 2015/2016	Yearly Total to end of 4th Quarter 2015/2016	4th Quarter 2014/2015	Yearly Total to end of 4 th Quarter 2014/2015
Ind. - Lack of Risk Perception	6	22	8	27
Ind. - Physical Capability	1	7	0	2
Ind.- Behavioural Capabilities	0	4	0	5
Ind. Poor Housekeeping Standards	0	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	3
Org - Inadequate House Keeping	0	0	0	0
Equipment/ Tools Defective	1	2	1	2

3rd Party Influence- member of the public	0	2	6	13
TOTAL	8	41	10	53



1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Struck Against Fixed Objects (44%)
 - Manual Handling (14%)
 - Slips, Trips and Fall on same Level (14%),
 - Falls from Height (14%)
 - Other (14%)
- The number employee accidents recorded in the quarter shows a 50% reduction over the same 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 4th Quarter has seen lost days dropped from 150 days in 2014/2015 to 72.5 in 2015/2016 a reduction of 38%.
- The overall number of accidents occurring within the authority in the 4th Quarter fallen by 13.5% over the same period last.
- In 2014/2015 public accidents accounted for 50% of all accidents recorded in the 4th Quarter, whereas in the current year public accidents accounted for 71.4% of the total.
- Housing Services (50%) and Street Scene (37.3%) remain the operational areas with the highest number of accidents occurring in the quarter though the actual

number of accidents occurring in both sections has reduced over the same period last year.

- The main route cause of employee accidents were Lack of Risk Perception (75%), Individual Physical Capabilities (12.5%) and Tool/Equipment Defect Keeping (12.5%).

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

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

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

$$= 239 \text{ (As at 31st March 2016)}$$

Accident Frequency Rate (AFR)

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.

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

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

$$= 0.13 \text{ (As at 31st March 2016)}$$

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.

$$= (5.29 \times 387) \times 306$$

$$= 626,452 \text{ Hours (As at 31st March 2016)}$$

1.3 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Type of Incident	Incident Severity	Lost Time Days (Actual)	Report able?
21/01/16	Pulled back when fell in loft space	Slips, trips, falls	Minor Injury - No Lost Days	0.00	No
21/01/16	Knocked arm against wall	Striking against fixed object	Minor Injury - No Lost Days	0.00	No
03/02/16	Twisted ankle on sunken manhole cover	Slips, trips, falls	Lost Time under 7 Days	6.00	No
08/02/16	Pulled muscles in r/h side of back lifting combination boiler	Manual Handling	Minor Injury - No Lost Days	0.00	No
10/02/16	Banged head on open kitchen cupboard	Striking against fixed object	Minor Injury - No Lost Days	0.00	No
01/03/16	Fell from flail tractor steps, grazed and bruised elbow	Fall from height	Minor Injury - No Lost Days	0.00	No
02/03/16	Banged head on van roof as stood up	Striking against fixed object	Minor Injury - No Lost Days	0.00	No
24/03/16	Scalded by spilled hot drink	Other	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

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

Bolsover District Council

Safety Committee

28th April 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 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

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period three (3) names has been added to the employee protection register with ten (10) names removed. As a result of this exercise, the total number of addresses now held on the register is twenty four (24).

1.2.2 Health and Safety Action Plan Update

See Appendix A for details of draft Health and Safety Plan for period April 2016 to March 2017.

1.2.3 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
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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	Actions Closed Out	Complete
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	17/12/15	June 2016	10/01/16	Actions Closed Out	Complete
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	18/09/15	Re-scheduled to April 2016	5/10/15	N/A	Inspection Re-scheduled
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	23/10/15	April 2016	8/11/15	Actions Closed Out	Complete
Frederick Gents	Joint Assistant Director of Leisure	11/01/16	July 2016	18/01/15	Actions Closed Out	Complete
Creswell Leisure Centre		02/11/15	May 2016	19/11/15	Actions Closed Out	Complete
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	10/12/15	June 2016	9/1/15	Actions Closed Out	Complete
Boathouse, Pleasley Vale		10/12/15	June 2016	9/1/15	Actions Closed Out	Complete
Unit T, Pleasley Vale		10/12/15	2016	9/1/15	Actions Closed Out	Complete
Castle Leisure Park Pavilion, Carr Vale, Bolsover		3/11/15	May 2016	10/11/15	Actions Closed Out	Complete
Clune Street Pavilion, Clowne		10/11/15	May 2016	17/11/15	Actions Closed Out	Complete
Broadmeadows Sports Pavilion, South		3/11/15	May 2016	10/11/15	Actions Closed	Complete

Normanton					Out	
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
Bolsover Contact Centre		12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
Shirebrook Contact Centre		12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
South Normanton Contact Centre / Hub		12/11/15	May 2016	13/11/15	Actions Closed Out	Complete
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Ashbourne Court, Shirebrook		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Jubilee Court, Pinxton		07/12/15	June 2016	21/12/15	Actions Closed Out	Complete
Mill Lane, Whitwell	Head of Housing Services	13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Parkfields, Clowne		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Park View, Barlborough		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Queens Court, Creswell		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete
Valley View, Hillstown, Bolsover		07/12/15	June 2016	21/12/15	Actions Closed Out	Complete
Victoria House, Creswell		13/11/15	May 2016	24/11/15	Actions Closed Out	Complete

Woburn house, Blackwell		07/12/15	June 2016	21/12/15	Actions Closed Out	Complete
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
Mill 2 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
Mill 3 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
Pleasley Vale Security Lodge		26/10/15	April 2016	5/11/15	Actions Closed Out	Complete
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	N/A	Actions Closed Out	Complete

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (JAN to MAR2015)			TRAINING CARRIED FORWARD		
	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	20	20	0	37		
Manual Handling (Street Scene)	63	0	63	63	27	36	36		
Manual Handling (Leisure)	37	0	37	37	18	21	21		
Manual Handling (Housing)	56	0	56	56	59	0	0		
Manual Handling (General)	262	122	140	242	122	140	140		
Asbestos Awareness (Full Course)	3	0	3	3	0	3	3		
Asbestos Awareness (Yearly Refresher)	64	0	64	64	0	64	64		

Fire Safety Awareness	418	185	359	415	182	233	233		
SHE Accident System Training	55	42	13	13	0	13	13		
Risk Perception/ Hazard Spotting	418	185	415	415	182	233	233		
Lone Worker Training	120	101	19	19	0	19	19		
First Aid At Work (Initial)	5	8	0	0	0	0	0		
First Aid At Work (Refresher)	15	6	9	9	9	0	0		
Emergency First Aid	17	12	5	5	5	5	0		
De-Fibrillator Training	24	2	22	22	0	22	22		
Trailer Training (FULL)	6*	2	4	4	0	4	4		
Trailer Training Awareness	25*	0	25	25	0	25	25		
D1/PCV Minibus Training	1	0	1	1	0	1	1		

1.2.5 Near Miss/ Learning Events

There has been 2 near miss Incidents or learning events reported in this reporting period. Both of these related to blocking of walkways within archive room at Riverside Depot. A general tidy of the area has been conducted, a monitoring regime put in place and all users of the room have been reminded of the importance of good housekeeping standards.

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

BOLSOVER DISTRICT COUNCIL HEALTH AND SAFETY ACTION PLAN

Introduction

The document sets out the key targets for Council's health and safety provision for the period April 2016 to March 2017. It is not designed to be an exhaustive list as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the scope of the provision.

KEY TARGET	OWNER	LEAD OFFICERS	TARGET DATE	EXPECTED OUTCOME	STATUS
<p><u>Risk Assessments</u></p> <p>Corporate risk assessment provision across the Council to be reviewed to ensure its suitability and sufficiency with legislation/ best practice requirements.</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>March 2017</p>	<ol style="list-style-type: none"> 1. Communicate risk assessment approach to be utilized to all sectional managers. (May 2016) 2. Review suitability and sufficiency of current risk assessments <ul style="list-style-type: none"> ➤ Housing Services (May 2016) ➤ Street Services (October 2016) 3. Identify additional risk assessments required. <ul style="list-style-type: none"> ➤ Housing Services (May 2016) ➤ Street Services (October 2016) 4. Train up sectional risk assessment teams. <ul style="list-style-type: none"> ➤ Housing Services (June 2016) ➤ Street Services (November 2016) 	

				<p>5. Transfer existing risk assessments into new corporate format.</p> <ul style="list-style-type: none"> ➤ Housing Services (July 2016) ➤ Street Services (December 2016) <p>6. Develop new risk assessments required.</p> <ul style="list-style-type: none"> ➤ Housing Services (September 2016) ➤ Street Services (February 2017) <p>7. Enter all risk assessments on to SHE Assure System. (March 2017)</p>	
<p><u>COSHH Assessment</u></p> <p>To ensure compliance with Control of Substances Hazardous to Health Regulations.</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>February 2017</p>	<p>1. Operational Managers to provide list of Chemicals/Substances used within their section.</p> <ul style="list-style-type: none"> ➤ Housing Services (May 2016) ➤ Leisure Services (May 2016) ➤ Street Services (October 2016) ➤ Property and Estates (October 2016) <p>2. Up to date Material Safety Data Sheets to be obtain for each chemical.</p> <ul style="list-style-type: none"> ➤ Housing Services (June 2016) ➤ Leisure Services (June 2016) ➤ Street Services (November 2016) ➤ Property and Estates (November 2016) 	

				2016)	
				3. COSHH Assessments to completed for all substances <ul style="list-style-type: none"> ➤ Housing Services (September 2016) ➤ Leisure Services(September 2016) ➤ Street Services (February 2017) ➤ Property and Estates (February 2017) 	
<p><u>Employee Protection Register</u></p> <p>To review the administration of the employee protection register to ensure that it is appropriately supported by the relevant policies and training.</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>December 2016</p>	<ol style="list-style-type: none"> 1. Ensure Health and Safety Policy includes arrangements for use of Employee Protection Register. (April 2016) 2. Ensure electronic violence at work form has been developed and is accessible to staff. (June 2016) 3. Ensure electronic form is available on ERIC. (June 2016) 4. Train operational area managers/ administrators on use of new on-line system. (August 2016) 5. Ensure Operational managers' brief staff within their operational area on how to log a violent incident. (December 2016) 	

<p><u>Lone Worker Provision</u></p> <p>To review lone worker provision within the Council to ensure its suitability and sufficiency with legislation/ best practice requirements.</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>March 2017</p>	<ol style="list-style-type: none"> 1. Identify all operational areas where lone working is conducted. (May 2016) 2. Review lone working procedures within all operational areas. (July 2016) 3. Establish corporate standard for lone working. (September 2016) 4. Communicate corporate lone worker standards to operational area managers. (October 2016) 5. Ensure Operational managers' brief staff within their operational area on lone worker standards. (December 2016) 6. Establish suitable and sufficient lone worker standards in all operational areas. (March 2017) 	
<p><u>Health and Safety Training</u></p> <p>To ensure that a suitable and sufficient system is in place within the Council to identify, resource and deliver relevant health and safety training in order that the authority meets statutory obligations and continually improves the</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>March 2017</p>	<ol style="list-style-type: none"> 1. Identify corporate health and safety training requirements for forth coming year. (April 2016) 2. Identify training requirements which is to be included on health and safety training tender. (June 2016) 	

competence of its staff.				<ol style="list-style-type: none"> 3. Procure of health and safety training provider. (August 2016) 4. Produce internal training schedule including allocation of provisional dates for training delivery. (May 2016) 5. Produce external training schedule including allocation of provisional dates for training delivery. (September 2016) 6. Deliver indentified health and safety training in line with agreed schedules. (March 2017) 	
ACTIONS CARRIED OVER FROM 2015/2016 ACTION PLAN					
<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>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>April 2016</p>	<ol style="list-style-type: none"> 1. Organisational Arrangements to be developed for all key H&S areas. (March 2016) 2. Overall Health and Safety Policy to be approved by Safety Committee (April 2016) 3. Health and safety Policy to be signed off by SMT (April 2016) 	

<p>- Fire Compliance Introduction of new format Fire Log book across all sites</p> <p>- Establish monitoring system to ensure statutory compliance maintained.</p> <p>- All Staff to receive Fire Awareness Training</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Team</p>	<p>March 2016</p>	<p>1. Introduction of Fire Log book for Pleasley Vale Mill (March 2016)</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 Team</p>	<p>May 2016</p>	<p>1. Complete outstanding Internal training for 2015/2016:</p> <ul style="list-style-type: none"> ➤ Fire Awareness (May 2016) ➤ Risk Perception (May 2016) ➤ Manual Handling May 2016) 	

Management and Monitoring Process

This plan will be presented to the Bolsover District Council’s Safety Committee for consultation and approval. Once the final draft is approved the Health and Safety Adviser will report progress against the plan as a standing item at each quarterly Safety Committee meeting

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

Action Plan Comments

In the Original Draft Action Plan a health and safety audit was an item however due to the fact that the authority is considering a proposal for an external agency to conduct a corporate wide health and safety audit this has been removed from the internal plan.

The overall Internal Action Plan may become subject to change if the external audit identified areas where urgent action was required which had not been initially identified in the plan.

The Action Plan has taken recommendations from the external audit of Housing Repairs Section to influence the scope of the actions which should be addressed during the year however many of these had been highlighted already for inclusion prior to the audit.

DRAFT