

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 6th February 2017 at 1000 hours.

PRESENT:-

Members:- Councillors R.J. Bowler, H.J. Gilmour, A. Joesbury and J. Ritchie.

UNITE:- No representatives present.

UNISON:- K. Shillitto and J. Clayton.

Officers:- S. Barker (Assistant Director HR and Payroll), P. Campbell (Assistant Director Community Safety and Head of Housing), M. Spotswood (Health and Safety Manager) and A. Bluff (Governance Officer).

Councillor B.R. Murray-Carr in the Chair

0639. APOLOGIES

There were no apologies for absence.

0640. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0641. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0642. MINUTES – 7TH NOVEMBER 2016

Minute No 0429; it was noted that the Head of Housing was already a member of the Asset Management Group.

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

RESOLVED that the Minutes of a Safety Committee meeting held on 7th November 2016 be approved a correct record.

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0643. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER TO DECEMBER 2016

Committee considered a report which provided information on sickness absence/occupational health statistics for the third quarter period being October 2016 to December 2016 with comparative data from the previous year.

The sickness absence outturn for October to December 2016 was 3.05 days per full time employee against a target of 8.5 days. The outturn figure for the same quarter in 2015 was 1.65 days per full time employee. The report also noted that the average working days lost for 2015/16 for East Midlands Councils is 9.50 days per FTE.

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

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

	October to December 2016	October to December 2015
Rehabilitated	8	10
Continuing	15	1
Left the Authority	2	0
Totals	25	11

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

	October to December 2016 Days Lost	October to December 2015 Days Lost
Muscular/skeletal	420.5	Muscular/skeletal 215.5
Other	123	Stress 92.5
Heart/circulation	118.5	Back/neck 70.5
Totals	662	378.5

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 was included in the report for Committee's information.

There had been 4 employees undergoing counselling during the October to December 2016 period.

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

Members noted that sickness figures in relation to muscular/skeletal had increased and figures for stress had reduced. The Assistant Director HR and Payroll advised the meeting that a staff Health and Wellbeing survey had been carried out and an action plan devised following the results of the survey – details of this would be presented to the next Safety Committee meeting.

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

0644. ACCIDENT STATISTICS – OCTOBER TO DECEMBER 2016

Committee considered a report in relation to accident statistics for the third quarter period, October 2016 to December 2016.

The total number of all accidents for the quarter was 16. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (6) and public accidents (10).

The main causes of employee accidents in the third quarter was slips, trips & fall (50%), manual handling and struck by moving objects (33%) and exposure to hazardous substance (17%).

The number of employee accidents recorded in the third quarter had fallen by 40% compared to the same period in 2015; however, lost time and RIDDOR reportable incidents had risen.

The number of days lost recorded in the third quarter was 59 which was a significant increase compared to the same quarter in 2015 of 5 days. The yearly overall total of lost days to the end of the third quarter was 143 compared to 66.5 days in 2015. The increase was largely down to a single lost time injury that had occurred in the second quarter of 2016 and an incident in the third quarter that continued to accrue lost time.

The overall number of accidents occurring within the Authority in the third quarter had fallen by 10.3% compared to the same period in 2015.

Public accidents accounted for 54% of all accidents recorded up to the end of the third quarter in 2015, whereas in the October to December 2016 quarter, public accidents accounted for 65.5% of the total. A Member queried why the breakdown of public accidents was not included in the report as was usual. The Health and Safety Advisor replied that as these types of accidents were minor and mainly related to lack of risk perception, for example, 'swimming into each other', they would no longer appear in the report.

Housing Services (66.6%) and Street Scene (33.3%) were the operational areas with the highest number of accidents occurring in the third quarter however, this was in line with the risk profile of the services.

The main root cause of employee accidents was Lack of Risk Perception (50%), Individual Factors (33.3%) and Organisational Factors (16.7%).

The Chair felt that more should be done to encourage all staff to attend health and safety training. The Assistant Director HR and Payroll replied that HR staff and the Health and Safety Advisor were working together to address this issue.

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

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0645. 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 (EPR)

Four names had been added to the Employee Protection Register with no names removed since the last meeting – this brought the total number of addresses held on the Register to 30.

The Assistant Director HR and Payroll was carrying out a piece of work in relation to people on the Employee Protection Register entering the Council's buildings whilst taking data protection into consideration.

It was suggested that the EPR information could be included on the Customer Relationship Management (CRM) system and that this be investigated. It was however noted that not everyone on the EPR was banned from entering the Council's buildings.

The Health and Safety Advisor reported that he was organising conflict awareness training for staff and Members and noted that all contact centre staff were aware of the conflict awareness procedure.

A discussion took place.

Members agreed that the Council's conflict awareness procedure should be re-communicated to all staff and it should be ensured that new leisure staff (swimming pool) undertook the training as soon as possible.

Workplace Inspections

A schedule of workplace inspections status was detailed in the report.

Health and Safety Training

A schedule of health and safety training delivered in the third quarter was detailed in the report.

Near Miss/Learning Events

There had been no near miss incidents or learning events reported in the third quarter.

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

RESOLVED that 1) the report be noted,

2) the Council's conflict awareness procedure be re-communicated to all staff,

3) new leisure staff to undertake the conflict awareness training as soon as possible.

(Assistant Director HR and Payroll/Health and Safety Advisor)

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0646. FIRE ALARM SYSTEM AND EMERGENCY LIGHTING AT RIVERSIDE DEPOT UPDATE

Further to a report provided at the last meeting in relation to the issues regarding fire safety compliance at the Riverside Depot, the Health and Safety Advisor reported that the fire alarm system was now in full working order and had moved to an open system where more than one company could be called out to work on issues instead of the previous closed system where only one contracted company could carry out works.

The fire panel would cost approximately £5k to replace; all sensing heads would require replacing also, which would cost a significant amount of money. The fire panel was on a regular maintenance system.

A discussion took place and it was noted that procurement rules would be looked at with regard to adopting open systems across the Council.

Moved and seconded

RESOLVED that the update be noted.

0647. LEGIONELLA – GROUP DWELLINGS UPDATE

Further to a report provided at the last meeting in relation to issues outstanding regarding Legionella compliance within the Authority, the Assistant Director Community Safety and Head of Housing advised the meeting that there were currently 30 outstanding actions of which 3 were priority. Work had been ordered for a small number of outstanding actions and these were awaiting a contractor to carry out works.

Moved and seconded

RESOLVED that the update be noted.

The meeting concluded at 1100 hours.