

SAFETY COMMITTEE

AGENDA

Monday 6th February 2017 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 7 th November 2016.	3 to 11
5.	Sickness Absence/Occupational Health Statistics October to December 2016.	12 to 16
6.	Accident Statistics – October to December 2016.	17 to 28
7.	Health and Safety Report.	29 to 35
8.	Fire Alarm System and Emergency Lighting at Riverside Depot Update.	Verbal Update
9.	Legionella – Group Dwellings Update.	Verbal Update

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 7th November 2016 at 1000 hours.

PRESENT:-

Members:- Councillors H.J. Gilmour, B.R. Murray-Carr and M.J. Ritchie.

UNITE:- No representatives present.

UNISON:- K. Shillitto and J. Woods.

Officers:- S. Barker (Assistant Director - HR & Payroll), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), S. Brunt (Assistant Director - Streetscene) and A. Bluff (Governance Officer).

0417. ELECTION OF CHAIR FOR THE ENSUING YEAR

Moved by Councillor J. Ritchie and seconded by Councillor H.J. Gilmour

RESOLVED that Councillor B.R. Murray-Carr be elected Chair of Safety Committee for the ensuing year.

0418. APPOINTMENT OF VICE CHAIR (UNISON SIDE)

Moved by Councillor H.J. Gilmour and seconded by J. Woods

RESOLVED that K. Shillitto (Unison) be appointed Vice Chair of Safety Committee for the ensuing year.

0419. APOLOGIES

Apologies for absence were received on behalf of Councillors R.J. Bowler and A. Joesbury, L. Hickin (Assistant Director of Leisure) and J. Clayton (Unison).

0420. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0421. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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0422. MINUTES – 28TH APRIL 2016

Moved by Councillor H.J. Gilmour and seconded by K. Shillitto

RESOLVED that the Minutes of a Safety Committee held on 28th April 2016 be approved as a correct record.

0423. SICKNESS ABSENCE /OCCUPATIONAL HEALTH STATISTICS – APRIL TO JUNE 2016

Committee considered a report which provided information on Sickness Absence/Occupational Health Statistics for the first quarter period; April to June 2016, with comparative data from the previous year.

Sickness absence was increasing and the number of occupational health referrals had also increased.

The sickness absence outturn figure for April to June 2016 was 1.92 days per full time employee against a target of 2.12 days. The outturn figure for the same quarter in 2015 was 1.35 days.

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report for Committee's information.

The outcome of occupational health referrals for the quarter with comparisons for 2015 was as follows;

	April to June 2016	April to June 2015
Rehabilitated	6	1
Continuing	10	0
Left Authority	2	0
Totals	18	1

The top three causes of sickness absence for the quarter with comparative data for the same period in 2015 was as follows:

	April to June 2016 Days Lost		April to June 2015 Days Lost
Muscular/skeletal	186.5	Back/Neck	103.5
Stress	165.5	Stress	94.5
Other	150.5	Other	77
Totals Days Lost	502.5		275

A breakdown of the reasons for all long term sickness absence for July to September 2016 with comparative data for the same period in 2015 was included in the report for Committee's information.

There had been 3 employees undergoing counselling during this period.

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The figures for Stress Related Illness by Directorate were included in the report for Committee's information.

In response to a Member's query, the HR Manager replied that most of the sickness absence relating to stress was due to home life stress and these employees were being given the best support to help them get back to work. The 'Employee Assistance Programme' report, which was an item on the agenda, would cover the types of assistance available to staff, including stress related sickness.

Moved by Councillor H.J. Gilmour and seconded by K. Shillitto
RESOLVED that the report be received.

0424. SICKNESS ABSENCE /OCCUPATIONAL HEALTH STATISTICS – JULY TO SEPTEMBER 2016

Committee considered a report which provided information on Sickness Absence/Occupational Health Statistics for the second quarter period; July to September 2016, with comparative data from the previous year.

The sickness absence outturn figure for July to September 2016 was 2.74 days per full time employee against a target of 2.12 days. The outturn figure for the same quarter in 2015 was 1.49 days.

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report for Committee's information

The outcome of occupational health referrals for the quarter with comparisons for 2015 was as follows;

	July to September 2016	July to September 2015
Rehabilitated	13	0
Continuing	9	1
Left Authority	3	0
Totals	25	1

The top three causes of sickness absence for the quarter with comparative data for the same period in 2015 were as follows:

	July to September 2016 Days Lost		July to September 2015 Days Lost
Muscular/skeletal	296	Muscular/skeletal	119
Stress	258	Stress	180
Other	136	Other	69.5
Totals Days Lost	690		368.5

A breakdown of the reasons for all long term sickness absence for July to September 2016 with comparative data for the same period in 2015 was included in the report for Committee's information.

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There had been 3 employees undergoing counselling during this period.

The figures for stress related illness by Directorate was included in the report for Committee's information.

In response to a Unison representative's query, the HR Manager replied that to identify stress and muscular/skeletal issues in advance of them happening was difficult; reliance was put on employees completing health surveillance questionnaires and also one to one appraisals etc.

The Health and Safety Advisor noted that manual handling training and risk perception training was also carried out with employees.

The Assistant Director HR & Payroll added that a piece of work was necessary on the reasons used for sickness absence, for example, leave to care for someone who was ill or planned medical treatment. Policies would need looking at to allow more flexibility and sensitivity for staff in these types of circumstances.

Moved by Councillor H.J. Gilmour and seconded by Councillor J. Ritchie
RESOLVED that the report be noted.

0425. ACCIDENTS STATISTICS – APRIL TO JUNE 2016

Committee considered a report in relation to accident statistics for the quarter period April to June 2016.

The total number of all accidents for the quarter was 34. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (9) and public accidents (25).

The main causes of employee accidents in the quarter was lack of risk perception (33.35%), other (3 different incidents) (33.35%), strike against a fixed object (22.2%) and animal bite (11.1%). It was noted that there had been a substantial reduction in manual handling accidents in the first quarter and this was due to training which had been provided to staff. However, public accidents had risen and it was felt that this was down to better recording of accidents.

The number of employee accidents recorded in the quarter was 10% less than the figure recorded in the same period in 2015/16. The number of days lost in the quarter had significantly reduced from the same period in 2015/16 with 60.5 days recorded compared to zero being recorded in 2016/2017.

The overall number of accidents within the Authority in the first quarter had risen by 61.9% compared to the same period in 2015/16. The increase was largely due to a 227% rise in the number of public accidents reported however most of these were of a very minor nature and monitoring was being carried out to ensure that there were no underlying issues. In 2015/2016 public accidents accounted for 52.3% of all accidents recorded in the first quarter, whereas in the current year, public accidents accounted for 73.5.3% of the total.

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Street Scene (77.7%) remained the operational area with the highest number of accidents occurring in the quarter however this was very much in line with the risk profile of the service.

The main root causes of employee accidents was lack of risk perception (55.5%), individual factors (22.2%), organisational factors and third party (11.1%).

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

0426. ACCIDENT STATISTICS – JULY TO SEPTEMBER 2016

Committee considered a report in relation to accident statistics for the quarter period July to September 2016.

The total number of all accidents for the quarter was 29. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (13) and public accidents (16).

The main causes of employee accidents in the second quarter was slips, trips & fall (53.8%), manual handling and struck by moving objects (15.4%), strike against fixed objects and contact with hazardous substance (7.7%).

The number of employee accidents recorded in the second quarter had remained consistent with the figures for 2015/16. The number of days lost recorded in the second quarter had significantly increased from 1 day in 2015/2016 to 84 days in 2016/2017.

The overall number of accidents within the Authority in the second quarter had risen by 31.8% compared to the same period in 2015/16.

In 2015/2016 public accidents accounted for 40.9% of all accidents recorded in the second quarter, whereas in the current year public accidents accounted for 55.2% of the total.

Housing Services (46.2%) and Street Scene (38.5%) remained the operational areas with the highest number of accidents occurring in the quarter however as previously reported this was in line with the risk profile of the services.

The main root cause of employee accidents in the second quarter was lack of risk perception (53.8%), organisational factors (23.1%), individual factors (15.4%) and third party (7.7%).

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

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0427. HEALTH AND SAFETY REPORT

Committee considered a report of the Health and Safety Advisor which provided an update on Health and Safety Performance since the last meeting.

Employee Protection Register

Five names had been added to the Employee Protection Register with three names removed. However, since the report had been produced a further three names were to be added to the Register; this would bring the total to 29.

Work Place Inspections

All work place inspections were either complete, in progress or scheduled to be carried out.

In response to a Member's query, the Assistant Director – Property and Estates reported that he had arranged for essential repairs to be carried out at Ashbourne Court, Shirebrook.

A Member raised concern that she had witnessed a 'near miss' incident at the Arc where a visitor had been almost hit in the face by the delay of the automatic doors opening at the front of the building. The Health and Safety Advisor replied that he would request Property and Estates to inspect the doors and also that warning signs be put in place in the interim.

Health and Safety Training

It was noted that a number of staff had not completed training; however, this was being addressed with the help of the Customer Service and Improvement Team.

Near Miss/ Learning Events

There had been no near miss / learning events reported in the quarter period.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor J. Ritchie **RESOLVED** that the report be noted.

0428. EMPLOYEE ASSISTANCE PROGRAMME

Committee considered a report regarding an Employee Assistance Programme (EAP), which would be introduced across both councils as part of the commitment to improving employee health and well-being and also to potentially assist in reducing sickness absence.

Strategic Alliance Management Team had agreed to the introduction of an Employee Assistance Programme which was offered by many employers and was a cost-effective way of providing access to a wide range of confidential services either over the telephone and/or on-line. It was intended to help employees deal with personal problems that may adversely impact their work performance, health and well-being.

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Employee Assistance Programmes had been proven to reduce absence by 34% on average, (CBI Absence Survey), improve productivity in the work place, reduce stress in employees, improve staff retention and demonstrate a caring approach towards employees.

Typically EAPs 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

In terms of publicising the EAP, information had been advertised on the Council's intranet and Managers would relay in staff meetings; posters and leaflets had been produced for the Depot staff that did not have access to the intranet and reminders would be put in all employees' payslips.

Committee welcomed the report and felt the programme would help staff to be able to deal with issues individually instead of going through the Council's system. The Assistant Director HR & Payroll added that Health and Wellbeing champions were also being considered.

0429. FIRE ALARM SYSTEM AND EMERGENCY LIGHTING AT RIVERSIDE DEPOT

Committee considered a report which raised awareness of issues regarding fire safety compliance at the Riverside Depot and also an update on the actions taken to address the issues.

There had been two fire compliance issues at Riverside Depot; the fire alarm provision and the emergency lighting provision.

Fire alarm provision - three fire panels served the Riverside Depot site with the main panel located in the reception foyer and two secondary panels; one located in central control and one in the garage block.

A recent issue with the main fire panel had caused it to periodically activate a fault buzzer. An engineer had attended the site and identified a faulty battery which he temporarily fixed.

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Whilst on site, the engineer had checked the other two panels and found the garage block fire panel to be totally blank. Further tests revealed that although power was entering the panel, no power was flowing out and this was not showing a fault on the system.

In respect of the fire compliance issues, the following steps had been taken;

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

Emergency lighting provision – the Health and Safety Advisor had raised concerns in respect of the annual 3 hour emergency light discharge test, which upon completion, was not possible to say how much charge was left in the battery.

It was a legal requirement that emergency lights remained illuminated for a period of 1 hour after activation of the alarm system and this could not be guaranteed until the emergency light batteries had recharged. As the process took a number of hours, the building would not be fully fire compliant during that time.

Discussions with Property and Estates had arrived at a solution where areas with natural daylight could be tested in working hours and other areas tested out of hours.

Monthly flick tests had continued and a number of lights/fittings had been identified with problems but no remedial work had been undertaken. This posed serious concerns over the current level of emergency lighting available for staff.

The cost to replace/repair the inoperative fittings amounted to an approximate cost of £21,000

In respect of the emergency lighting issues, the following steps had been taken;

- Remedial work on emergency lighting to commence on 31st October 2016.
- The Health and Safety team to review all fire escape routes to ensure minimum levels of emergency lighting were being maintained.

It was noted that the fire system was a closed system and could only be worked on by the company who were under contract to carry out works.

The Assistant Director - Streetscene noted that the Depot had recently been struck by lightning and this could have caused the problems concerned.

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It was agreed that the Head of Housing be invited to attend an Asset Management Group and/or Cabinet to discuss the scope of utilising Housing operatives to carry out this type of maintenance work in the future.

Moved by Councillor H. Gilmour and seconded by K. Shillitto

RESOLVED that (1) the report be noted,

(2) the Head of Housing be invited to attend an Asset Management Group and/or Cabinet to discuss the scope of utilising Housing operatives to carry out this type of maintenance work in the future.

(Health and Safety Advisor/Assistant Director - Property and Estates)

0430. LEGIONELLA – GROUP DWELLINGS

The Health and Safety Advisor presented a report to make Committee aware of issues relating to Legionella compliance within the Authority and what actions had been taken.

At a recent Asset Management Group, concerns had been raised with regard to long term outstanding actions in respect of Legionella management, which were as follows;

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

However, it was believed that a number of actions had been completed but not signed off on the system. Further, a number of the actions applied to multiple sites, for example, training to site staff, and this would remove approximately 15 actions at once.

Regular meetings had been held with Housing Services, Property & Estates and Health and Safety to push actions forward. Further proposed actions were to request individuals with outstanding actions to;

- review their status
- complete any actions that could be closed out
- provide reasons for any outstanding actions with potential target completion dates
- convene a meeting one week prior to the Asset Management Group to track progress

Committee requested that an update be provided to the next meeting of Safety Committee.

Moved by Councillor J. Ritchie and seconded by Councillor K. Shillitto

RESOLVED that (1) the report be noted,

(2) An update be provided to the next meeting of Safety Committee.

The meeting concluded at 1150 hours.

Bolsover District Council**Safety Committee**6th February 2017

Sickness Absence/Occupational Health Statistics October to December 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 October to December 2016 for the Committee to consider.

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

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

Target 2016/17	Out turn October to December 2015	Out turn October to December 2016
8.5 days	1.65 days per FTE	3.05 days per FTE

* 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 October to December 2016, with comparisons for the same period of 2015 is shown below:

	October to December 2015	October to December 2016
Rehabilitated	10	8
Continuing	1	15
Left authority		2
TOTAL	11	25

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

October to December 2015		October to December 2016	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	215.5	Musc/Skeletal	420.5
Stress	92.5	Other	123
Back/Neck	70.5	Heart/Circulation	118.5
TOTAL	378.5	TOTAL	662

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

Reasons for Long Term Sickness Absence October to December 2016		
Reason for Absence	No. of Employees Citing this Reason October to December 2015	No. of Employees Citing this Reason October to December 2016
Back/Neck	1	1
Stress/Depression	2	3
Other	0	2
Muscular/Skeletal	6	13
Heart/Circulation	0	3
Chest	0	2
Ear/Nose/Mouth	1	0
Genito/Urinary	1	1
TOTAL	11	25

There have been 4 employees undergoing counselling during this period.

2. Stress Related Illness by Directorate October to December 2016

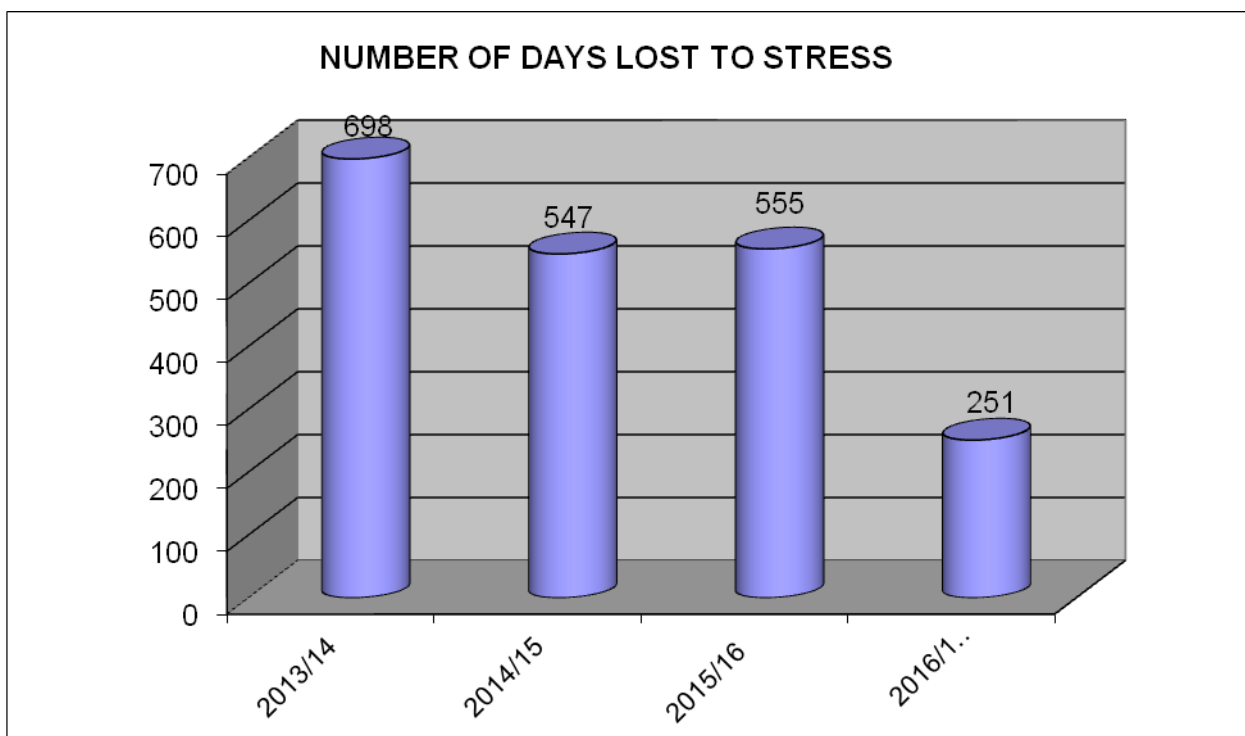
NO OF WORKING DAYS LOST*
OPERATIONS
52.5 days
TRANSFORMATION
33 days

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 = 85.5
TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS SAME PERIOD IN 2015 = 92.5

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

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	

9 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
HR Manager	2565

Report Reference –

BVPI12 - OCTOBER TO DECEMBER 2016 LONG TERM_ SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 9 MONTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
STRATEGIC ALLIANCE	6.00	3.00	0.50	0.00	3.00	0.00	0.50
	6.00	3.00	0.50	0.00	3.00	0.00	0.50
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	6.29	10.00	1.59	0.00	10.00	0.00	1.59
DEMOCRATIC	7.30	76.50	10.48	70.50	6.00	9.66	0.82
PARTNERSHIP TEAM	5.50	8.50	1.55	0.00	8.50	0.00	1.55
ECONOMIC GROWTH_HOUSING STRATEGY PLANNING	4.00	5.00	1.25	0.00	5.00	0.00	1.25
	16.30	9.00	0.55	0.00	9.00	0.00	0.55
	39.39	109.00	2.77	70.50	38.50	1.79	0.98
OPERATIONS DIRECTORATE							
FINANCE	8.23	52.50	6.38	51.50	1.00	6.26	0.12
PROPERTY/ESTATES	16.73	74.00	4.42	60.00	14.00	3.59	0.84
REVENUES	34.67	111.50	3.22	60.00	51.50	1.73	1.49
COMMUNITY SAFETY	11.75	2.50	0.21	0.00	2.50	0.00	0.21
STREET SERVICES	67.87	256.00	3.77	184.00	72.00	2.71	1.06
HOUSING (REPAIRS AND MANAGEMENT)	120.38	330.00	2.74	206.50	123.50	1.72	1.03
	259.63	826.50	3.18	562.00	264.50	2.16	1.02
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	7.35	2.00	0.27	0.00	2.00	0.00	0.27
HUMAN RESOURCES AND PAYROLL	7.60	37.00	4.87	37.00	0.00	4.87	0.00
CUSTOMER SERVICE	23.54	63.00	2.68	38.00	25.00	1.61	1.06
LEISURE	33.50	108.00	3.22	100.00	8.00	2.99	0.24
	71.99	210.00	2.92	175.00	35.00	2.43	0.49
GRAND TOTAL	377.01	1148.50	3.05	807.50	341.00	2.14	0.90
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%							

Bolsover District Council**Safety Committee**6th February 2017**Accident Statistics Report****Report of the Health and Safety Manager**

This report is public

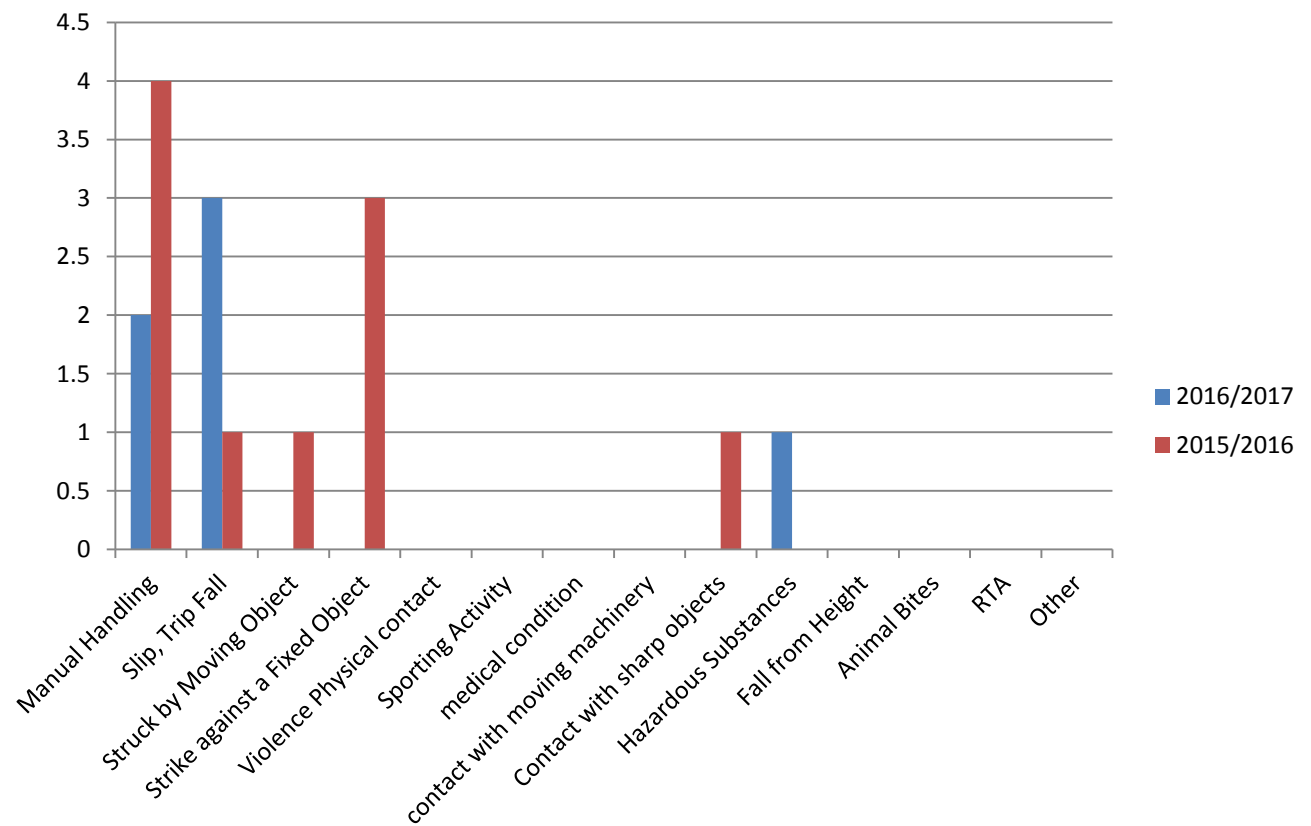
Purpose of the Report

- 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	3	0	0	0	0	0	0	0	1	0	0	0	0	6
2015/2016	4	1	1	3	0	0	0	0	1	0	0	0	0	0	10

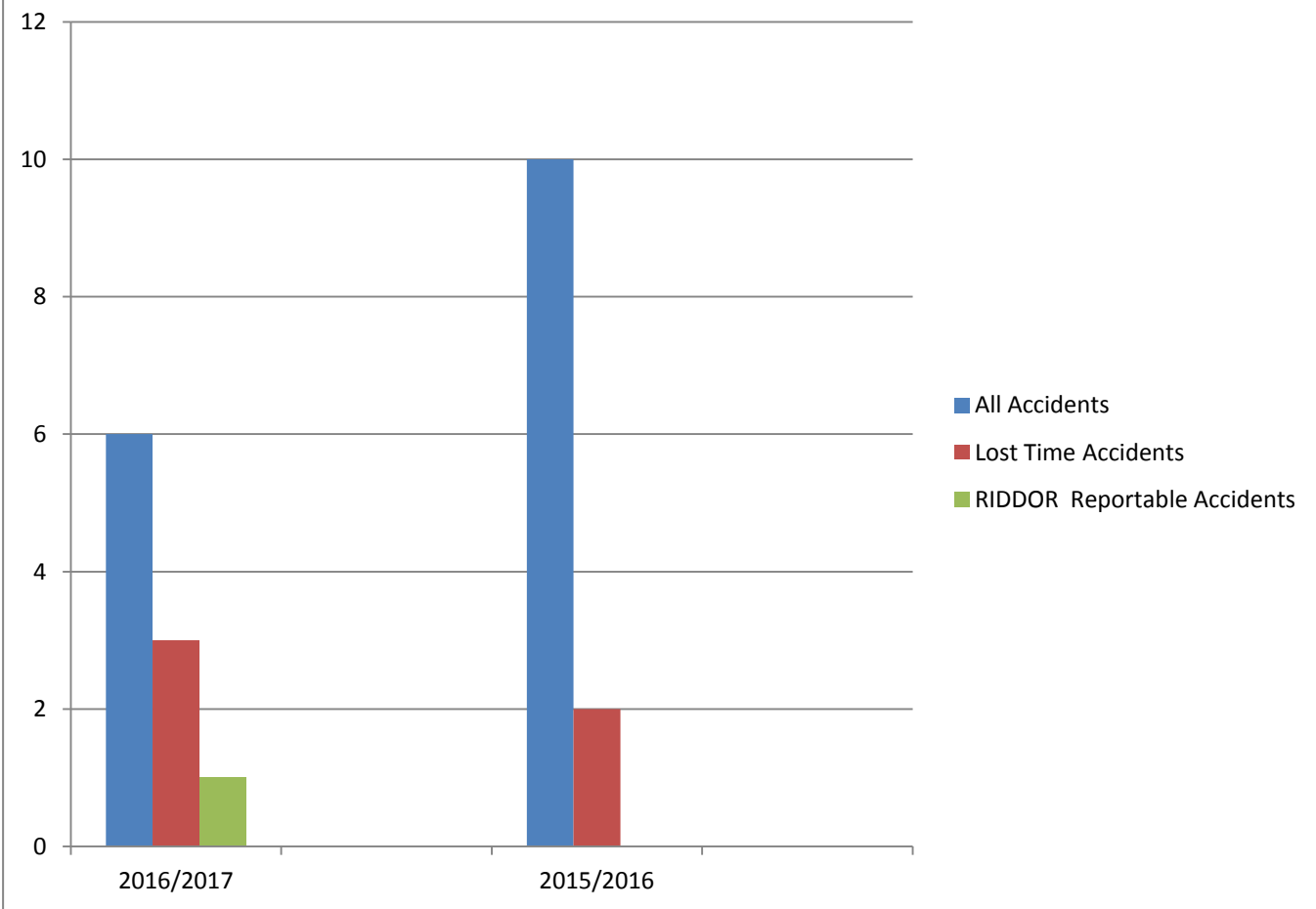
3rd Quarter Employee Accident Type Analysis



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	2	1	0	4	0	0
November	2	1	0	5	2	0
December	2	1	1	1	0	0
January				2	0	0
February				3	1	0
March				3	0	0
1 st Quarter	9	0	0	10	1	1
2 nd Quarter	13	6	2	13	1	0
3 rd Quarter	6	3	1	10	2	0
4 th Quarter				8	1	0
TOTALS	28	9	3	41	5	1

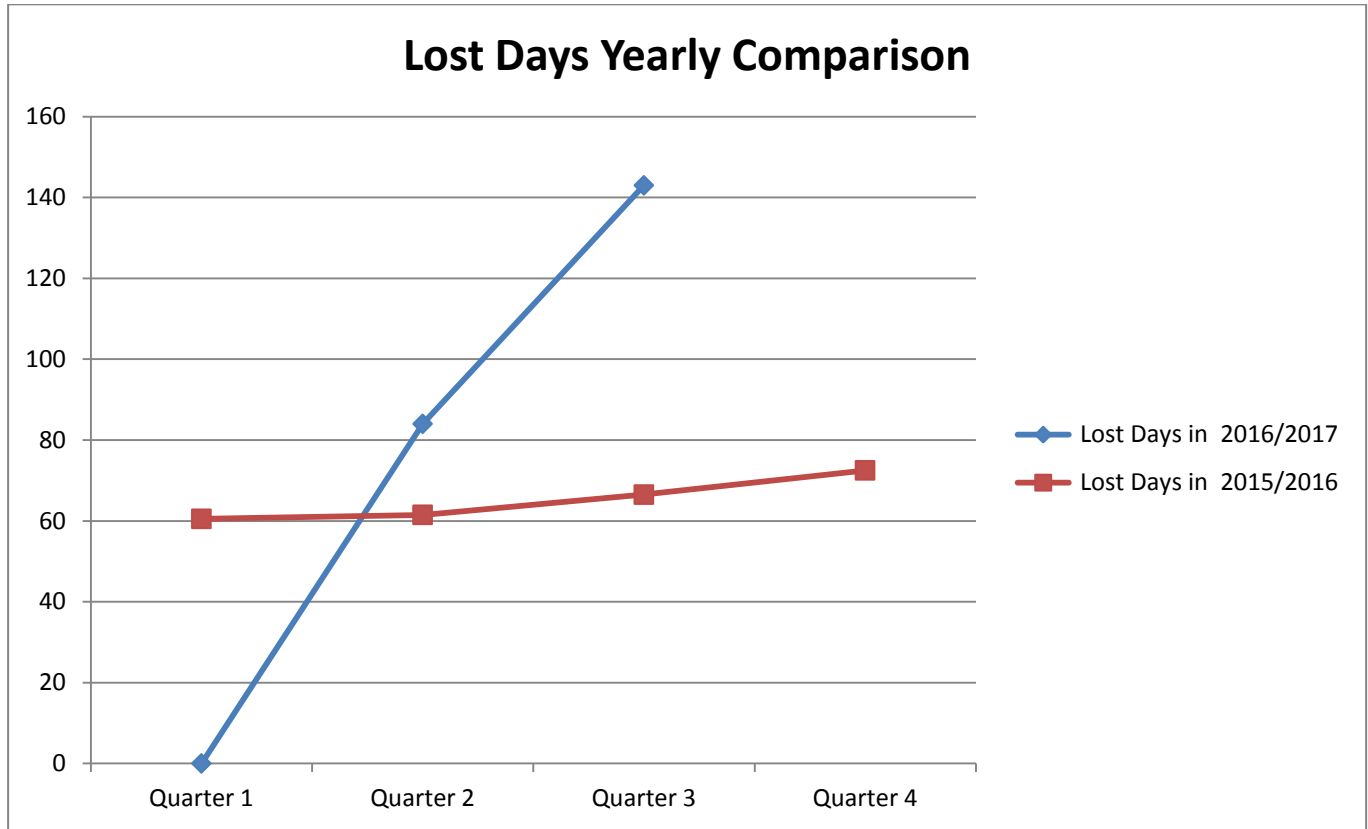
3rd Quarter Accident Category Analysis



1.1.3 Accident Lost Days

	Lost Days for 3rd Quarter 2016/2017	Total Lost Days 2016/2017	Lost Days for 3 rd Quarter 2015/2016	Total Lost Days to End of 3rd Quarter 2015/2016
Customer Service and Improvement	0	0	0	0
Leisure	0	0	1	0
Human Resources and Payroll	0	0	0	0
Economic Growth	0	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

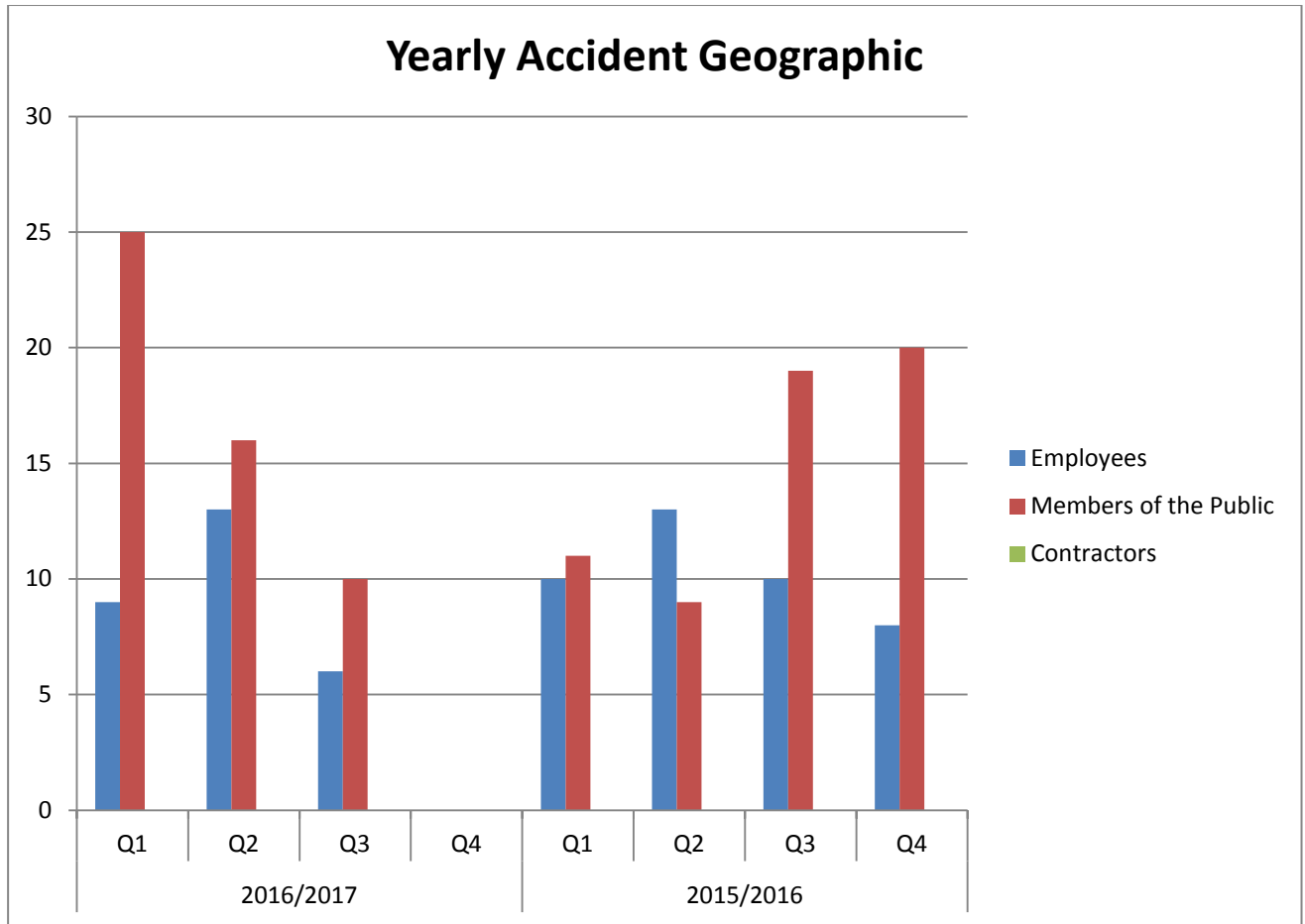
Street Scene	5	22	4	0
Housing	54	119	0	61.5
IT	0	0	0	0
TOTAL	59	143	5	66.5



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	2	6	0	4	5	0
November	2	2	0	5	11	0
December	2	2	0	1	3	0
January				1	5	0
February				3	9	0
March				3	6	0
1st Quarter	9	25	0	10	11	0

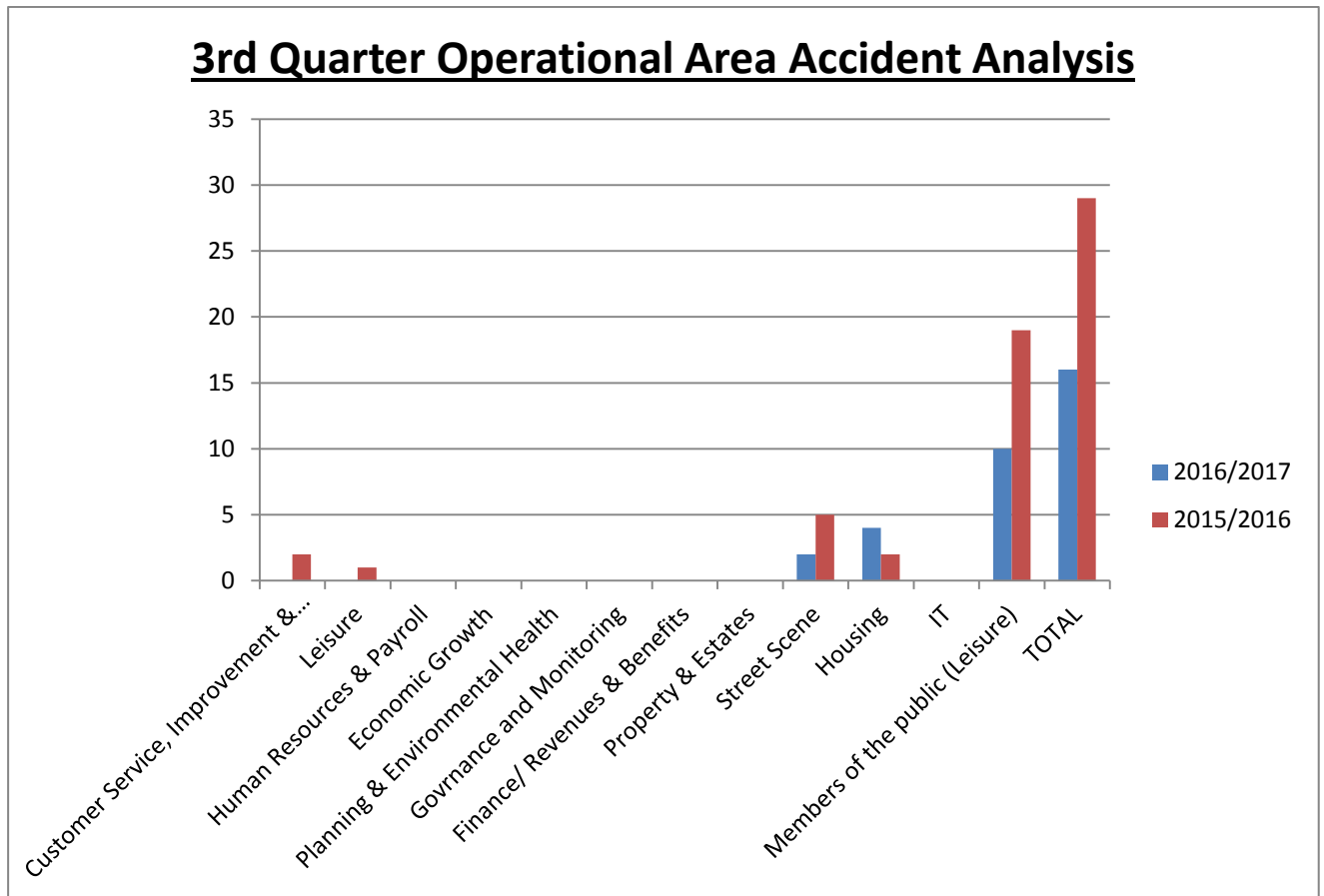
2 nd Quarter	13	16	0	13	9	0
3 rd Quarter	6	10	0	10	19	0
4 th Quarter				8	20	0
TOTALS	28	51	0	41	59	0



1.1.5 Operational Area Accidents

	3 rd Quarter Accidents Totals 2016/2017	Yearly Accidents Totals 2016/2017	3 rd Quarter Accidents Totals 2015/2016	Yearly Accidents Totals to end of 3 rd Quarter 2015/2016
Customer Service & Improvement		2	2	3
Leisure			1	1
Human Resources & Payroll		1		
Economic Growth		1		
Planning & Environmental Health				
Governance and Monitoring				
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	2	14	5	13

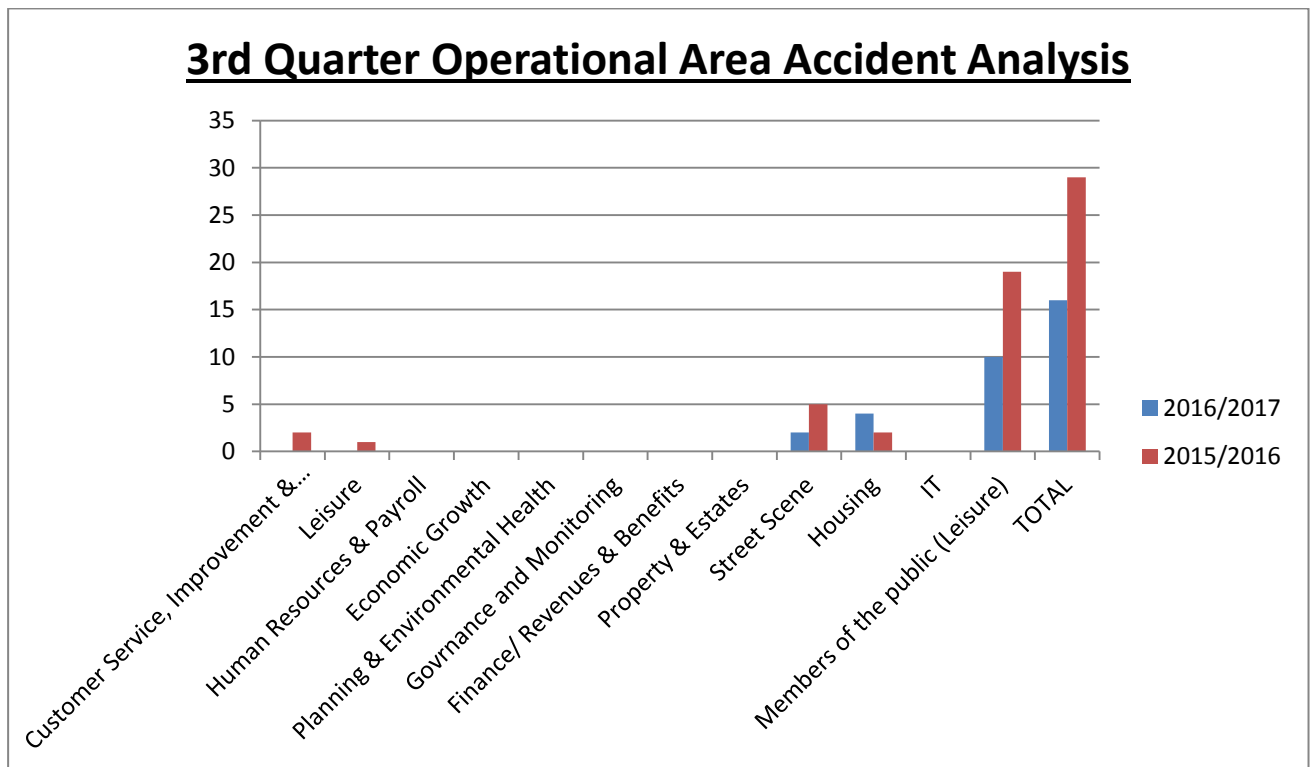
Housing	4	10	2	16
IT				
Members of the Public (Leisure)	10	51	19	39
TOTAL	16	79	29	72



1.1.6 Incident Root Cause

3rd QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	3rd Quarter 2016/2017	Yearly Total to end of 3 rd Quarter 2016/2017	3rd Quarter 2015/2016	Yearly Total to end of 3rd Quarter 2015/2016
Ind. - Lack of Risk Perception	3	15	6	16
Ind. - Physical Capability		1	3	6
Ind.- Behavioural Capabilities	1	3		4
Ind. Poor Housekeeping Standards			1	1
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions	1	2		
Org - Inadequate Risk Control Selection				
Org - Inadequate Operational Methods		2		
Org - Systems of Work	1	1		3

Org - Inadequate Training				
Org - Absence of adequate Rules				
Org - Inadequate Maintenance Systems		2		
Org - Inadequate House Keeping				
Equipment/ Tools Defective				1
3rd Party Influence- member of the public		2		2
TOTAL	6	28	10	33



1.1.7 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Slips, Trips & Fall on same Level (50%)
 - Manual Handling and Struck by Moving Objects (33%)
 - Exposure to Hazardous Substance (17%)
- The number employee accidents recorded in the quarter has fallen by 40% over the same period last year however the lost time and RIDDOR reportable incident have risen.
- The number of days lost recorded in the quarter has significantly increased from 5 days in 2015/2016 to 59 days in 2016/2017. The yearly overall total to the end of the 3rd Quarter has seen lost days rise from 66.5 days in 2015/2016 to 143 days in 2016/2017. The increase is largely down to a single lost time injury that occurred in quarter 2 and an incident this quarter that continues to accrue lost time.

- The overall number of accidents occurring within the authority in the 3rd Quarter has fallen by 10.3% over the same period last year however the yearly total up to the end of the 3rd Quarter has seen a rise of 9.7% over the previous year.
- In 2015/2016 public accidents accounted for 54% of all accidents recorded up to the end of 3rd Quarter, whereas in the current year public accidents accounted for 65.5% of the total.
- Housing Services (66.6%) and Street Scene (33.3%) are the operational areas with the highest number of accidents occurring in the quarter however this is to be expected in due to the risks associated with the provision of these services.
- The main route cause of employee accidents were Lack of Risk Perception (50%), Individual Factors (33.3%) and Organisational Factors (16.7%)

2 **KEY PERFORMANCE INDICATORS**

Accident Incident Rate (AIR)

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

$$= \frac{3 \times 100,000}{415}$$

$$= 722 \text{ (As at 31st December 2016)}$$

SHE Assure H&S User Group Benchmark AIR Figure – 336 (As at 30th June 2016)

It should be noted that a single accident can result in the AIR figure rising by 250 given the number of employees we are dealing with.

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.

$$= \frac{3 \times 100,000}{37 \times 50 \times 415}$$

$$= \frac{300,000}{767750}$$

$$= 0.39 \text{ (As at 31st December 2016)}$$

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 – 20th December 2016

= (5.29 X 382) X 11

= 22,228 Hours (As at 31st December 2016)

3 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Service Area	Type of Incident	Incident Severity	Lost Time Days (Actual)	Report able?
08/10/2016	IP experienced worsening pain in foot during shift as Refuse Driver. Booked X Ray with G.P. and 4 weeks later fracture was identified.	Street scene	Slips, Trips, Falls on same level	Reported through accident system in line with Social Security Act 1975	0.00 – classed as sickness as no identifiable cause	No
13/10/2016	IP tripped over a garden ornament and cut and bruised leg	Housing	Slips. Trips and Falls on same level	Lost Time – Up to 7 days	4	No
22/11/2016	IP slipped on wet leaves and hurt ankle	Street scene	Slips, Trips, Falls on same level	Lost Time – Up to 7 days	5	No
29/11/2016	IP was spraying mould treatment and substance dripped in eye	Housing	Contact with hazardous substances	Minor Injury – No lost days	0.00	No
08/12/2016	IP trapped finger between chair frame and loose seat whilst moving chair in kitchen	Housing	Manual Handling	Minor Injury - No lost days	0.00	No
20/12/2016	IP was moving a double radiator and dropped it on his foot	Housing	Manual Handling	Lost Time – Over 7 days	14	Yes

4 Conclusions and Reasons for Recommendation

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

5 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.

6 Alternative Options and Reasons for Rejection

Not applicable for this report.

7 Implications

7.1 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.

7.2 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.

7.3 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.

8 Recommendations

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

9 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	

10 Document Information

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

Report Reference –

Bolsover District Council

Safety Committee

6th February 2017

Health and Safety Report

Report of the Health and Safety Manager

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

Health and Safety Manager to give update on Fire Compliance issues - Update to be dealt with as an agenda item with health and safety manager giving a verbal update report.

Health and Safety Manager to give update on Legionella Compliance issues - Update to be dealt with as an agenda item with health and safety manager giving a verbal update report.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period four (4) names has been added to the employee protection register with no names removed. As a result of this exercise, the total number of addresses now held on the register is thirty (30).

1.2.2 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
CORPORATE						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	7/11/16	07/05/17	N/A	Actions Awaiting Close out	In Progress
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	30/08/16	30/02/16	25/09/16	Yes	Complete
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	04/10/16	04/04/16	26/10/16	Actions Awaiting Close out	In Progress
LEISURE FACILITIES						
The Arc Leisure Centre	Joint Assistant Director of Leisure	7/11/16	07/05/17	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 Close out	Complete
Boathouse, Pleasley Vale		01/09/16	01/05/17	29/09/16	Actions Close out	Complete
Unit T, Pleasley Vale		01/09/16	01/05/17	29/09/16	Actions Close out	Complete
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
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	25/11/16	25/05/17	01/12/16	Actions Closed Out	Complete next inspection arranged
Bolsover Contact Centre		25/11/16	25/05/17	01/12/16	Actions Closed Out	Complete next inspection arranged
Shirebrook Contact Centre		25/11/16	25/05/17	01/12/16	Actions Closed Out	Complete next inspection arranged
South Normanton Contact Centre / Hub		25/11/16	25/05/17	01/12/16	Actions Closed Out	Complete next inspection arranged
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Ashbourne Court, Shirebrook		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Jubilee Court, Pinxton		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Mill Lane, Whitwell	Head of Housing Services	14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Parkfields, Clowne		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress

Park View, Barlborough		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Queens Court, Creswell		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Valley View, Hillstown, Bolsover		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Victoria House, Creswell		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
Woburn house, Blackwell		14/10/16	14/04/17	3/11/16	Actions Awaiting Close out	In Progress
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills		24/08/16	24/02/17	20/09/16	Actions Close Out	Complete
Mill 2 - Pleasley Vale Mills	Buildings and Contracts Manager	24/08/16	24/02/17	20/09/16	Actions Close Out	Complete
Mill 3 - Pleasley Vale Mills		24/08/16	24/02/17	20/09/16	Actions Close Out	Complete
Pleasley Vale Security Lodge		24/08/16	24/02/17	20/09/16	Actions Close Out	Complete
The Tangent, Shirebrook		Buildings and Contracts Manager	19/10/16	19/04/17	10/11/16	Actions Close Out

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (Oct - Dec 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	20	0	17			17
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			
Manual Handling (General)	262	122	140	0	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	0	0	213	213		213
SHE Accident System Training	55	42	0	0	0	0			0
Risk Perception/ Hazard Spotting	418	185	415	0	0	213			213
Lone Worker Training	120	101	19	10	10	9			9
First Aid At Work (Initial)	5	8	0	0	0	0			
First Aid At Work (Refresher)	15	15	0	10	10	0	5		
Emergency First Aid	12	12	0	2	2	0	10		
De-Fibrillator Training	24	2	22	0	0	0	0		
Trailer Training (FULL)	6*	2	4	4	0	4	0		4
Trailer Training Awareness	25*	0	25	25	0	25	0		25
D1/PCV Minibus Training	1	0	1	1	0	1	0		1
*	Approximate Numbers dependant on number of new starters								
Overall numbers scheduled have been adjusted to reflect precise numbers involved									
Delivery dates have been scheduled for all training to ensure required outcomes achieved by year end.									

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

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

8 Document Information

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

Report Reference –