

## SAFETY COMMITTEE

### AGENDA

Monday 7<sup>th</sup> November 2016 at 1000 hours in the Council Chamber, The Arc, Clowne

<b>Item No.</b>	<b>PART 1 – OPEN ITEMS</b>	<b>Page No.(s)</b>
1.	<b>Election of Chair for the ensuing year.</b>	
2.	<b>Appointment of Vice Chair (Unison Side).</b>	
3.	<b><u>Apologies</u></b>  To receive apologies for absence, if any.	
4.	<b><u>Urgent Items</u></b>  To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
5.	<b><u>Declarations of Interest</u></b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items  and if appropriate, withdraw from the meeting at the relevant time	
6.	To approve the minutes of a meeting held on 28 <sup>th</sup> April 2016.	3 to 7
7.	Sickness Absence/Occupational Health Statistics April to June 2016.	8 to 13
8.	Sickness Absence/Occupational Health Statistics July to September 2016.	14 to 17
9.	Accident Statistics – April to June 2016.	To Follow
10.	Accident Statistics – July to September 2016.	To Follow
11.	Health and Safety Report.	To Follow
12.	Employee Assistance Programme.	18 to 21
13.	Fire Alarm System and Emergency Lighting at Riverside Depot.	To Follow
14.	Legionella – Group Dwellings.	To Follow

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, on Thursday 28<sup>th</sup> April 2016 at 1000 hours.

### **PRESENT:-**

Members:- Councillors R.J. Bowler, H.J. Gilmour, A. Joesbury and B.R. Murray-Carr.

### **UNITE:-**

No representatives present.

### **UNISON:-**

K. Shillitto, J. Clayton and W. Edge.

Officers:- S. Barker (Assistant Director – Human Resources), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), G. Galloway (Assistant Director – Property and Estates) and A. Bluff (Governance Officer).

K. Shillitto in the Chair

### **0981. APOLOGY**

An apology for absence was received on behalf of Councillor C.R. Moesby

### **0982. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **0983. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0984. MINUTES – 8<sup>TH</sup> FEBRUARY 2016**

Moved by Councillor H.J. Gilmour and seconded by Councillor R.J. Bowler

**RESOLVED** that the Minutes of a Safety Committee meeting held on 8<sup>th</sup> February 2016 be approved as a true record.

## **SAFETY COMMITTEE**

### **0985. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS**

Committee considered a report of the Assistant Director – Human Resources which provided information regarding Sickness Absence/Occupational Health Statistics for 2015/16 with comparative data from the previous year.

The sickness absence outturn for 2015/16 was 6.28 days compared to a target of 8.5 days. The outturn for the 2014/15 period was 9.20 days. A breakdown of the figures for 2015/16 by department and long term/short term sickness absence was attached to the report for information.

The outcome of occupational health referrals for 2015/16 was; Rehabilitation 29, Outstanding 6, Left the Authority 2.

Comparisons for 2014/15 were; Rehabilitation 39, Outstanding 2, Left the Authority 0.

The top three causes of sickness absence for 2015/16 with days lost was; Stress 555 days lost, Muscular/skeletal 549.5 days lost and Infections 250.5 days lost, totalling 1355 days lost.

Comparisons for 2014/15 were; Muscular/Skeletal 789.5 days lost, Stress 540 days lost, Infections 344 days lost, totalling 1673.5 days lost.

Reasons for long term sickness absence were provided in the report.

Nine employees had undergone counselling during the period.

In response to Members' questions regarding the sickness absence figures for stress, the Human Resources Manager advised the meeting that not all of the absence reported was work related stress, however, the Authority acknowledged that personal stress could impact on an employees work and so provided appropriate support for employees in this situation.

A Unison representative raised that Unison were mindful of work related stress and had carried out a survey in 2015 with employees. Although employees had indicated that extra workloads had not made them sick, it had made them stressed (which could eventually lead to sickness) and Unison were keen to explore how they could support staff by working with management regarding this.

Committee noted that Mental Health Awareness week would take place in May.

A Member queried the sickness absence figure for muscular/skeletal which had reduced by 240 days from the previous year and asked whether this was due to manual handling training. The HR Manager noted that manual handling training had been carried out at a later date and would not have impacted on the figures, however, discussions with the Assistant Director – Streetscene on how to manage this type of absence, without discriminating, had taken place and succession planning had been suggested which could be raised in employee appraisals. The Health and Safety Advisor added that risk perception training had been carried out with Housing Services operatives.

## **SAFETY COMMITTEE**

The Assistant Director – Human Resources reported that the Authority was addressing all of the issues raised, i.e., mental health, stress and supporting an ageing workforce. Meetings were starting to take place with the Chief Executive Officer and Public Health with regards to promoting health and well being in the workplace.

A Member gave brief details of a scheme he was aware of entitled 'a problem shared' where an employee could speak to someone independent at work, in confidence, other than their line manager. A discussion took place about the scheme and Committee felt that this was a good idea which could be introduced at the Authority. A Unison representative also noted that a recent Unison newsletter had listed all support services available to staff from the Council and the Union.

Moved by Councillor H.J. Gilmour and seconded by Councillor R.J. Bowler  
**RESOLVED** that the report be noted.

### **0986. ACCIDENT STATISTICS**

Committee considered a report of the Health and Safety Advisor in relation to accident statistics for the January to March 2016 quarter.

The total number of accidents for the quarter was 28. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (8) and public accidents (20).

The main causes of employee accidents in the quarter was 'struck against fixed objects' (44%), manual handling (14%), slips, trips and fall (on same level) (14%), falls from height (14%) and other (14%).

The number of employee accidents recorded in the quarter showed a 50% reduction over the same period in 2014/15, however, the number of lost time incidents had risen.

The number of days lost, recorded in the January to March quarter, had significantly reduced from the same period in 2015. The total days lost in 2015/2016 was 72.5 days being a reduction on the figure of 150 days for 2014/2015.

The overall number of accidents in the quarter had fallen by 13.5% compared to the same period in 2014/2015.

Public accidents accounted for 71.4% of the total accidents in the January to March 2016 quarter compared to 50% of all accidents recorded in the same period in 2014/2015.

Housing Services (50%) and Street Scene (37.3%) remained the operational areas with the highest number of accidents occurring in the quarter, though the actual number of accidents occurring in both sections had reduced over the same period last year.

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

## **SAFETY COMMITTEE**

The Health and Safety Advisor noted that bump caps had been issued to Housing Services Operatives. These were a type of baseball cap with a protective peak and headwear which minimised risk of accidents. Risk perception training had also been carried out and this should contribute towards seeing a reduction in accidents involving 'strikes against fixed objects'.

One accident had been RIDDOR reportable and now every individual public accident was reported.

Moved by Councillor R.J. Bowler and seconded by Councillor H.J. Gilmour  
**RESOLVED** that the report be noted.

### **0987. 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

Three names had been added to the employee protection register with ten names removed. As a result of this exercise the total number of addresses now held on the register was twenty four.

In response to a Member's query, the Health and Safety Advisor confirmed that locations were also included on the Protection Register.

#### Health and Safety Action Plan

To be reported on as the next agenda item below.

#### Workplace Inspections

All scheduled workplace inspections had been carried out with the exception of the Riverside Depot which had been rescheduled.

#### Near Miss/ Learning Events

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

Moved by Councillor H.J. Gilmour and seconded by Councillor R.J. Bowler  
**RESOLVED** that the report be received.

## **SAFETY COMMITTEE**

### **0988. NEW HEALTH AND SAFETY ACTION PLAN FOR 2016/17**

A table attached as an appendix to the Health and Safety report above provided key targets for the Council's health and safety provision for the period April 2016 to March 2017 with outstanding actions from the 2015/16 Action Plan being carried over. All details were included on the Action Plan.

It was noted that the action plan was not exhaustive and any issues that may arise during the year could be included on the plan.

A Member queried responsibility for fire evacuation procedures for the tenant on the top floor of the Arc. The Assistant Director – Property and Estates replied that a date would be set for the next fire drill and any issues found with the tenant's fire evacuation procedure would be fed back to the tenant.

Moved by Councillor H.J. Gilmour and seconded by Councillor R.J. Bowler  
**RESOLVED** that the report be received.

### **0989. HSE REPORT UPDATE**

The Health and Safety Advisor provided a verbal update to the meeting in relation to a recent HSE intervention following an incident.

The Health and Safety Advisor reported that provision put in place by the Housing Services team since the incident would stand up to best practice.

Moved and seconded  
**RESOLVED** that the update be received.

The meeting concluded at 1100 hours.

Bolsover District CouncilSafety Committee7<sup>th</sup> November 2016**Sickness Absence/Occupational Health Statistics April to June 2016**Report of the Joint Assistant Director Human Resources

This report is public.

**Purpose of the Report**

To provide Sickness Absence/Occupational Health Statistics for April to June 2016 for the Committee to consider.

**1 Report Details****1.1 Sickness Absence/Occupational Health Statistics April to June 2016 with comparative data for the same period of 2015.**

The sickness absence outturn for April to June 2016 is shown below, with comparisons for the same period of 2015:

<b>Target 2016/17</b>	<b>Out turn April to June 2015</b>	<b>Out turn April to June 2016</b>
8.5 days	1.35 days	1.92 Days

\* The average working days lost for 2015/16 for East Midlands Councils is 9.50 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 April to June 2016, with comparisons for the same period of 2015 is shown below:**

	<b>April to June 2015</b>	<b>April to June 2016</b>
Rehabilitated	1	6
Continuing	0	10
Left authority	0	2
<b>TOTAL</b>	<b>1</b>	<b>18</b>

**1.3 The top three causes of sickness absence for April to June 2016 with comparative data for the same period of 2015 are as follows:**

April to June 2015		April to June 2016	
Cause	Days Lost	Cause	Days Lost
Back/Neck	103.5	Muscular/Skeletal	186.5
Stress	94.5	Stress	165.5
Other	77	Other	150.5
<b>TOTAL</b>	<b>275</b>	<b>TOTAL</b>	<b>502.5</b>

1.4 A breakdown of the reasons for all long term sickness absence for April to June 2016 with comparative data for the same period of 2015 is as follows:

Reasons for Long Term Sickness Absence April to June 2016		
Reason for Absence	No. of Employees Citing this Reason April to June 2015	No. of Employees Citing this Reason April to June 2016
Back/Neck	1	0
Stress/Depression	1	6
Other	2	2
Muscular/Skeletal	0	6
Heart/Circulation	0	2
Chest	0	1
Ear/Nose/Mouth	0	1
<b>TOTAL</b>	<b>4</b>	<b>18</b>

There have been three employees undergoing counselling during this period.

## 2. Stress Related Illness by Directorate April to June 2016

NO OF WORKING DAYS LOST*
<b>OPERATIONS</b>
115.5 days
<b>TRANSFORMATION</b>
10 days
<b>GROWTH</b>
40 days

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

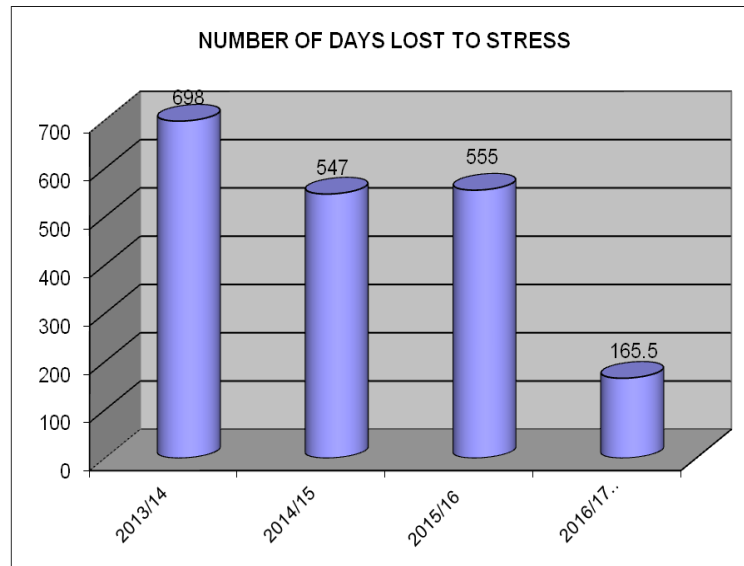
**\* Employee numbers removed to avoid employee identification.**

**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS = 165.5**

**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS SAME PERIOD IN 2015 = 94.5**

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





## **2 Conclusions and Reasons for Recommendation**

N/A

## **3 Consultation and Equality Impact**

3.1 Sickness absence data is considered at the UECC and quarterly performance review meetings.

## **4 Alternative Options and Reasons for Rejection**

N/A

## **5 Implications**

N/A

### **5.1 Finance and Risk Implications**

N/A

### **5.2 Legal Implications including Data Protection**

N/A

### **5.3 Human Resources Implications**

Contained in the report

## **6 Recommendations**

6.1 For the Committee to note the report.

**7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

**8 Document Information**

<b>Appendix No</b>	<b>Title</b>
N/A	
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
<b>Report Author</b>	<b>Contact Number</b>
Linda Charity	2496

Report Reference –

**BVPI12 - APRIL TO JUNE 2016 LONG TERM\_SHORT TERM SPLIT**

DEPARTMENT	AVERAGE EMPLOYEES 3 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	0.50	0.08	0.00	0.50	0.00	0.08
	<b>6.00</b>	<b>0.50</b>	<b>0.08</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.08</b>
<b>GROWTH DIRECTORATE</b>							
LEGAL AND LAND CHARGES	6.79	38.00	5.60	37.00	1.00	<b>5.45</b>	<b>0.15</b>
DEMOCRATIC	7.30	28.00	3.84	22.00	6.00	<b>3.01</b>	<b>0.82</b>
PARTNERSHIP TEAM	5.50	1.00	0.18	0.00	1.00	<b>0.00</b>	<b>0.18</b>
ECONOMIC GROWTH_HOUSING STRATEGY PLANNING	4.00	1.00	0.25	0.00	1.00	<b>0.00</b>	<b>0.25</b>
	15.55	7.50	0.48	0.00	7.50	<b>0.00</b>	<b>0.48</b>
	<b>39.14</b>	<b>75.50</b>	<b>1.93</b>	<b>59.00</b>	<b>16.50</b>	<b>1.51</b>	<b>0.42</b>
<b>OPERATIONS DIRECTORATE</b>							
FINANCE	8.48	35.00	4.13	35.00	0.00	<b>4.13</b>	<b>0.00</b>
PROPERTY/ESTATES	15.73	24.50	1.56	0.00	24.50	<b>0.00</b>	<b>1.56</b>
REVENUES	35.66	95.50	2.68	82.00	13.50	<b>2.30</b>	<b>0.38</b>
COMMUNITY SAFETY	11.75	5.00	0.43	0.00	5.00	<b>0.00</b>	<b>0.43</b>
STREET SERVICES	67.87	150.00	2.21	91.00	59.00	<b>1.34</b>	<b>0.87</b>
HOUSING (REPAIRS AND MANAGEMENT)	121.61	314.50	2.59	239.50	75.00	<b>1.97</b>	<b>0.62</b>
	<b>261.10</b>	<b>624.50</b>	<b>2.39</b>	<b>447.50</b>	<b>177.00</b>	<b>1.71</b>	<b>0.68</b>
<b>TRANSFORMATION DIRECTORATE</b>							
IMPROVEMENT	7.35	3.00	0.41	0.00	3.00	<b>0.00</b>	<b>0.41</b>
HUMAN RESOURCES AND PAYROLL	7.60	2.00	0.26	0.00	2.00	<b>0.00</b>	<b>0.26</b>
CUSTOMER SERVICE	23.76	22.50	0.95	10.00	12.50	<b>0.42</b>	<b>0.53</b>
LEISURE	38.80	9.00	0.23	8.00	1.00	<b>0.21</b>	<b>0.03</b>
	<b>77.51</b>	<b>36.50</b>	<b>0.47</b>	<b>18.00</b>	<b>18.50</b>	<b>0.23</b>	<b>0.24</b>
<b>GRAND TOTAL</b>	<b>383.75</b>	<b>737.00</b>	<b>1.92</b>	<b>524.50</b>	<b>212.50</b>	<b>1.37</b>	<b>0.55</b>
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Legal includes Land Charges_Scrutiny							
Strategic Alliance includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

## BVPI12 - APRIL TO JUNE 2015 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 6 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	32.50	6.50	32.50	0.00	6.50	0.00
	<b>5.00</b>	<b>32.50</b>	<b>6.50</b>	<b>32.50</b>	<b>0.00</b>	<b>6.50</b>	<b>0.00</b>
<b>GROWTH DIRECTORATE</b>							
LEGAL AND LAND CHARGES	6.79	14.00	2.06	0.00	14.00	0.00	2.06
DEMOCRATIC	7.26	7.50	1.03	0.00	7.50	0.00	1.03
PARTNERSHIP TEAM	5.00	0.00	0.00	0.00	0.00	0.00	0.00
ECONOMIC GROWTH_HOUSING STRATEGY	5.80	8.00	1.38	0.00	8.00	0.00	1.38
PLANNING	15.30	1.00	0.07	0.00	1.00	0.00	0.07
	<b>40.15</b>	<b>30.50</b>	<b>0.76</b>	<b>0.00</b>	<b>30.50</b>	<b>0.00</b>	<b>0.76</b>
<b>OPERATIONS DIRECTORATE</b>							
FINANCE	9.02	1.00	0.11	0.00	1.00	0.00	0.11
PROPERTY/ESTATES	17.67	3.00	0.17	0.00	3.00	0.00	0.17
REVENUES	37.36	61.50	1.65	21.00	40.50	0.56	1.08
COMMUNITY SAFETY	10.75	0.00	0.00	0.00	0.00	0.00	0.00
STREET SERVICES	68.87	91.00	1.32	58.00	33.00	0.84	0.48
HOUSING (REPAIRS AND MANAGEMENT)	118.68	274.50	2.31	183.50	91.00	1.55	0.77
	<b>262.35</b>	<b>431.00</b>	<b>1.64</b>	<b>262.50</b>	<b>168.50</b>	<b>1.00</b>	<b>0.64</b>
<b>TRANSFORMATION DIRECTORATE</b>							
IMPROVEMENT	9.35	2.00	0.21	0.00	2.00	0.00	0.21
HUMAN RESOURCES AND PAYROLL	7.60	0.00	0.00	0.00	0.00	0.00	0.00
CUSTOMER SERVICE	24.80	21.50	0.87	0.00	21.50	0.00	0.87
LEISURE	38.44	4.50	0.12	0.00	4.50	0.00	0.12
	<b>80.19</b>	<b>28.00</b>	<b>0.35</b>	<b>0.00</b>	<b>28.00</b>	<b>0.00</b>	<b>0.35</b>
<b>GRAND TOTAL</b>	<b>387.69</b>	<b>522.00</b>	<b>1.35</b>	<b>295.00</b>	<b>227.00</b>	<b>0.76</b>	<b>0.59</b>
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Legal includes Land Charges							
Planning includes Housing Strategy							
Senior Managers Group includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

**Bolsover District Council****Safety Committee**7<sup>th</sup> November 2016

Sickness Absence/Occupational Health Statistics July to September 2016

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

This report is public.

**Purpose of the Report**

- To provide Sickness Absence/Occupational Health Statistics for July to September 2016 for the Committee to consider.

**1 Report Details**

- 1.1 Sickness Absence/Occupational Health Statistics July to September 2016 with comparative data for the same period of 2015.

The sickness absence outturn for July to September 2016 is shown below, with comparisons for the same period of 2015:

<b>Target 2016/17</b>	<b>Out turn July to September 2015</b>	<b>Out turn July to September 2016</b>
8.5 days	1.49 days	2.74 Days

\* The average working days lost for 2015/16 for East Midlands Councils is 9.50 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/Long term sickness July to September 2016, with comparisons for the same period of 2015 is shown below:

	<b>July to September 2015</b>	<b>July to September 2016</b>
Rehabilitated	0	13
Continuing	1	9
Left authority	0	3
<b>TOTAL</b>	<b>1</b>	<b>25</b>

- 1.3 The top three causes of sickness absence for July to September 2016 with comparative data for the same period of 2015 are as follows:

July to September 2015		July to September 2016	
Cause	Days Lost	Cause	Days Lost
Muscular/Skeletal	119	Muscular/Skeletal	296
Stress	180	Stress	258
Other	69.5	Other	136
<b>TOTAL</b>	<b>368.5</b>	<b>TOTAL</b>	<b>690</b>

1.4 A breakdown of the reasons for all long term sickness absence for July to September 2016 with comparative data for the same period of 2015 is as follows:

Reasons for Long Term Sickness Absence July to September 2016		
Reason for Absence	No. of Employees Citing this Reason July to September 2015	No. of Employees Citing this Reason July to September 2016
Back/Neck	1	2
Stress/Depression	3	9
Other	0	4
Muscular/Skeletal	3	6
Heart/Circulation	0	3
Chest	0	0
Ear/Nose/Mouth	0	0
<b>TOTAL</b>	<b>7</b>	<b>18</b>

There have been three employees undergoing counselling during this period.

## 2. Stress Related Illness by Directorate July to September 2016

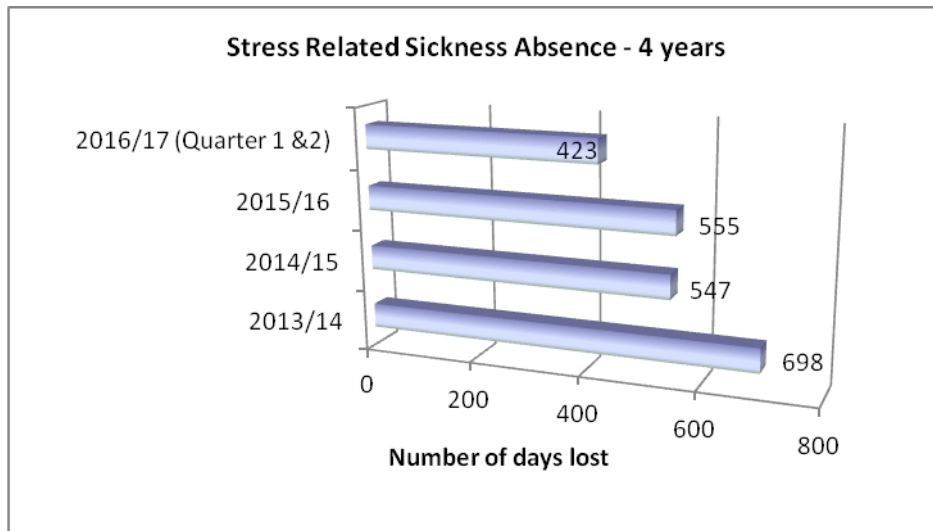
NO OF WORKING DAYS LOST*
<b>OPERATIONS</b>
189 days
<b>TRANSFORMATION</b>
26 days
<b>GROWTH</b>
43 days

**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 = 258**  
**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS SAME PERIOD IN 2015 = 180**

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



### **3 Conclusions and Reasons for Recommendation**

N/A

### **4 Consultation and Equality Impact**

4.1 Sickness absence data is considered at the UECC and quarterly performance review meetings.

### **5 Alternative Options and Reasons for Rejection**

N/A

### **6 Implications**

N/A

#### **6.1 Finance and Risk Implications**

N/A

#### **6.2 Legal Implications including Data Protection**

N/A

#### **6.3 Human Resources Implications**

Contained in the report

### **7 Recommendations**

6.1 For the Committee to note the report.

**8 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

**9 Document Information**

Appendix No	Title
N/A	
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Peter Wilmot	2565

Report Reference –



**Bolsover District Council**

**Safety Committee**

**7th November 2016**

**Employee Assistance Programme**

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

This report is public

**Purpose of the Report**

- To inform Safety Committee that SAMT agreed to the introduction of an Employee Assistance Programme (EAP) across both BDC and NEDDC as part of the commitment to improving employee health and well-being and to potentially assist in reducing sickness absence.

**1 Report Details**

- 1.1 An EAP is an employee benefit programme offered by many employers. They are intended to help employees deal with personal problems that might adversely impact their work performance, health and well-being.
- 1.2 An EAP is a cost-effective way to provide employees with access to a wide range of services confidentially over the telephone and/or on-line. Typically these services would include:
- Legal information
  - Financial advice
  - Comprehensive telephone help-lines available 24 hours a day, 7 days a week, for issues such as relationships, domestic abuse/violence, elderly care, gambling addiction etc
  - Structured Counselling (via telephone)
  - Critical incident advice
  - GP call back and Medical information
  - Employment advice
  - On-line Health Assessments
  - On-line Stress Coaching tool
- 1.3 A Telephone Assistance package as outlined above would normally cost between £2.50 and £4.00 per employee depending upon provider.
- 1.4 An EAP is often positioned as a highly valued employee benefit that promotes wellbeing and a strong work/life balance but is proven to:
- Reduce absence – 34% reduction on average (CBI Absence survey)
  - Improve productivity in the work place

- Reduce stress in employees
- Improve staff retention
- Demonstrates a caring approach towards employees
- Great value to the organisation – a return of £14 for every £1 invested (CBI Absence survey)

## **2 Conclusions and Reasons for Recommendation**

- 2.1 Employees are integral to the success of any organisation, but maintaining a healthy and productive workforce can often be problematic, time consuming and costly.
- 2.2 EAP's can:
- Help employees deal with work and life demands that can affect performance
  - Tackle stress and support mental health problems
  - Assist HR and management to identify and resolve workplace issues
  - Reduce absence costs.
- 2.3 There has been a slight increase in stress and mental health related illnesses this past year (2015/16) within the Council's and both the Trade Unions and Members have highlighted their concerns about this trend, particularly in the light of recent and on-going organisational changes.
- 2.4 Whilst we have evidence that the majority of stress related illnesses are not specifically work related, as a good employer, we should be looking at ways to support employees in maintaining their own health and well-being.
- 2.6 For a relatively small financial outlay, introducing an EAP demonstrates to employees our commitment to their health and well being and demonstrates to Members and Trade Unions that we have listened to concerns raised during absence management reporting through various forums.
- 2.7 Having an EAP in place during any organisational change is a resource that could be utilised to support employees during periods of change and is a proactive approach (there before an issue becomes a problem), rather than a reactive approach (a referral to Occupational Health or Counselling once a problem has been identified).
- 2.8 A successful EAP programme should result in increased attendance and morale, decreased turnover and employee relations disputes, and a work force that feels valued. All of these benefits in turn lead to increased productivity.

## **3 Consultation and Equality Impact**

- 3.1 None arising from this report.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 The alternative is not to offer an Employee Assistance Programme.

**5 Implications**

**5.1 Finance and Risk Implications**

The cost will be approximately £1200 per annum. This cost will be met from the Occupational Health budget.

5.2 As part of any package, there is also an on-line facility which staff can access at any time to get information on a range of issues.

5.3 Promotional material can be downloaded from the website and this will be used to promote the service to employees. If we download the information from the website, there is no cost to the organisation. An initial promotion as been placed on payslips and information will be attached to payslips in October/November. Regular reminders will be given throughout the year.

**5.2 Legal Implications including Data Protection**

No legal implications arising specifically from this report.

The management reporting arrangements are generally based on the number of employees accessing particular services for each Council, and can be split down by Directorate if requested. Individual employees are not identified.

**5.3 Human Resources Implications**

These are covered in the report in terms of the employee health and well-being agenda and reducing sickness absence.

**6 Recommendations**

6.1 That the Safety Committee note the contents of the report and the decision made by SAMT to introduce an Employee Assistance Programme at BDC.

**7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	Transforming our Organisation

**8 Document Information**

Appendix No	Title
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	7009

Report Reference –

Date: 27<sup>th</sup> October 2016



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Dear Sir or Madam

**SAFETY COMMITTEE – MONDAY 7<sup>TH</sup> NOVEMBER 2016 AT 10AM**

I refer to your recently circulated agenda and now enclose the following items of business;

Agenda Item 9 - Accident Statistics – April to June 2016. Pages 1 to 12.

Agenda item 10 – Accident Statistics – July to September 2016. Pages 13 to 24.

Agenda Item 11 – Health and Safety Report. Pages 25 to 31.

Agenda Item 13 – Fire Alarm System and Emergency Lighting at Riverside Depot. Pages 32 to 35.

Agenda Item 14 – Legionella – Group Dwellings. Pages 36 to 38.

Yours faithfully

Assistant Director of Governance and Monitoring Officer

To: Members of the Safety Committee.

**ACCESS FOR ALL**

If you need help understanding this document or require a larger print on translation, please contact us on the following telephone number:-

 **01246 242528**      **Democratic Services**  
**Minicom: 01246 242450**      **Fax: 01246 242423**



**Tel** 01246 242424    **Fax** 01246 242423    **Minicom** 01246 242450  
**Email** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)    **Web** [www.bolsover.gov.uk](http://www.bolsover.gov.uk)

CUSTOMER  
SERVICE  
EXCELLENCE



**Bolsover District Council**

**Safety Committee**

**7<sup>th</sup> November 2016**

**Accident and Stress Statistics Report**

**Report of the Health and Safety Advisor**

This report is public

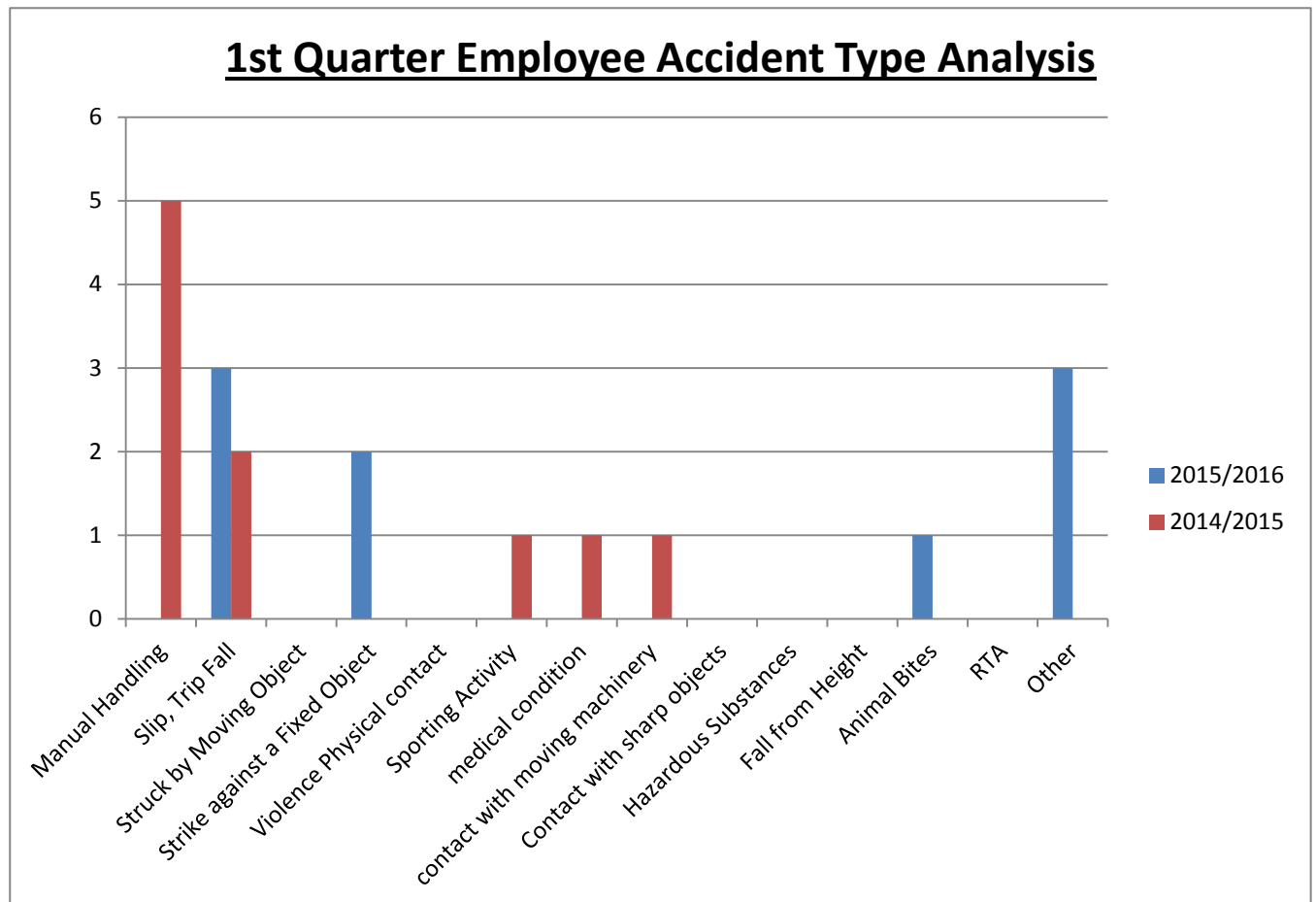
**Purpose of the Report**

- 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

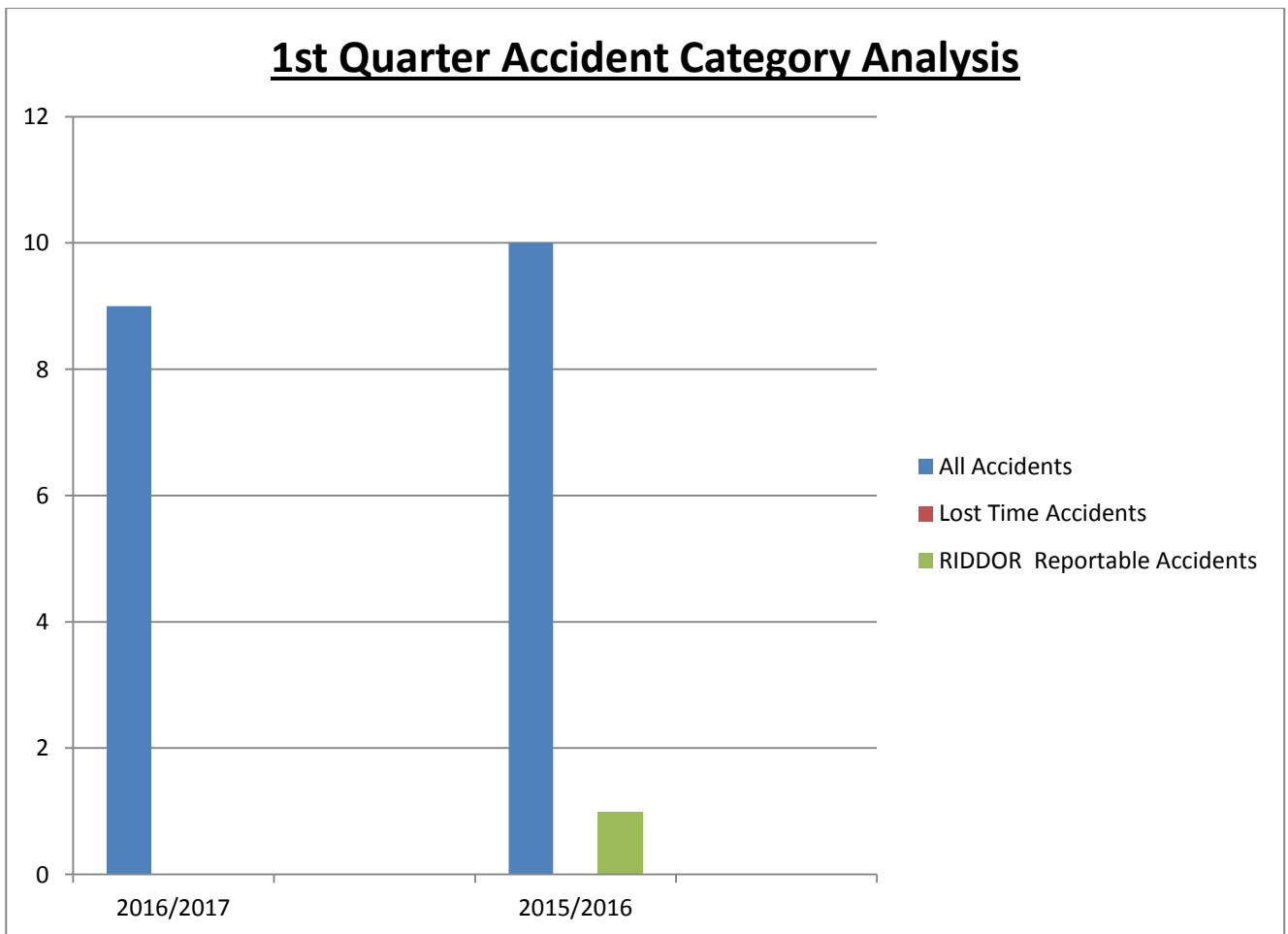
## 1.1.1 Accident Type

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
2016/2017	0	3	0	2	0	0	0	0	0	0	0	1	0	3	9
2015/2016	5	2	0	0	0	1	1	1	0	0	0	0	0	0	10



### 1.1.2 Accident Category Totals

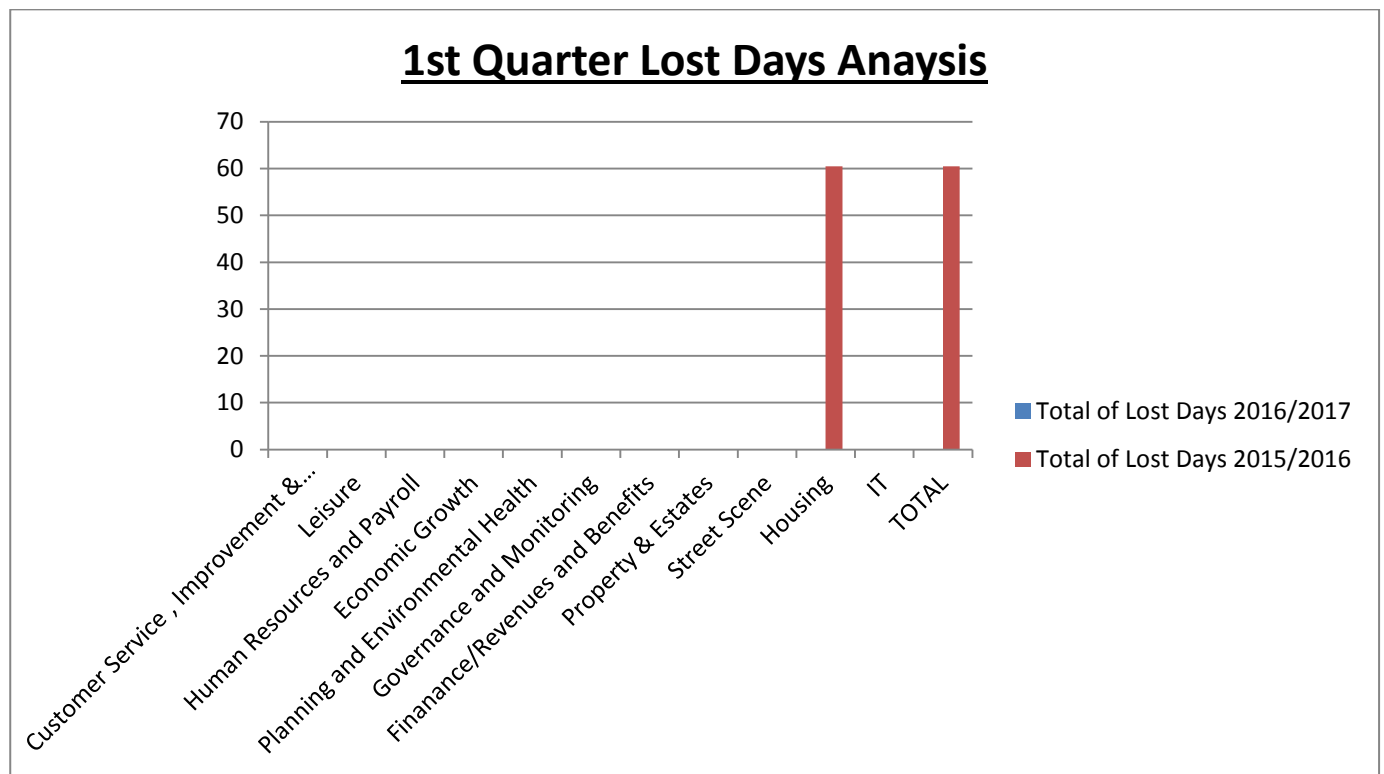
MONTH	Employee Accident Numbers 2016/2017			Employee Accident Numbers 2015/2016		
	All Accidents	Lost Time Accidents	RIDDOR Accidents	All Accidents	Lost Time Accidents	RIDDOR Accidents
April	4	0	0	2	1	0
May	2	0	0	5	0	0
June	3	0	0	3	0	1
July				6	1	0
August				5	0	0
September				2	0	0
October				4	0	0
November				5	2	0
December				1	0	0
January				2	0	0
February				3	1	0
March				3	0	0
1 <sup>st</sup> Quarter	9	0	0	10	1	1
2 <sup>nd</sup> Quarter				13	1	0
3 <sup>rd</sup> Quarter				10	2	0
4 <sup>th</sup> Quarter				8	1	0
<b>TOTALS</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>5</b>	<b>1</b>





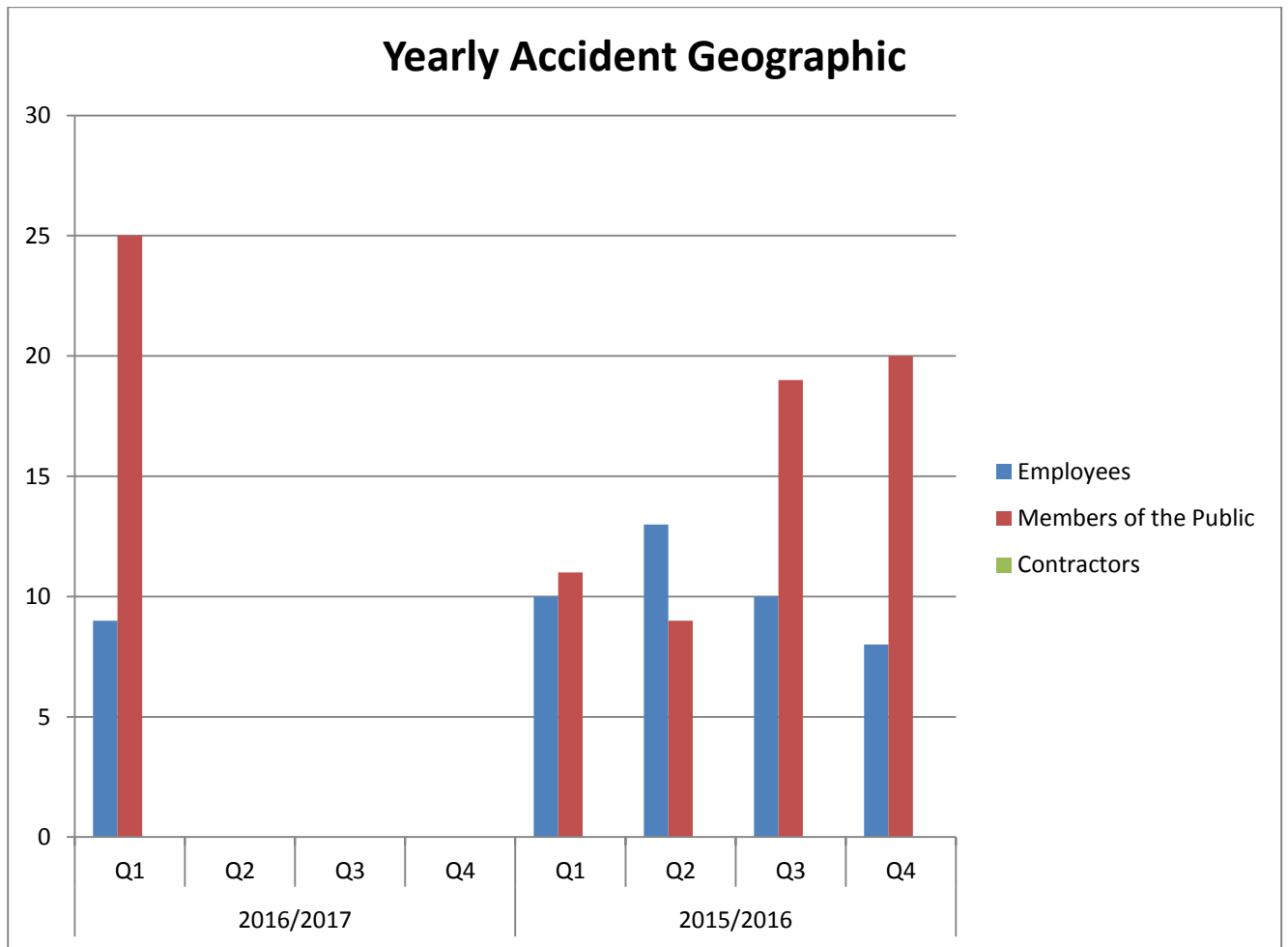
1.1.3 Accident Lost Days

	Lost Days for 1 <sup>st</sup> Quarter 2016/2017	Total Lost Days 2016/2017	Lost Days for 1 <sup>st</sup> Quarter 2015/2016	Total Lost Days to End of 1 <sup>st</sup> Quarter 2015/2016
Customer Service and Improvement	0	0	0	0
Leisure	0	0	0	0
Human Resources and Payroll	0	0	0	0
Economic Growth	0	0	0	0
Planning and Environmental Health	0	0	0	0
Governance and Monitoring	0	0	0	0
Finance/Revenues and Benefits	0	0	0	0
Property & Estates	0	0	0	0
Street Scene	0	0	0	0
Housing	0	0	60.5	60.5
IT	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>60.5</b>	<b>60.5</b>



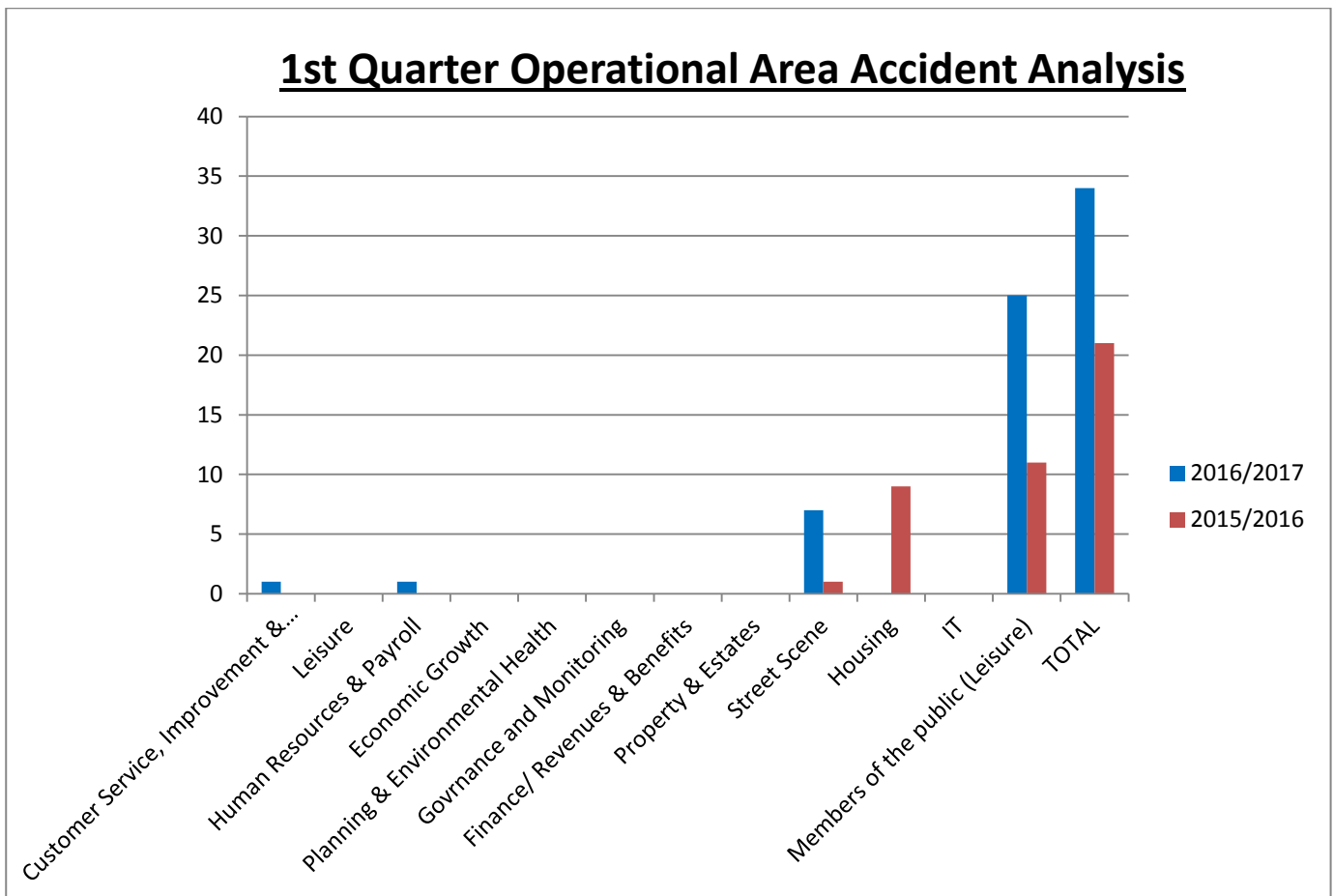
1.1.4 Accident Geographic

MONTH	2016/2017			2015/2016		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	4	5	0	2	2	0
May	2	6	0	5	5	0
June	3	14	0	3	4	0
July				6	2	0
August				5	5	0
September				2	2	0
October				4	5	0
November				5	11	0
December				1	3	0
January				1	5	0
February				3	9	0
March				3	6	0
1 <sup>st</sup> Quarter	9	25	0	10	11	0
2 <sup>nd</sup> Quarter				13	9	0
3 <sup>rd</sup> Quarter				10	19	0
4 <sup>th</sup> Quarter				8	20	0
<b>TOTALS</b>	<b>9</b>	<b>25</b>	<b>0</b>	<b>41</b>	<b>59</b>	<b>0</b>



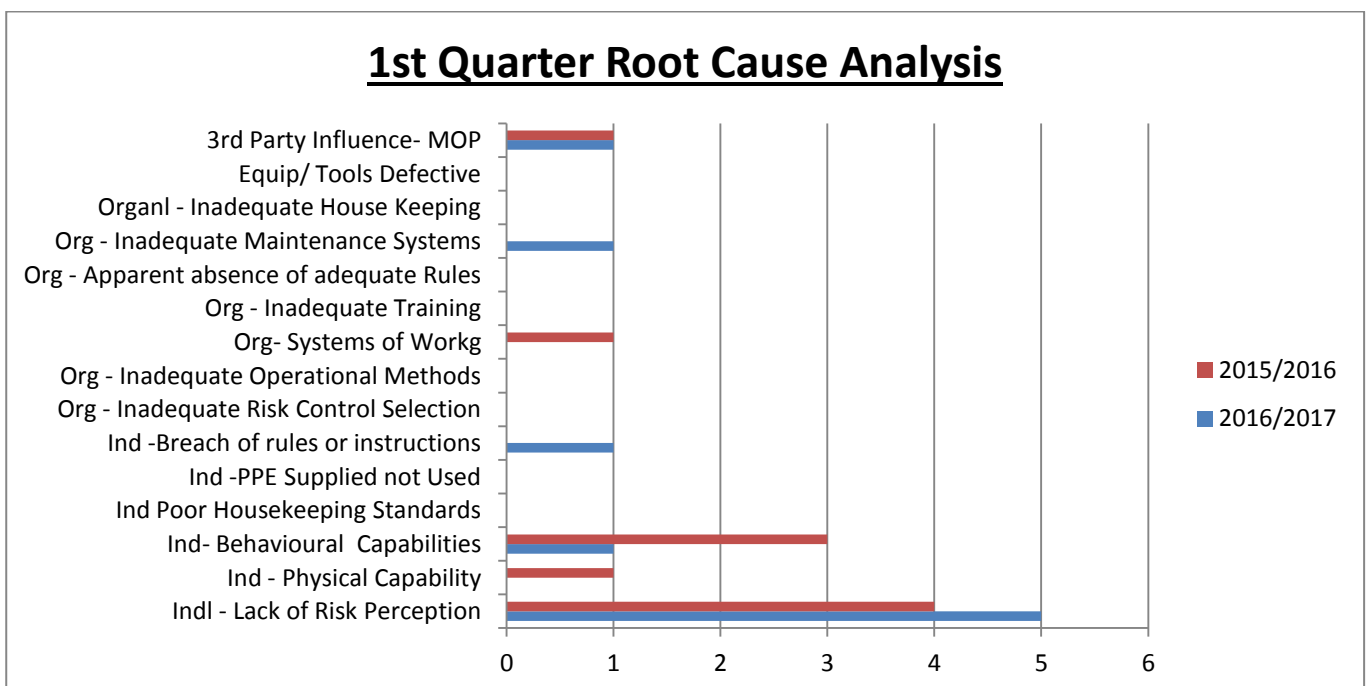
1.1.4 Operational Area Accidents

	1st Quarter Accidents Totals 2016/2017	Yearly Accidents Totals 2016/2016	1stQuarter Accidents Totals 2015/2017	Yearly Accidents Totals to end of 1 <sup>st</sup> Quarter 2015/2016
Customer Service & Improvement	1	1		
Leisure				
Human Resources & Payroll	1	1		
Economic Growth				
Planning & Environmental Health				
Governance and Monitoring				
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	7	7	1	1
Housing			9	9
IT				
Members of the Public (Leisure)	25	25	11	11
<b>TOTAL</b>	<b>34</b>	<b>34</b>	<b>21</b>	<b>21</b>



1.1.5 Incident Root Cause

<b>1st QUARTER EMPLOYEE ROOT CAUSE CATEGORIES</b>	<b>1st Quarter 2016/2017</b>	<b>Yearly Total to end of 1<sup>st</sup> Quarter 2016/2017</b>	<b>1<sup>st</sup> Quarter 2015/2016</b>	<b>Yearly Total to end of 1st Quarter 2015/2016</b>
Ind. - Lack of Risk Perception	5	5	4	4
Ind. - Physical Capability			1	1
Ind.- Behavioural Capabilities	1	1	3	3
Ind. Poor Housekeeping Standards				
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions	1	1		
Org - Inadequate Risk Control Selection				
Org - Inadequate Operational Methods				
Org - Systems of Work			1	1
Org - Inadequate Training				
Org - Absence of adequate Rules				
Org - Inadequate Maintenance Systems	1	1		
Org - Inadequate House Keeping				
Equipment/ Tools Defective				
3rd Party Influence- member of the public	1	1	1	1
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>



### 1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
  - Slips, Trips & Falls on same Level (33.35%)
  - Other (3 Different Incidents) (33.35%)
  - Strike against a Fixed Object (22.2%)
  - Animal Bite (11.1%)
- The number of employee accidents recorded in the quarter is 10% less than the figure recorded for the corresponding period last year.
- The number of days lost recorded in the quarter has significantly reduced from the same period last year with 60.5 days recorded in 2015/2016 and zero being recorded in 2016/2017.
- The overall number of accidents occurring within the authority in the 1st Quarter has risen by a figure of 61.9% over the same period last year. This increase is largely due to a 227% rise in the number of public accidents reported however most of these are of a very minor nature but this situation is being closely monitored to ensure there is not an underlying issue.
- In 2015/2016 public accidents accounted for 52.3% of all accidents recorded in the 1<sup>st</sup> Quarter, whereas in the current year public accidents accounted for 73.5.3% of the total.
- Street Scene (77.7%) remains the operational area with the highest number of accidents occurring in the quarter however this is very much in line with the risk profile of the operation area.
- The main route cause of employee accidents were Lack of Risk Perception (55.5%), Individual Factors (22.2%), Organisational Factors and 3<sup>rd</sup> Party (11.1%).

## **1.2 KEY PERFORMANCE INDICATORS**

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

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

$$= \frac{0 \times 100,000}{415}$$

$$= \text{zero (As at 30<sup>th</sup> June 2016)}$$

SHE Assure H&S User Group Benchmark AIR Figure – 3.36 (As at 30<sup>th</sup> June 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.

$$= \frac{0 \times 100,000}{37 \times 50 \times 415}$$

$$= \frac{100,000}{767,750}$$

= zero (As at 30<sup>th</sup> June 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 – 1<sup>st</sup> June 2015.

$$= (5.29 \times 382) \times 384$$

$$= 775,979 \text{ Hours (As at 30}^{\text{th}} \text{ June 2016)}$$

### **1.3 EMPLOYEE ACCIDENT RECORDS**

<b>Date of Incident</b>	<b>Incident Details</b>	<b>Type of Incident</b>	<b>Incident Severity</b>	<b>Lost Time Days (Actual)</b>	<b>Report able?</b>
05/04/2016	Scalded arm when making tea	HR & Payroll	Other	Minor Injury - No Lost Days	0.00
05/04/2016	Slipped down stairs carrying underlay during house clearance	Streetscene	Slips trips falls on same level	Minor Injury - No Lost Days	0.00
12/04/2016	Bitten by dog when delivering bin	Streetscene	Animal Bite	Minor Injury – No Lost Days	0.00
18/04/2016	Tripped on loose floor covering in Garage	Transport	Slips trips falls on same level	Minor Injury - No Lost Days	0.00
05/05/2016	Slipped whilst covering skip with netting	Streetscene	Slips trips falls on same level	Minor Injury - No Lost Days	0.00
20/05/2016	Cutting boot lace with own pen knife and cut finger	Streetscene	Other	Minor Injury - No Lost Days	0.00
13/06/2016	Cut finger when caught on side of desk drawers	Customer Services	Striking against fixed object	Minor Injury – No lost Days	0.00
21/06/16	Collecting fly tipped waste and sustained needlestick	Streetscene	Other	Minor Injury – No lost Days	0.00
23/06/2016	Cut back on some loose mesh in back of truck	Streetscene	Striking against fixed object	Minor Injury – No lost Days	0.00

### **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**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	



**8 Document Information**

Appendix No	Title
	Not applicable for this report
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	
Report Author	Contact Number
Health and Safety Advisor	242403

Report Reference –

**Bolsover District Council**

**Safety Committee**

**7<sup>th</sup> November 2016**

**Accident and Stress Statistics Report**

**Report of the Health and Safety Advisor**

This report is public

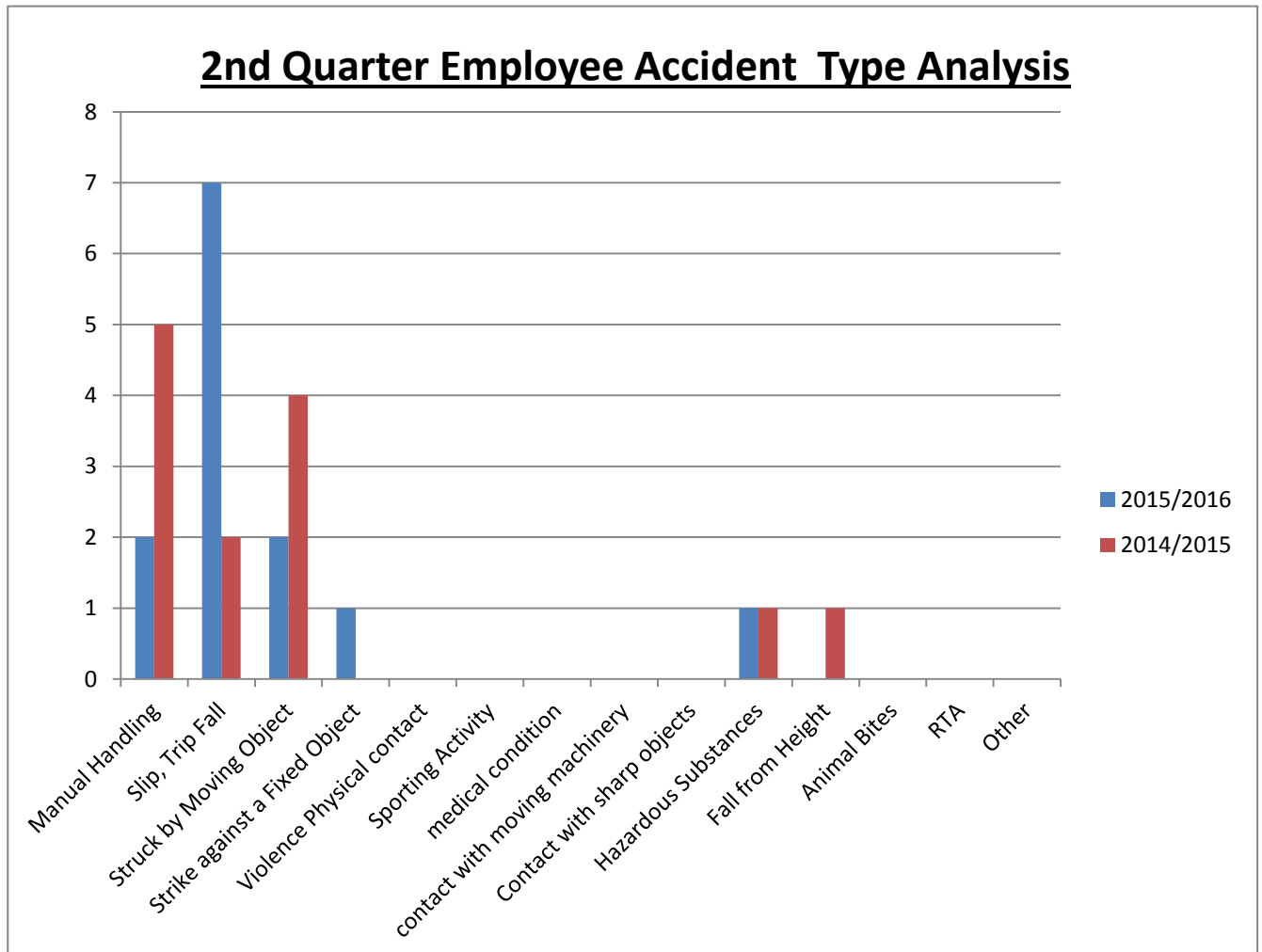
**Purpose of the Report**

- 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

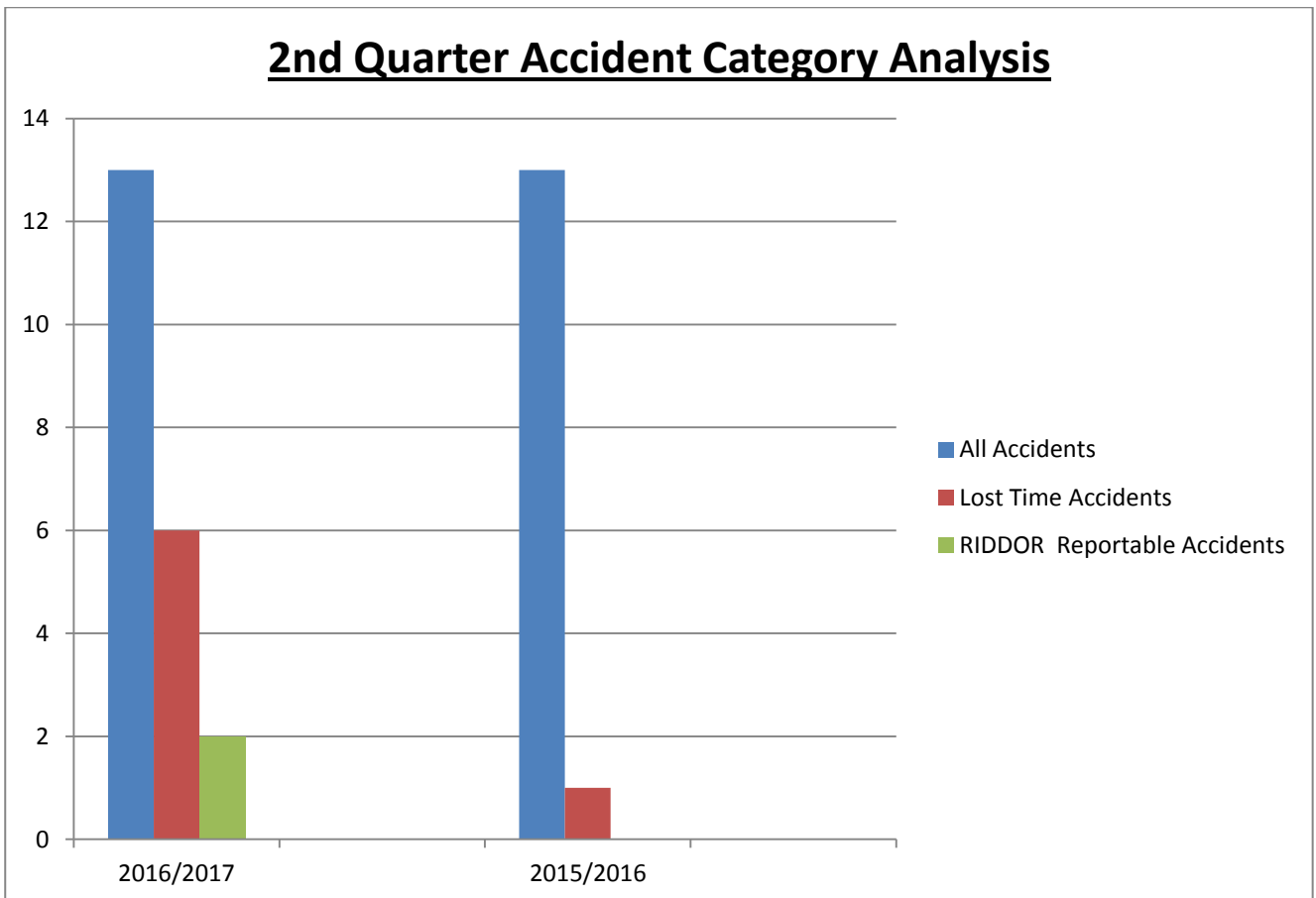
## 1.1.1 Accident Type

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
2016/2017	2	7	2	1	0	0	0	0	0	1	0	0	0	0	13
2015/2016	4	1	1	3	0	0	0	0	1	0	0	0	0	0	10



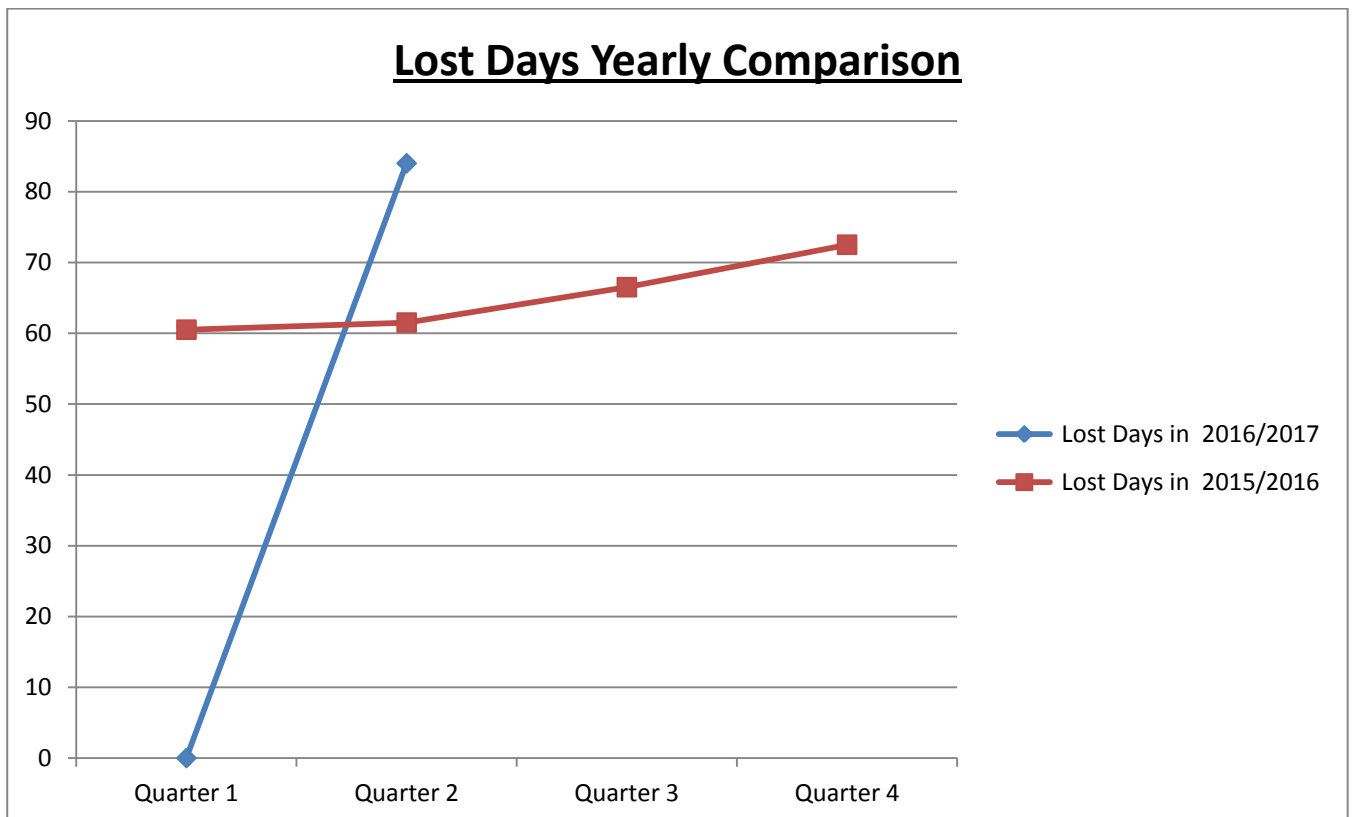
1.1.2 Accident Category Totals

MONTH	Employee Accident Numbers 2016/2017			Employee Accident Numbers 2015/2016		
	All Accidents	Lost Time Accidents	RIDDOR Accidents	All Accidents	Lost Time Accidents	RIDDOR Accidents
April	4	0	0	2	1	0
May	2	0	0	5	0	0
June	3	0	0	3	0	1
July	6	3	2	6	1	0
August	4	2	0	5	0	0
September	3	1	0	2	0	0
October				4	0	0
November				5	2	0
December				1	0	0
January				2	0	0
February				3	1	0
March				3	0	0
1 <sup>st</sup> Quarter	9	0	0	10	1	1
2 <sup>nd</sup> Quarter	13	6	2	13	1	0
3 <sup>rd</sup> Quarter				10	2	0
4 <sup>th</sup> Quarter				8	1	0
<b>TOTALS</b>	<b>22</b>	<b>6</b>	<b>2</b>	<b>41</b>	<b>5</b>	<b>1</b>



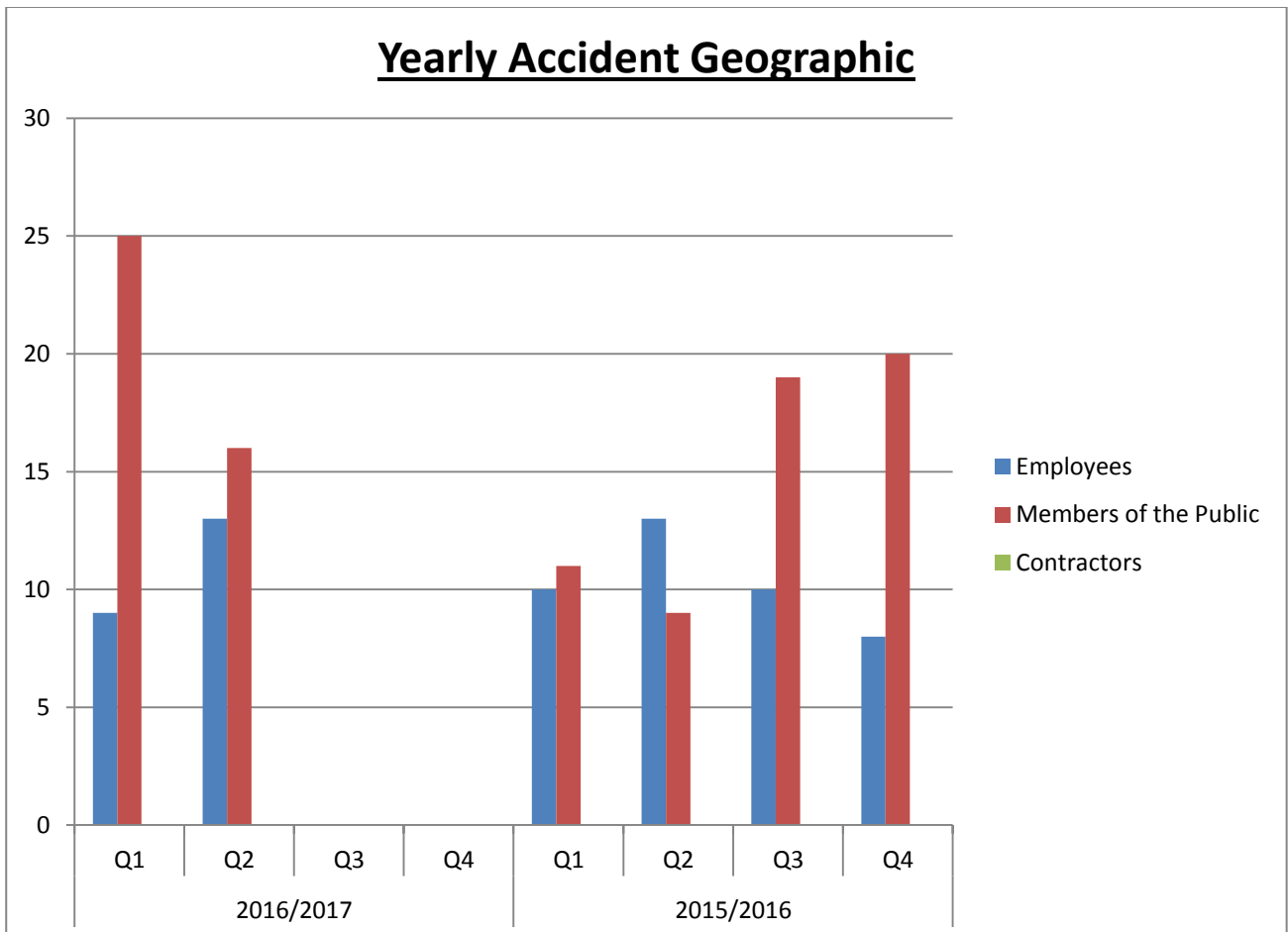
### 1.1.3 Accident Lost Days

	Lost Days for 2nd Quarter 2016/2017	Total Lost Days 2016/2017	Lost Days for 2 <sup>nd</sup> Quarter 2015/2016	Total Lost Days to End of 2 <sup>nd</sup> Quarter 2015/2016
Customer Service and Improvement	0	0	0	0
Leisure	0	0	0	0
Human Resources and Payroll	0	0	0	0
Economic Growth	2	2	0	0
Planning and Environmental Health	0	0	0	0
Governance and Monitoring	0	0	0	0
Finance/Revenues and Benefits	0	0	0	0
Property & Estates	0	0	0	0
Street Scene	17	17	0	0
Housing	65	65	1	61.5
IT	0	0	0	0
<b>TOTAL</b>	<b>84</b>	<b>84</b>	<b>1</b>	<b>61.5</b>



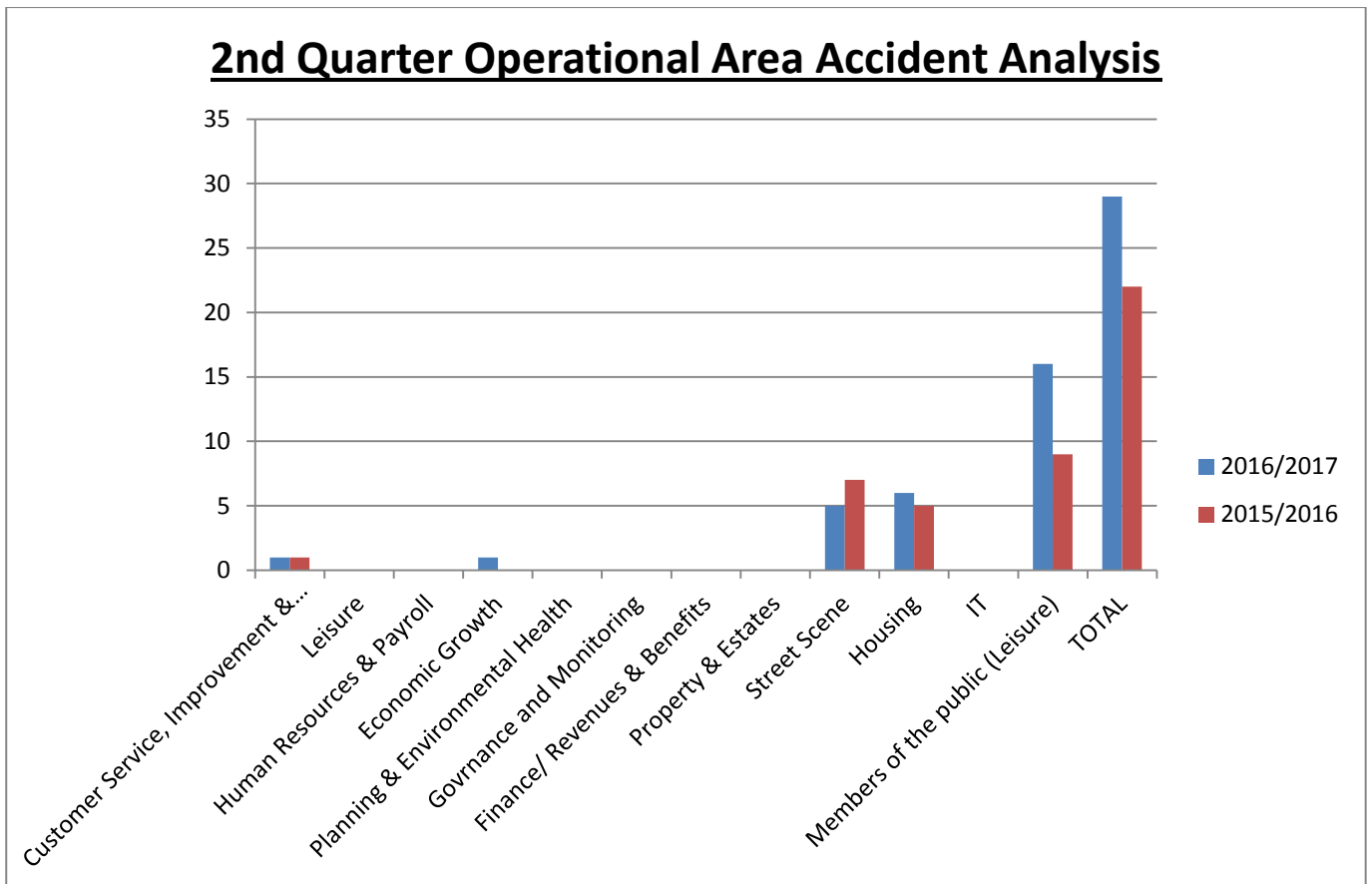
1.1.4 Accident Geographic

MONTH	2016/2017			2015/2016		
	Employees	Members of the Public	Contractor	Employees	Members of the Public	Contractor
April	4	5	0	2	2	0
May	2	6	0	5	5	0
June	3	14	0	3	4	0
July	6	8	0	6	2	0
August	4	7	0	5	5	0
September	3	1	0	2	2	0
October				4	5	0
November				5	11	0
December				1	3	0
January				1	5	0
February				3	9	0
March				3	6	0
1 <sup>st</sup> Quarter	9	25	0	10	11	0
2 <sup>nd</sup> Quarter	13	16	0	13	9	0
3 <sup>rd</sup> Quarter				10	19	0
4 <sup>th</sup> Quarter				8	20	0
<b>TOTALS</b>	<b>22</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>59</b>	<b>0</b>



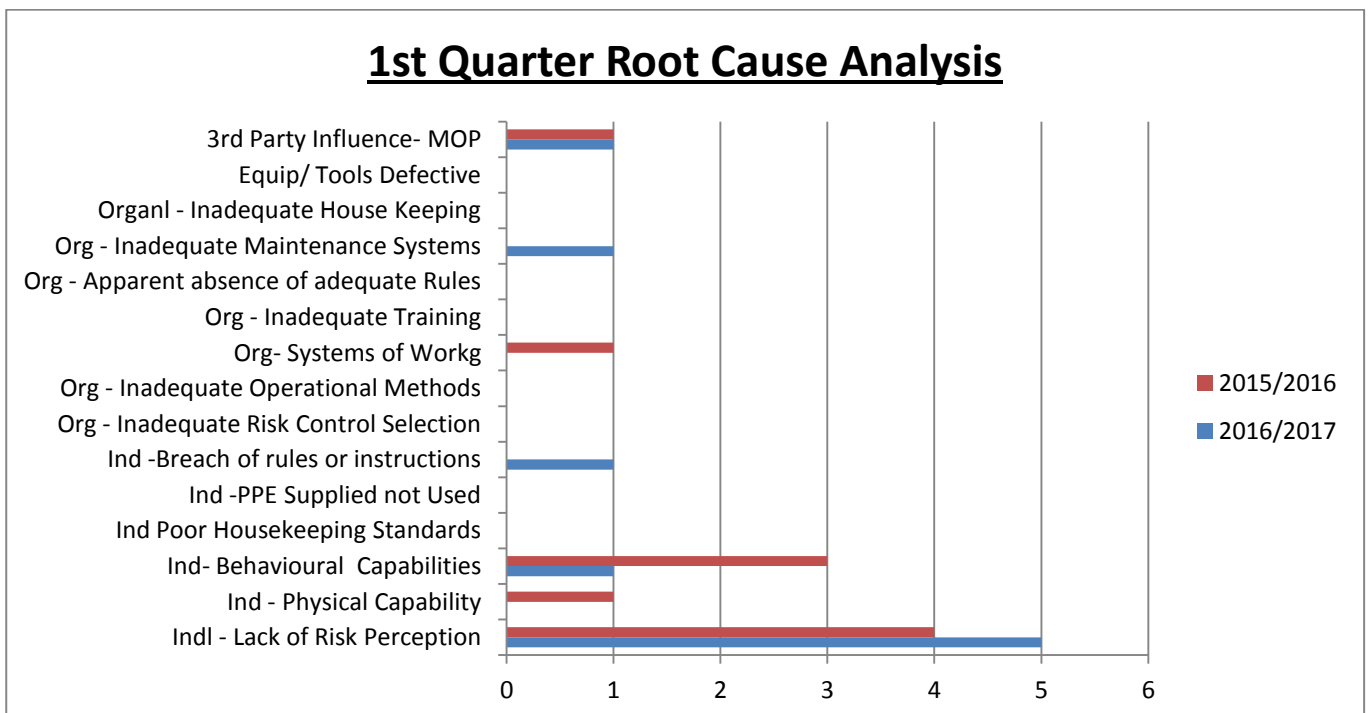
### 1.1.4 Operational Area Accidents

	2 <sup>nd</sup> Quarter Accidents Totals 2016/2017	Yearly Accidents Totals 2016/2017	2 <sup>nd</sup> Quarter Accidents Totals 2015/2016	Yearly Accidents Totals to end of 2 <sup>nd</sup> Quarter 2015/2016
Customer Service & Improvement	1	2	1	1
Leisure				
Human Resources & Payroll		1		
Economic Growth	1	1		
Planning & Environmental Health				
Governance and Monitoring				
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	5	12	7	8
Housing	6	6	5	14
IT				
Members of the Public (Leisure)	16	41	9	20
<b>TOTAL</b>	<b>29</b>	<b>63</b>	<b>22</b>	<b>43</b>



1.1.5 Incident Root Cause

<b>3rd QUARTER EMPLOYEE ROOT CAUSE CATEGORIES</b>	<b>2<sup>nd</sup> Quarter 2016/2017</b>	<b>Yearly Total to end of 2<sup>nd</sup> Quarter 2016/2017</b>	<b>2<sup>nd</sup> Quarter 2015/2016</b>	<b>Yearly Total to end of 2<sup>nd</sup> Quarter 2015/2016</b>
Ind. - Lack of Risk Perception	7	12	6	10
Ind. - Physical Capability	1	1	2	3
Ind.- Behavioural Capabilities	1	2	1	4
Ind. Poor Housekeeping Standards				
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions		1		
Org - Inadequate Risk Control Selection				
Org - Inadequate Operational Methods	2	2		
Org - Systems of Work			2	3
Org - Inadequate Training				
Org - Absence of adequate Rules				
Org - Inadequate Maintenance Systems	1	2		
Org - Inadequate House Keeping				
Equipment/ Tools Defective			1	1
3rd Party Influence- member of the public	1	2	1	2
<b>TOTAL</b>	<b>13</b>	<b>22</b>	<b>13</b>	<b>23</b>





### 1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
  - Slips, Trips & Fall on same Level (53.8)
  - Manual Handling and Struck by Moving Objects (15.4%)
  - Struck Against Fixed Objects and Contact with Hazardous Substance (7.7%)
- The number employee accidents recorded in the quarter has remained consistent with last year's figures however the lost time and RIDDOR reportable incident have significantly risen.
- The number of days lost recorded in the quarter has significantly increased from 1 day in 2015/2016 to 84 days in 2016/2017. The yearly overall total to the end of the 2<sup>nd</sup> Quarter has seen lost days rise from 61.5 days in 2015/2016 to 84 days in 2016/2017.
- The overall number of accidents occurring within the authority in the 2<sup>nd</sup> Quarter risen by 31.8% over the same period last year.
- In 2015/2016 public accidents accounted for 40.9% of all accidents recorded in the 2<sup>nd</sup> Quarter, whereas in the current year public accidents accounted for 55.2% of the total.
- Housing Services (46.2%) and Street Scene (38.5%) are 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 (53.8%), Organisational Factors (23.1%), Individual Factors (15.4%) and 3<sup>rd</sup> Party (7.7%)

## **1.2 KEY PERFORMANCE INDICATORS**

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

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

$$= \frac{2 \times 100,000}{415}$$

$$= 481 \text{ (As at 30<sup>th</sup> September 2016)}$$

SHE Assure H&S User Group Benchmark AIR Figure – 336 (As at 30<sup>th</sup> June 2016)  
**Accident Frequency Rate (AFR)**

$$\text{AFR} = \frac{\text{Number of Reportable Accidents} \times 100,000}{\text{Average Number of Permanent Employees for Period}}$$

### 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.

$$= \frac{2 \times 100,000}{37 \times 50 \times 415}$$

$$= \frac{200,000}{767750}$$

$$= 0.26 \text{ (As at 30<sup>th</sup> September 2016)}$$

### 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 – 14<sup>th</sup> July 2016

$$= (5.29 \times 382) \times 78$$

$$= 157,620 \text{ Hours (As at 30<sup>th</sup> September 2016)}$$

### **1.3 EMPLOYEE ACCIDENT RECORDS**

<b>Date of Incident</b>	<b>Incident Details</b>	<b>Service Area</b>	<b>Type of Incident</b>	<b>Incident Severity</b>	<b>Lost Time Days (Actual)</b>
13/07/2016	On bulky waste, finger trapped between fridge and side of truck	Streetscene – Waste Services	Manual Handling	Lost Time – over 7 days	13
13/07/2016	Caught foot in pothole whilst strimming garden	Streetscene – Grounds Maintenance	Slips, Trips, Falls on same level	Minor Injury - No Lost Days	0.00
14/07/2016	Tripped over rubber door mat exiting service users home	Housing – Housing Needs	Slips, Trips, Falls on same level	Lost Time - over 7 days	12
14/07/2016	Turned around sharply on hearing a dog, twisted knee	Housing – Housing Repairs	Slips, Trips, Falls on same level	Lost Time – over 7 days	53
15/07/2016	Fire front fell onto gas servicing operative	Housing – Housing Repairs	Struck by moving object	Minor Injury - No Lost Days	0.00
25/07/2016	Door closed on hand	Housing – Tenancy Management	Struck by moving object	Minor Injury - No Lost Days	0.00
02/08/2016	Slipped on some water spilt by a gym user	CSI – Customer Services	Slips, Trips, Falls on same level	Minor Injury – No lost Days	0.00
09/08/2016	Using a Stanley knife to trim trimmer cord and slipped, cutting hand	Streetscene – Grounds Maintenance	Other	Lost Time – up to 7 days	1
09/08/2016	Banged into wall grazing arm	Housing – Housing Repairs	Striking against a fixed object	Minor Injury – No lost Days	0.00
10/08/2016	Tripped up steps ascending stairs at Riverside Depot	Streetscene – Grounds Maintenance	Slips, Trips, Falls on same level	Lost Time – Up to 7 days	2
09/09/2016	Incorrect handling of bin caused it to topple over trapping arms	Streetscene – Waste Services	Manual Handling	Minor Injury – No lost days	0.00
13/09/2016	Slipped on entering Ladies toilets, banged leg and hip	Economic Growth	Slips, Trips and Falls on same level	Lost Time – Up to 7 days	2
26/09/2016	Tripped over kerb carrying tool box	Housing – Housing Repairs	Slips, Trips and Falls on same level	Minor Injury – No lost Days	0.00

## **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**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

**8 Document Information**

<b>Appendix No</b>	<b>Title</b>
	Not applicable for this report
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	
<b>Report Author</b>	<b>Contact Number</b>
Health and Safety Advisor	242403

Report Reference –

**Bolsover District Council**

**Safety Committee**

**7<sup>th</sup> November 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 five (5) names has been added to the employee protection register with three (3) names removed. As a result of this exercise, the total number of addresses now held on the register is twenty four (26).

**1.2.2 Workplace Inspections**

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
<b>CORPORATE</b>						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	Scheduled for W/C 7/11/16	07/05/17	N/A	N/A	Inspection Scheduled

Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	30/08/16	30/02/16	25/09/16	Actions Awaiting Close out	In Progress
<b>DEPOT</b>						
Riverside Depot, Doe Lea	Joint Assistant <b>Director</b> of Street Scene	04/10/16	04/04/16	26/10/16	Actions Awaiting Close out	In Progress
<b>LEISURE FACILITIES</b>						
The Arc Leisure Centre	Buildings and Contracts Manager	Scheduled for W/C 7/11/16	07/05/17	N/A	N/A	Inspection Scheduled
Frederick Gents	Joint Assistant Director of Leisure	Scheduled for W/C 7/11/16	07/05/17	N/A	N/A	Inspection Scheduled
Creswell Leisure Centre		Scheduled for W/C 31/10/16	31/04/17	N/A	N/A	Inspection Scheduled
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	01/09/16	01/05/17	29/09/16	Actions Awaiting Close out	In Progress
Boathouse, Pleasley Vale		01/09/16	01/05/17	29/09/16	Actions Awaiting Close out	In Progress
Unit T, Pleasley Vale		01/09/16	01/05/17	29/09/16	Actions Awaiting Close out	In Progress
Castle Leisure Park Pavilion, Carr Vale, Bolsover		17/08/16	17/02/17	02/09/16	Actions Closed Out	Complete
Clune Street Pavilion, Clowne		17/08/16	17/02/17	02/09/16	Actions Closed Out	Complete
Broadmeadows Sports Pavilion, South Normanton		17/08/16	17/02/17	02/09/16	Actions Closed Out	Complete

<b>CONTACT CENTRES</b>						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	10/05/16	25/11/16	10/05/16	Actions Closed Out	Complete next inspection arranged
Bolsover Contact Centre		10/05/16	25/11/16	10/05/16	Actions Closed Out	Complete next inspection arranged
Shirebrook Contact Centre		10/05/16	25/11/16	10/05/16	Actions Closed Out	Complete next inspection arranged
South Normanton Contact Centre / Hub		10/05/16	25/11/16	10/05/16	Actions Closed Out	Complete next inspection arranged
<b>SHOP UNITS AND GROUP DWELLINGS</b>						
Alder House, Shirebrook	Head of Housing Services	14/10/16	14/04/17	Awaiting Production of Report	N/A	N/A
Ashbourne Court, Shirebrook		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Jubilee Court, Pinxton		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Mill Lane, Whitwell	Head of Housing Services	14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Parkfields, Clowne		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Park View, Barlborough		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Queens Court, Creswell		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Valley View, Hillstown, Bolsover		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A



Victoria House, Creswell		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
Woburn house, Blackwell		14/10/16	14/04/17	Awaiting Production of Reports	N/A	N/A
<b>COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)</b>						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	24/08/16	24/02/17	20/09/16	Actions Awaiting Close Out	In Progress
Mill 2 - Pleasley Vale Mills		24/08/16	24/02/17	20/09/16	Actions Awaiting Close Out	In Progress
Mill 3 - Pleasley Vale Mills		24/08/16	24/02/17	20/09/16	Actions Awaiting Close Out	In Progress
Pleasley Vale Security Lodge		24/08/16	24/02/17	20/09/16	Actions Awaiting Close Out	In Progress
The Tangent, Shirebrook	Buildings and Contracts Manager	19/10/16	19/04/17	Awaiting Production of Report	Awaiting Production of Report	Awaiting Production of Report

### 1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (Jul - Sep 2016)			TRAINING CARRIED OVER		
	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING
Corporate Health and Safety Induction	60*	20	40	0	0	37	37		
Manual Handling (Street Scene)	63	27	36	0	0	36	36		
Manual Handling (Leisure)	37	18	21	0	0	21	21		
Manual Handling (Housing)	56	59	0	0	0	0	0		
Manual Handling (General )	262	122	140	20	0	140	140		
Asbestos Awareness (Full Course)	3	0	3	0	0	3	3		
Asbestos Awareness (Yearly Refresher)	64	0	64	0	0	64	64		
Fire Safety Awareness	418	185	233	20	0	213	213		
SHE Accident System Training	55	42	13	0	0	13	13		
Risk Perception/ Hazard Spotting	418	185	415	20	0	213	213		
Lone Worker Training	120	101	19	0	0	19	19		
First Aid At Work (Initial)	5	8	0	0	0	0	0		
First Aid At Work (Refresher)	15	15	0	4	4	0	0		
Emergency First Aid	12	12	0	1	1	0	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 no near miss Incidents or learning events reported in this reporting period.

#### **Supplementary Items**

No supplementary items for discussion

## **2 Conclusions and Reasons for Recommendation**

All Items – It is recommended that the committee consider and note the information provided.

## **3 Consultation and Equality Impact**

The report is formally reviewed at the health and safety pre-meeting held prior to the main safety committee when any issues requiring further consultation or that may have an impact on equality related issues will be identified and appropriate measures put in place to address them.

## **4 Alternative Options and Reasons for Rejection**

Not applicable for this report.

## **5 Implications**

### **5.1 Finance and Risk Implications**

It is not envisaged that there is any significant financial implications connected with this report other than the expenditure required to provide the external training identified in the health and safety action plan however this has already been allowed for in the overall health and safety training budget.

### **5.2 Legal Implications including Data Protection**

The report and the actions contained within should not have any legal implications on the authority other than reducing the risk exposure of the Authority as a result of providing additional training for its staff and ensuring statutory requirements are fully complied with.

### **5.3 Human Resources Implications**

It is not envisaged that there will be any human resources implications as a result of this report other than the potential up skilling of staff as a result of them attending relevant training.

## **6 Recommendations**

It is recommended that the committee consider and note the information provided.

**7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

**8 Document Information**

<b>Appendix No:</b>	<b>Title:</b>
A	Health and Safety Action Plan
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	
<b>Report Author</b>	<b>Contact Number</b>
Health and Safety Advisor	242403

Report Reference –

**Bolsover District Council**

**Safety Committee**

**7<sup>th</sup> November 2016**

**Riverside Depot Fire Alarm and Emergency Lighting Report**

**Report of the Health and Safety Advisor**

This report is public

**Purpose of the Report**

- To make the Safety Committee aware of Issues relating to fire safety compliance at Riverside Depot.
- To provide an update on the Actions taken address these issues.
- To provide the Safety Committee with sufficient information on the issue to allow them to be able to make recommendations as to any further actions they would like to see put in place.

**1 Report Details**

**1.1 Details of Issues**

The fire compliance issues at Riverside Depot are based around two distinctive areas and these are:

- The Fire Alarm provision
- The Emergency lighting provision.

**FIRE Alarm Provision**

In respect to fire alarm provision the issues are centred around the fire panels. Three fire panels serve the site with the main panel located in the reception foyer and a further two secondary panels located in central control and the garage block.

A couple of weeks ago an issue developed with the main panel causing it to periodically activate a fault buzzer. An engineer attended site and identified that the fault was related to a faulty battery in the panel. The engineer did not have the correct battery with him to replace the faulty battery but was able to attach another battery which resolved the issue but he did remark this was only a temporary fix and would need to be replaced with the correct battery.

Whilst on site the engineer checked the other panels and found the central control panel to be operational but the garage block panel to be totally blank. Further tests revealed that power was entering the panel but no power was flowing out from the

panel. He then re-checked the main panel and commented that he was concerned as the main panel was not showing a fault on the system and said he would put on a follow on job.

Approximately a week after the engineers visit the Health and Safety Adviser contacted Property and Estates Manager to establish the current status of the issue and after consulting the job system the P&E Manager the H&S Adviser that the job had been completed.

After checking with on-site staff it appeared that no individual was aware that a re-visit had been undertaken so the panel was checked and found to be still to be out of order. This information was then relayed to the P&E Manager and timescales for completion were requested. The P&E manager explained that Pro-TEC the fire company employed via the Tomlinson's contract were a difficult company to work with and would not give a completion date.

The fire system is a closed system so can only be worked on by Pro-Tec itself.

The result of the inactive panel in the garage block means that there is no alarm or detection system available for the Garage, Leisure Office, and Garage Meeting Room, Mezzanine storage area or the Travis Perkins store areas of the site.

#### Emergency Lighting Provision

The emergency lighting issues came about due to concerns raised by the Health and Safety Adviser in respect to the annual 3 Hour emergency light discharge test at the Depot. As part of this test the battery power for each emergency light is discharged for a period of 3 hours and on its completion it is not possible to say how much charge is left in the battery.

It is a legal requirements that emergency lights should remain illuminated for a period of 1 hour after activation of the alarm system which cannot be guaranteed following the 3 hour test until the emergency light batteries have had chance to recharge. This process takes a number of hours and during that time the building would not be fully fire compliant for those working within.

The H&S Adviser asked if this test could be conducted out of hours to alleviate the issue however property and estate suggest this was cost prohibitive. Communication continued between the two sections over an extended period with a compromise solution being arrived at.

The compromise solution being that areas where natural light was possible through windows could be test in working hours and other areas would have to be conducted out of hours.

During these discussions monthly flick test were still being conducted which did identify problems with a number of lights or fittings however not remedial work was undertaken to resolve these.

The result of this is that at the current time the cost to replace/ repair the inoperative fittings amount to an approximate cost of £21,000 pounds and poses serious concerns over the current level of emergency lighting available for staff.

## 1.2 Actions Currently Taken

In respect to the fire compliance issues the steps taken are as follows:

- A temporary fire procedure has been adapted for the garage block.
- Air horns have been purchased and strategically placed around the premise for raising the alarm in the event of an emergency.
- Battery operated smoke detector have been installed at strategic location within the Garage block to provide a warning system. (This is not possible in Garage Area)
- Work patterns amended to ensure that all hot works is terminated at least 1 hour 30 minutes before end of shift.
- New end of shift monitoring processes introduced as temporary measure.
- Increased levels of employee vigilance encouraged.
- Remedial work on panel scheduled to take place on 7<sup>th</sup> November 2016.

In respect to Emergency Lighting Issues the steps taken are as follows:

- Remedial work on emergency lighting to commence on Monday 31<sup>st</sup> November 2016.
- Health and Safety team to review all fire escape routes to ensure minimum levels of emergency lighting is being maintained.

## 2 Conclusions and Reasons for Recommendation

It is recommended that the committee consider the information provided and decide whether any further actions are required in light of any discussions which ensue.

## 3 Consultation and Equality Impact

The report is formally reviewed at the 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

There are significant financial implications connected with this report due to the fact that the remedial work identified will require significant levels of expenditure however this is necessary to maintain legal compliance.

### 5.2 Legal Implications including Data Protection

The legal implications on the authority are that if the current situation was allowed to continue without the remedial actions being carried out then potentially the authority leaves themselves liable to prosecution.

### 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 the information contained within the report and consider whether further actions are warranted.

### 7 Decision Information

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

### 8 Document Information

<b>Appendix No:</b>	<b>Title:</b> No Appendices attached
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	
<b>Report Author</b>	<b>Contact Number</b>
Health and Safety Advisor	242403

Report Reference –



**Bolsover District Council**

**Safety Committee**

**7<sup>th</sup> November 2016**

**Legionella Compliance Report**

**Report of the Health and Safety Advisor**

This report is public

**Purpose of the Report**

- To make the Safety Committee aware of Issues relating to legionella compliance within the Authority.
- To provide an update on the Actions taken address these issues.
- To provide the Safety Committee with sufficient information on the issue to allow them to be able to make recommendations as to any further actions they would like to see put in place.

**1.1 Details of Issues**

As part of the compliance review of Fire safety, Asbestos Management and Legionella Management undertaken at the monthly Asset Management Group concerns were raised in reference to outstanding actions in respect to Legionella Management.

The concerns centred around the fact that a number of actions had been outstanding for a significant time period and it was felt that further impetus was required to move this issue forward.

Following discussions between the cabinet member sitting a on the Asset Management Group and the cabinet member sitting as chair of the Safety Committee the Health and Safety Adviser was asked to provide a report to the Safety Committee outlining the current status in respect to compliance along with details of the actions being undertaken to address this issues.

The current outstanding action status across all compliance areas is as follows:

- 175 High Priority
- 48 Medium Priority
- 16 Low Priority

Total = 239 Actions

From an initial review undertaken by the Health and safety section it is believed that a number of actions have been completed but not signed off on the system so this could be artificially inflating the issue.

The review also identified that a number of the actions apply to multiple sites for example provide legionella training to site staff so by delivering the training approximately 15 actions would be removed in one go.

## **1.2 Actions Taken**

- Initial review of outstanding actions on-going.
- Regular meetings separate to Asset Management Group are being held between Housing Service, Property and Estate and Health and Safety to push forward actions.

## **1.3 Further Actions Proposed**

- Request to be sent out to all individuals with outstanding actions requesting them to:
  - Review their status,
  - Complete any actions that can be closed out
  - Provide reason for any outstanding actions
  - Provide potential target completion dates for any outstanding actions.
- Convene meeting one week prior to Asset Management Group to track progress.

## **2 Conclusions and Reasons for Recommendation**

It is recommended that the committee consider the information provided and decide whether any further actions are required in light of any discussions which ensue.

## **3 Consultation and Equality Impact**

The report is formally reviewed at the 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 any significant financial implications in respect to this report other than those already identified as part of the individual facilities budgets.

### **5.2 Legal Implications including Data Protection**

The legal implications on the authority are that if the current situation was allowed to continue without the outstanding actions being addressed the authority leaves themselves liable to prosecution under relevant Health and Safety legislation..

### 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 the information contained within the report and consider whether further actions are warranted.

### 7 Decision Information

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

### 8 Document Information

<b>Appendix No:</b>	<b>Title:</b>
	N/A
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	
<b>Report Author</b>	<b>Contact Number</b>
Health and Safety Advisor	242403

Report Reference –