

## SAFETY COMMITTEE

### AGENDA

Thursday 27<sup>th</sup> April 2017 at 1000 hours in the Council Chamber, The Arc, Clowne

| <b>Item No.</b> |  | <b>Page No.(s)</b> |
|-----------------|--|--------------------|
|                 | <b>PART 1 – OPEN ITEMS</b>   |                    |
| 1.              | <b><u>Apologies</u></b><br><br>To receive apologies for absence, if any.   |                    |
| 2.              | <b><u>Urgent Items</u></b><br><br>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.              | <b><u>Declarations of Interest</u></b><br><br>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:<br><br>a) any business on the agenda<br>b) any urgent additional items to be considered<br>c) any matters arising out of those items<br><br>and if appropriate, withdraw from the meeting at the relevant time. |                    |
| 4.              | To approve the minutes of a meeting held on 6 <sup>th</sup> February 2017.   | 3 to 7             |
| 5.              | Sickness Absence/Occupational Health Statistics January 2017 to March 2017.  | To Follow          |
| 6.              | Accident Statistics – January 2017 to March 2017.  | 8 to 19            |
| 7.              | Health and Safety Report.  | 20 to 25           |
| 8.              | Life after Pulse.  | Verbal Update      |
| 9.              | Annual Report and Priorities for 2017/18.  | Presentation       |
| 10.             | Disability Access in the Council Chamber.  | 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 6<sup>th</sup> 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 – 7<sup>TH</sup> 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 7<sup>th</sup> November 2016 be approved a correct record.

## SAFETY COMMITTEE

### 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                        |
| <b>Totals</b>      | <b>25</b>                | <b>11</b>                |

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<br>Days Lost | October to December 2015<br>Days Lost |
|-------------------|---------------------------------------|---------------------------------------|
| Muscular/skeletal | 420.5                                 | Muscular/skeletal 215.5               |
| Other             | 123                                   | Stress 92.5                           |
| Heart/circulation | 118.5                                 | Back/neck 70.5                        |
| <b>Totals</b>     | <b>662</b>                            | <b>378.5</b>                          |

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.

## **SAFETY COMMITTEE**

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.

## SAFETY COMMITTEE

### 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)

## **SAFETY COMMITTEE**

### **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.

**Bolsover District Council****Safety Committee**27<sup>th</sup> April 2017

Sickness Absence/Occupational Health Statistics 2016/17

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

This report is public.

**Purpose of the Report**

- To provide Sickness Absence/Occupational Health Statistics for 2016/17 for the Committee to consider.

**1 Report Details****1.1 Sickness Absence/Occupational Health Statistics 2016/17 with comparative data for 2015/16.**

The sickness absence outturn for January to March 2017 is shown below, with comparisons for the same period of 2016:

| <b>Target 2016/17</b> | <b>Out turn 2015/16</b> | <b>Out turn 2016/17</b> |
|-----------------------|-------------------------|-------------------------|
| 8.5 days              | 6.28 days               | 10.75 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 2015/16, with comparisons for 2016/17 is shown below:**

|                | <b>2015/16</b> | <b>2016/17</b> |
|----------------|----------------|----------------|
| Rehabilitated  | 29             | 40             |
| Continuing     | 6              | 10             |
| Left authority | 2              | 9              |
| <b>TOTAL</b>   | <b>37</b>      | <b>59</b>      |

**1.3 The top three causes of sickness absence for 2015/16 with comparative data for 2016/17 are as follows:**

| 2015/16           |             | 2016/17           |            |
|-------------------|-------------|-------------------|------------|
| Cause             | Days Lost   | Cause             | Days Lost  |
| Stress            | 555         | Muscular/Skeletal | 478        |
| Muscular/Skeletal | 549.5       | Infections        | 131        |
| Infections        | 250.5       | Stomach/Digestion | 131        |
| <b>TOTAL</b>      | <b>1355</b> | <b>TOTAL</b>      | <b>740</b> |

1.4 A breakdown of the reasons for all long term sickness absence 2016/17 is as follows:

| Reasons for Long Term Sickness Absence 2016/17 |                                     |
|--|-------------------------------------|
| Reason for Absence                             | No. of Employees Citing this Reason |
| Stomach/Digestion                              | 1                                   |
| Infections                                     | 4                                   |
| Stress/Depression                              | 16                                  |
| Back/Neck                                      | 2                                   |
| Muscular/Skeletal                              | 23                                  |
| Chest/Respiration                              | 4                                   |
| Infections                                     | 1                                   |
| Heart/BP/Circulation                           | 4                                   |
| Ear/Nose/Mouth                                 | 2                                   |
| Gynae/Urinary                                  | 2                                   |
| <b>TOTAL</b>                                   | <b>59</b>                           |

There have been 13 employees undergoing counselling during this period.

## 2. Stress Related Illness by Directorate – 2016/17

| NO OF WORKING DAYS LOST* |
|--------------------------|
| <b>OPERATIONS</b>        |
| 448.5 days               |
| <b>TRANSFORMATION</b>    |
| 79.5 days                |
| <b>GROWTH</b>            |
| 82.5 days                |

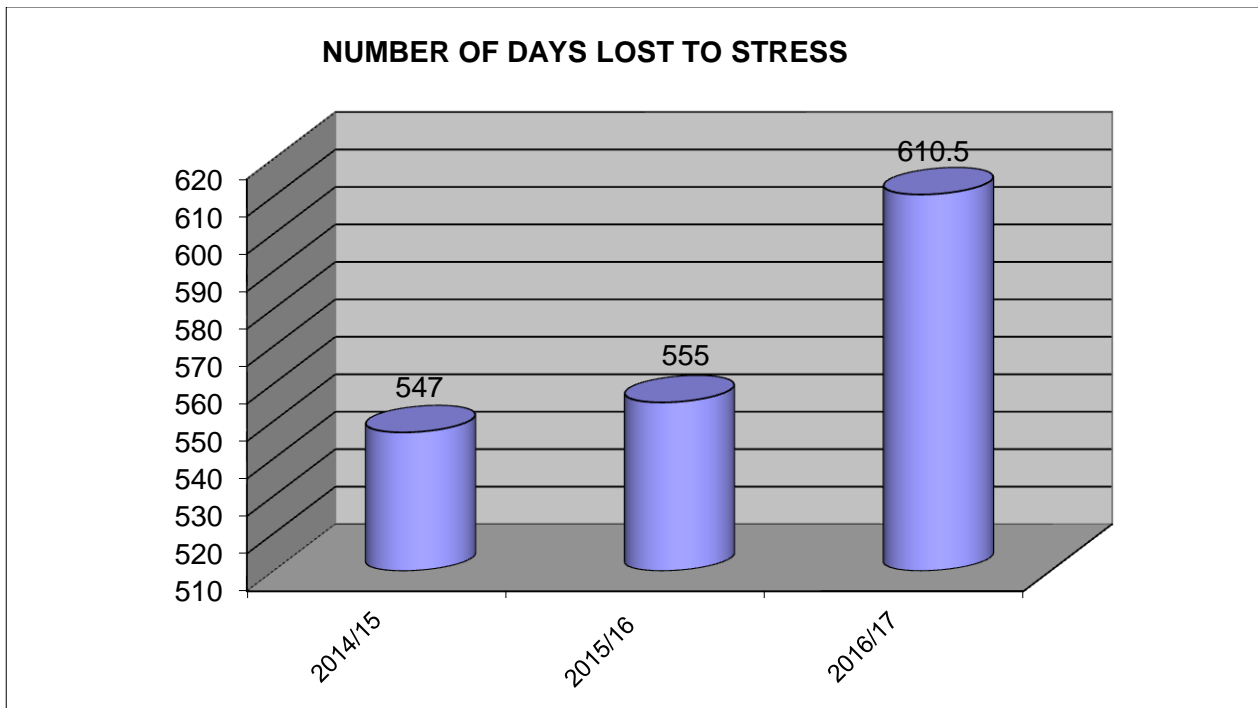
**NB Stress related illness only covers Stress/Depression related illness.**

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

**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS = 610.5**  
**TOTAL WORKING DAYS LOST DUE TO STRESS RELATED ILLNESS 2015/16 = 555**



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><br>(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**

| <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> |
| Peter Wilmot   | 2565                  |

Report Reference –

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

| DEPARTMENT  | AVERAGE EMPLOYEES 12 MONTHS | DAYS LOST      | FTE DAYS     | LONG TERM ABSENCE NO OF DAYS | SHORT TERM ABSENCE NO OF DAYS | LT ABSENCE PER FTE | ST ABSENCE PER FTE |
|---|-----------------------------|----------------|--------------|------------------------------|-------------------------------|--------------------|--------------------|
| STRATEGIC ALLIANCE  | 6.00                        | 63.00          | 10.50        | 61.50                        | 1.50                          | 10.25              | 0.25               |
|   | <b>6.00</b>                 | <b>63.00</b>   | <b>10.50</b> | <b>61.50</b>                 | <b>1.50</b>                   | <b>10.25</b>       | <b>0.25</b>        |
| <b>GROWTH DIRECTORATE</b>   |                             |                |              |                              |                               |                    |                    |
| LEGAL AND LAND CHARGES  | 6.79                        | 46.00          | 6.77         | 0.00                         | 46.00                         | 0.00               | 6.77               |
| DEMOCRATIC  | 7.53                        | 162.00         | 21.51        | 116.00                       | 46.00                         | 15.41              | 6.11               |
| PARTNERSHIP TEAM  | 5.00                        | 3.50           | 0.70         | 0.00                         | 3.50                          | 0.00               | 0.70               |
| ECONOMIC GROWTH_HOUSING STRATEGY  | 5.80                        | 43.00          | 7.41         | 25.00                        | 18.00                         | 4.31               | 3.10               |
| PLANNING  | 15.80                       | 51.50          | 3.26         | 21.00                        | 30.50                         | 1.33               | 1.93               |
|   | <b>40.92</b>                | <b>306.00</b>  | <b>7.48</b>  | <b>162.00</b>                | <b>144.00</b>                 | <b>3.96</b>        | <b>3.52</b>        |
| <b>OPERATIONS DIRECTORATE</b>   |                             |                |              |                              |                               |                    |                    |
| FINANCE   | 9.25                        | 28.50          | 3.08         | 20.00                        | 8.50                          | 2.16               | 0.92               |
| PROPERTY/ESTATES  | 17.34                       | 84.00          | 4.84         | 0.00                         | 84.00                         | 0.00               | 4.84               |
| REVENUES  | 37.61                       | 302.50         | 8.04         | 171.00                       | 131.50                        | 4.55               | 3.50               |
| COMMUNITY SAFETY  | 11.25                       | 8.00           | 0.71         | 0.00                         | 8.00                          | 0.00               | 0.71               |
| STREET SERVICES   | 69.87                       | 473.50         | 6.78         | 258.00                       | 215.50                        | 3.69               | 3.08               |
| HOUSING (REPAIRS AND MANAGEMENT)  | 121.60                      | 930.50         | 7.65         | 498.50                       | 432.00                        | 4.10               | 3.55               |
|   | <b>266.92</b>               | <b>1827.00</b> | <b>6.84</b>  | <b>947.50</b>                | <b>879.50</b>                 | <b>3.55</b>        | <b>3.29</b>        |
| <b>TRANSFORMATION DIRECTORATE</b>   |                             |                |              |                              |                               |                    |                    |
| IMPROVEMENT   | 8.85                        | 10.50          | 1.19         | 0.00                         | 10.50                         | 0.00               | 1.19               |
| HUMAN RESOURCES AND PAYROLL   | 7.60                        | 32.50          | 4.28         | 22.00                        | 10.50                         | 2.89               | 1.38               |
| CUSTOMER SERVICE  | 25.20                       | 204.50         | 8.12         | 111.00                       | 93.50                         | 4.40               | 3.71               |
| LEISURE   | 39.29                       | 34.50          | 0.88         | 0.00                         | 34.50                         | 0.00               | 0.88               |
|   | <b>80.94</b>                | <b>282.00</b>  | <b>3.48</b>  | <b>133.00</b>                | <b>149.00</b>                 | <b>1.64</b>        | <b>1.84</b>        |
| <b>GRAND TOTAL</b>  | <b>394.78</b>               | <b>2478.00</b> | <b>6.28</b>  | <b>1304.00</b>               | <b>1174.00</b>                | <b>3.30</b>        | <b>2.97</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  |                             |                |              |                              |                               |                    |                    |
| Strategic Alliance includes Joint CEO, Joint Directors and Joint Assistant Directors at 50% |                             |                |              |                              |                               |                    |                    |

## BVPI12 - OUT/TURN 2016/17 LONG TERM\_SHORT TERM SPLIT

| DEPARTMENT  | AVERAGE EMPLOYEES 12 MONTHS | DAYS LOST      | FTE DAYS     | LONG TERM ABSENCE NO OF DAYS | SHORT TERM ABSENCE NO OF DAYS | LT ABSENCE PER FTE | ST ABSENCE PER FTE |
|---|-----------------------------|----------------|--------------|------------------------------|-------------------------------|--------------------|--------------------|
| STRATEGIC ALLIANCE  | 6.00                        | 7.00           | 1.17         | 0.00                         | 7.00                          | 0.00               | 1.17               |
|   | <b>6.00</b>                 | <b>7.00</b>    | <b>1.17</b>  | <b>0.00</b>                  | <b>7.00</b>                   | <b>0.00</b>        | <b>1.17</b>        |
| <b>GROWTH DIRECTORATE</b>   |                             |                |              |                              |                               |                    |                    |
| LEGAL AND LAND CHARGES  | 6.79                        | 63.00          | 9.28         | 41.00                        | 22.00                         | <b>6.04</b>        | <b>3.24</b>        |
| DEMOCRATIC  | 7.30                        | 297.50         | 40.75        | 263.50                       | 34.00                         | <b>36.10</b>       | <b>4.66</b>        |
| PARTNERSHIP TEAM  | 5.50                        | 13.50          | 2.45         | 0.00                         | 13.50                         | <b>0.00</b>        | <b>2.45</b>        |
| ECONOMIC GROWTH_HOUSING STRATEGY PLANNING   | 4.50                        | 21.00          | 4.67         | 0.00                         | 21.00                         | <b>0.00</b>        | <b>4.67</b>        |
|   | 17.30                       | 69.50          | 4.02         | 49.00                        | 20.50                         | <b>2.83</b>        | <b>1.18</b>        |
|   | <b>41.39</b>                | <b>464.50</b>  | <b>11.22</b> | <b>353.50</b>                | <b>111.00</b>                 | <b>8.54</b>        | <b>2.68</b>        |
| <b>OPERATIONS DIRECTORATE</b>   |                             |                |              |                              |                               |                    |                    |
| FINANCE   | 8.61                        | 103.50         | 12.02        | 97.50                        | 6.00                          | <b>11.32</b>       | <b>0.70</b>        |
| PROPERTY/ESTATES  | 17.04                       | 283.50         | 16.64        | 180.00                       | 103.50                        | <b>10.56</b>       | <b>6.07</b>        |
| REVENUES  | 37.17                       | 394.00         | 10.60        | 247.00                       | 147.00                        | <b>6.65</b>        | <b>3.95</b>        |
| COMMUNITY SAFETY  | 12.25                       | 30.50          | 2.49         | 0.00                         | 30.50                         | <b>0.00</b>        | <b>2.49</b>        |
| STREET SERVICES   | 68.77                       | 961.00         | 13.97        | 695.00                       | 266.00                        | <b>10.11</b>       | <b>3.87</b>        |
| HOUSING (REPAIRS AND MANAGEMENT)  | 122.19                      | 1389.00        | 11.37        | 1059.50                      | 329.50                        | <b>8.67</b>        | <b>2.70</b>        |
|   | <b>266.03</b>               | <b>3161.50</b> | <b>11.88</b> | <b>2279.00</b>               | <b>882.50</b>                 | <b>8.57</b>        | <b>3.32</b>        |
| <b>TRANSFORMATION DIRECTORATE</b>   |                             |                |              |                              |                               |                    |                    |
| IMPROVEMENT   | 7.35                        | 16.50          | 2.24         | 0.00                         | 16.50                         | <b>0.00</b>        | <b>2.24</b>        |
| HUMAN RESOURCES AND PAYROLL   | 7.60                        | 67.50          | 8.88         | 62.00                        | 5.50                          | <b>8.16</b>        | <b>0.72</b>        |
| CUSTOMER SERVICE  | 23.29                       | 219.50         | 9.42         | 165.50                       | 54.00                         | <b>7.11</b>        | <b>2.32</b>        |
| LEISURE   | 39.27                       | 265.50         | 6.76         | 210.00                       | 55.50                         | <b>5.35</b>        | <b>1.41</b>        |
|   | <b>77.51</b>                | <b>569.00</b>  | <b>7.34</b>  | <b>437.50</b>                | <b>131.50</b>                 | <b>5.64</b>        | <b>1.70</b>        |
| <b>GRAND TOTAL</b>  | <b>390.93</b>               | <b>4202.00</b> | <b>10.75</b> | <b>3070.00</b>               | <b>1132.00</b>                | <b>7.85</b>        | <b>2.90</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% |                             |                |              |                              |                               |                    |                    |

**Bolsover District Council**

**Safety Committee**

27<sup>th</sup> April 2017

**Accident Statistics Report**

**Report of the Health and Safety Manager**

This report is public

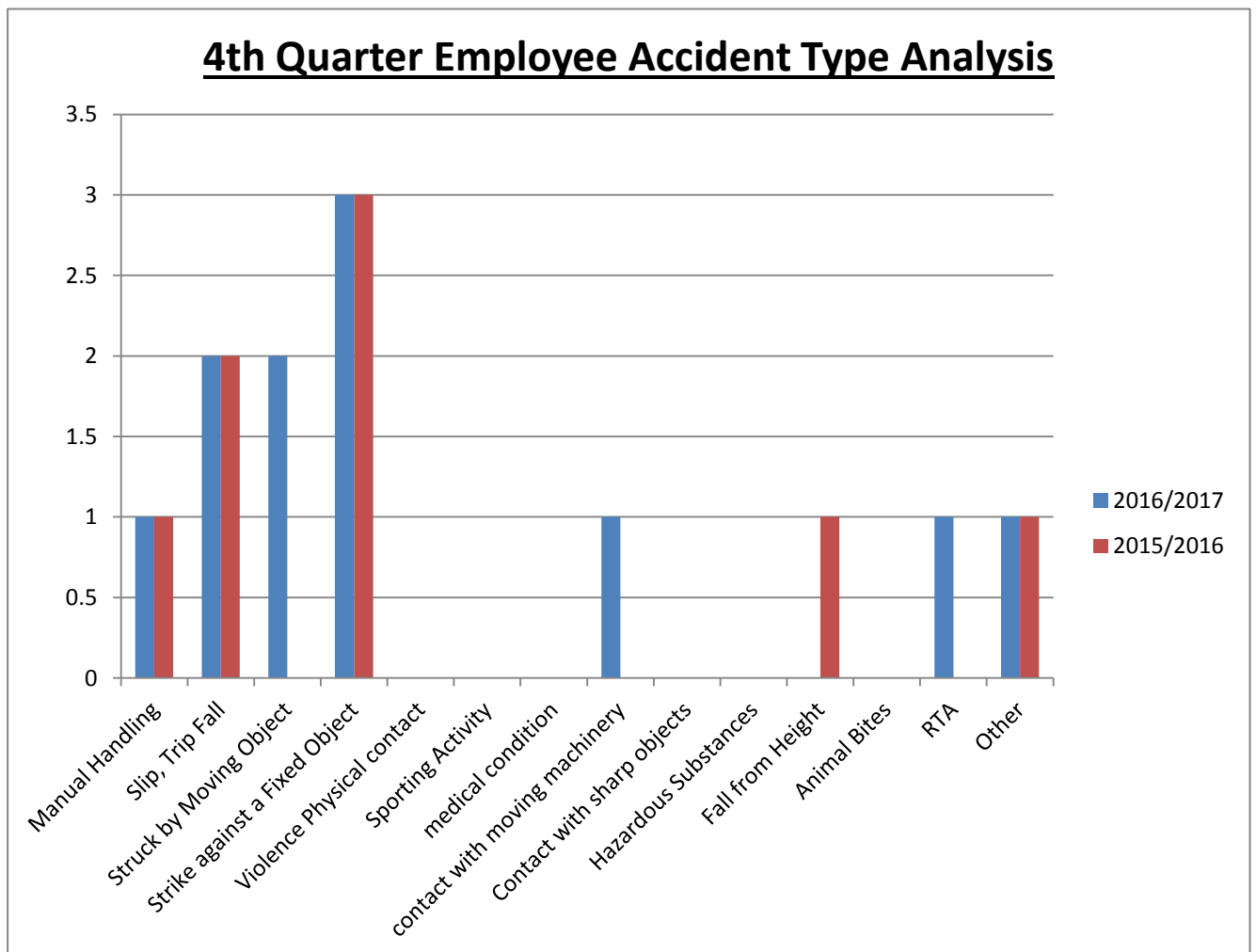
**Purpose of the Report**

- 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

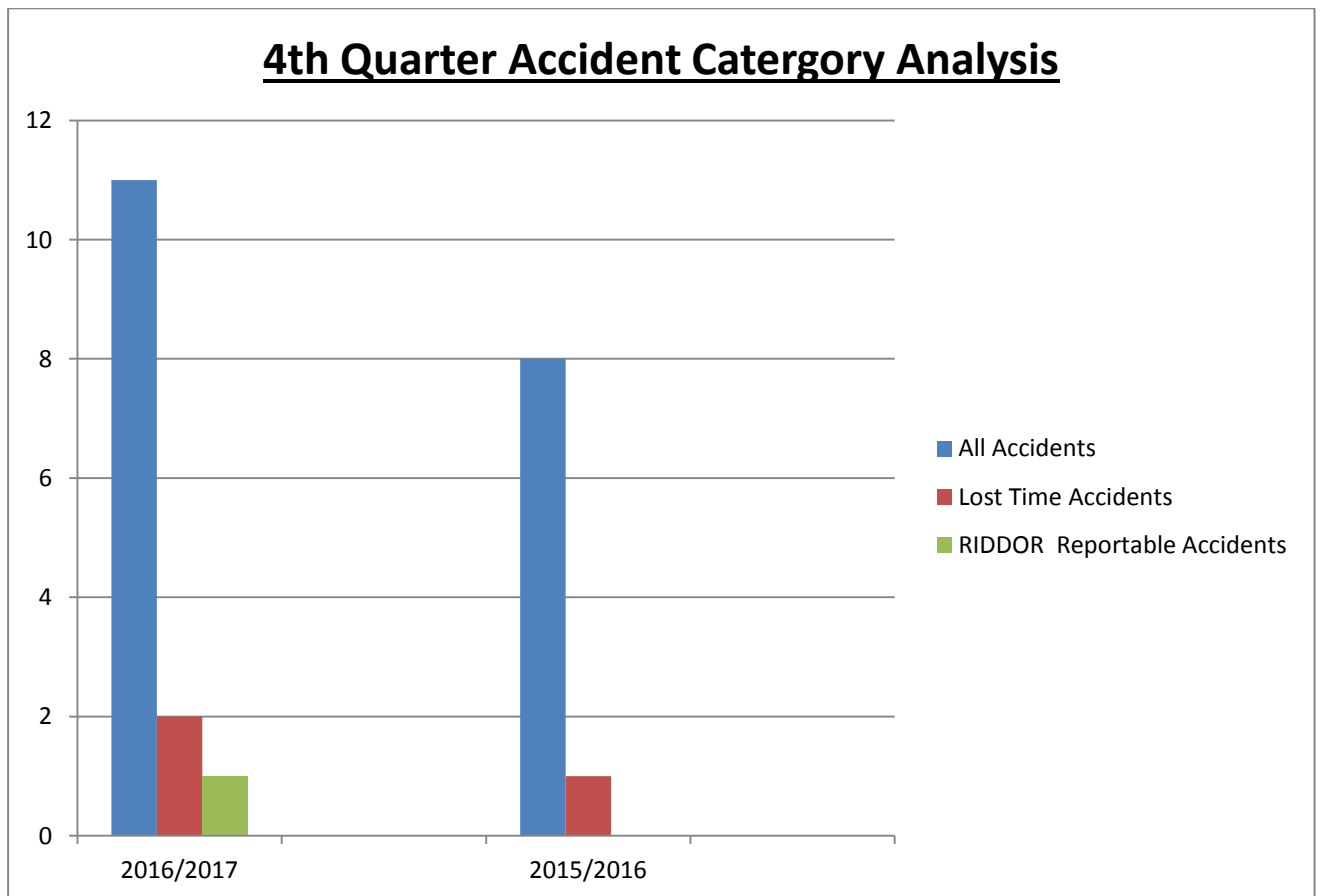
## 1.1.1 Accident Type

| 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  | 1               | 2               | 2                       | 3                             | 0                         | 0                 | 0                 | 1                             | 0                          | 0                    | 0                | 0           | 1   | 1     | 11    |
| 2015/2016  | 1               | 2               | 0                       | 3                             | 0                         | 0                 | 0                 | 0                             | 0                          | 0                    | 1                | 0           | 0   | 1     | 8     |



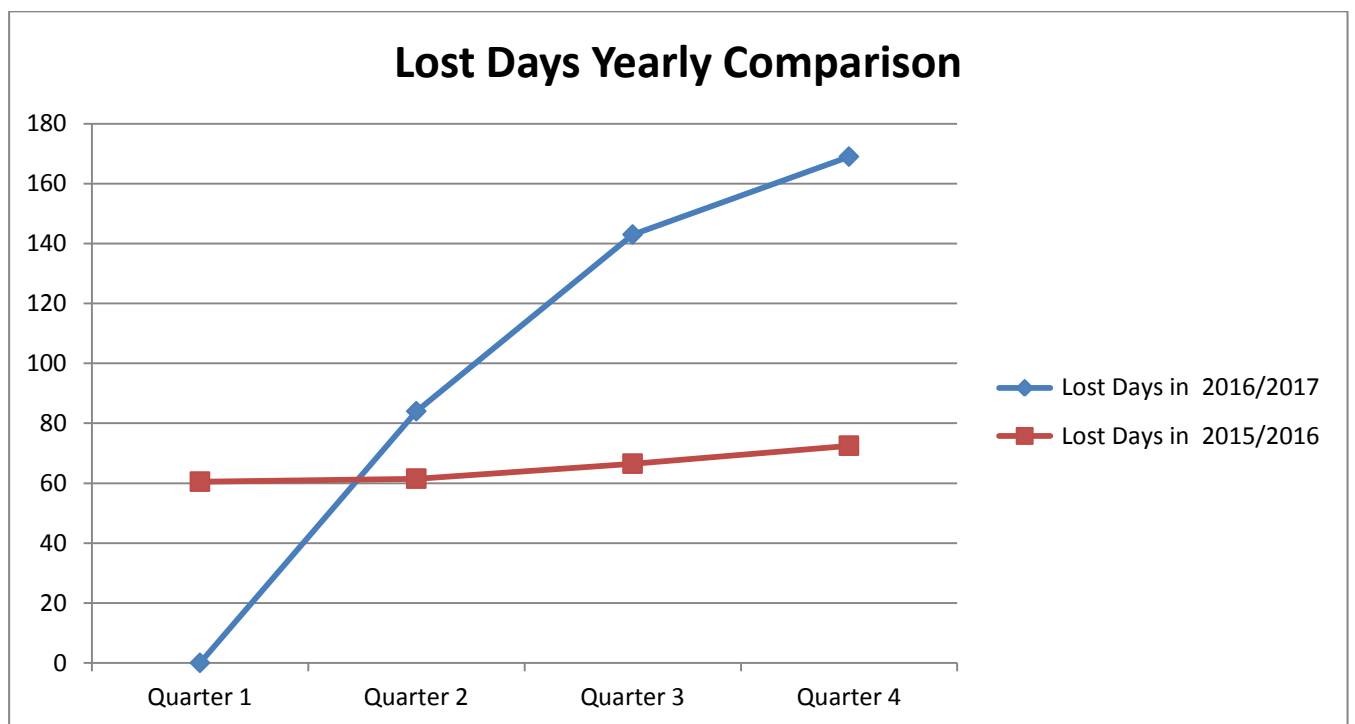
### 1.1.2 Accident Category Totals

| 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                 | 7                                   | 0                   | 1                | 2                                   | 0                   | 0                |
| February                | 3                                   | 2                   | 0                | 3                                   | 1                   | 0                |
| March                   | 1                                   | 0                   | 0                | 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 | 6                                   | 3                   | 1                | 10                                  | 2                   | 0                |
| 4 <sup>th</sup> Quarter | 11                                  | 2                   | 1                | 8                                   | 1                   | 0                |
| <b>TOTALS</b>           | <b>39</b>                           | <b>11</b>           | <b>4</b>         | <b>41</b>                           | <b>5</b>            | <b>1</b>         |



### 1.1.3 Accident Lost Days

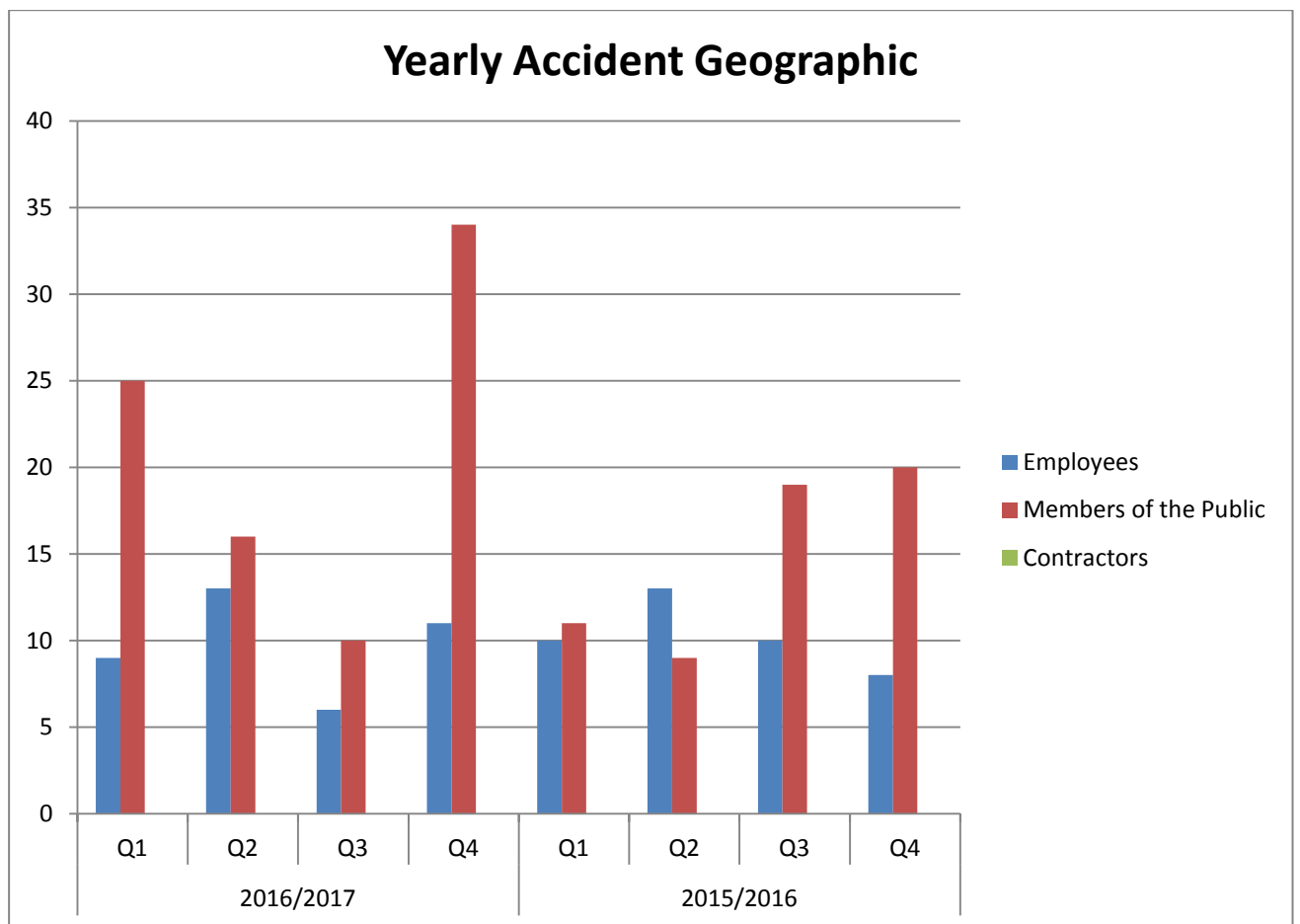
|                                   | Lost Days for 4th Quarter 2016/2017 | Total Lost Days 2016/2017 | Lost Days for 4th Quarter 2015/2016 | Total Lost Days to End of 4 <sup>th</sup> Quarter 2015/2016 |
|-----------------------------------|-------------------------------------|---------------------------|-------------------------------------|---|
| Customer Service and Improvement  | 0                                   | 0                         | 0                                   | 0   |
| Leisure                           | 5                                   | 5                         | 0                                   | 1   |
| 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                      | 17                                  | 39                        | 6                                   | 10  |
| Housing                           | 4                                   | 123                       | 0                                   | 61.5  |
| IT                                | 0                                   | 0                         | 0                                   | 0   |
| <b>TOTAL</b>                      | <b>26</b>                           | <b>169</b>                | <b>6</b>                            | <b>72.5</b>   |





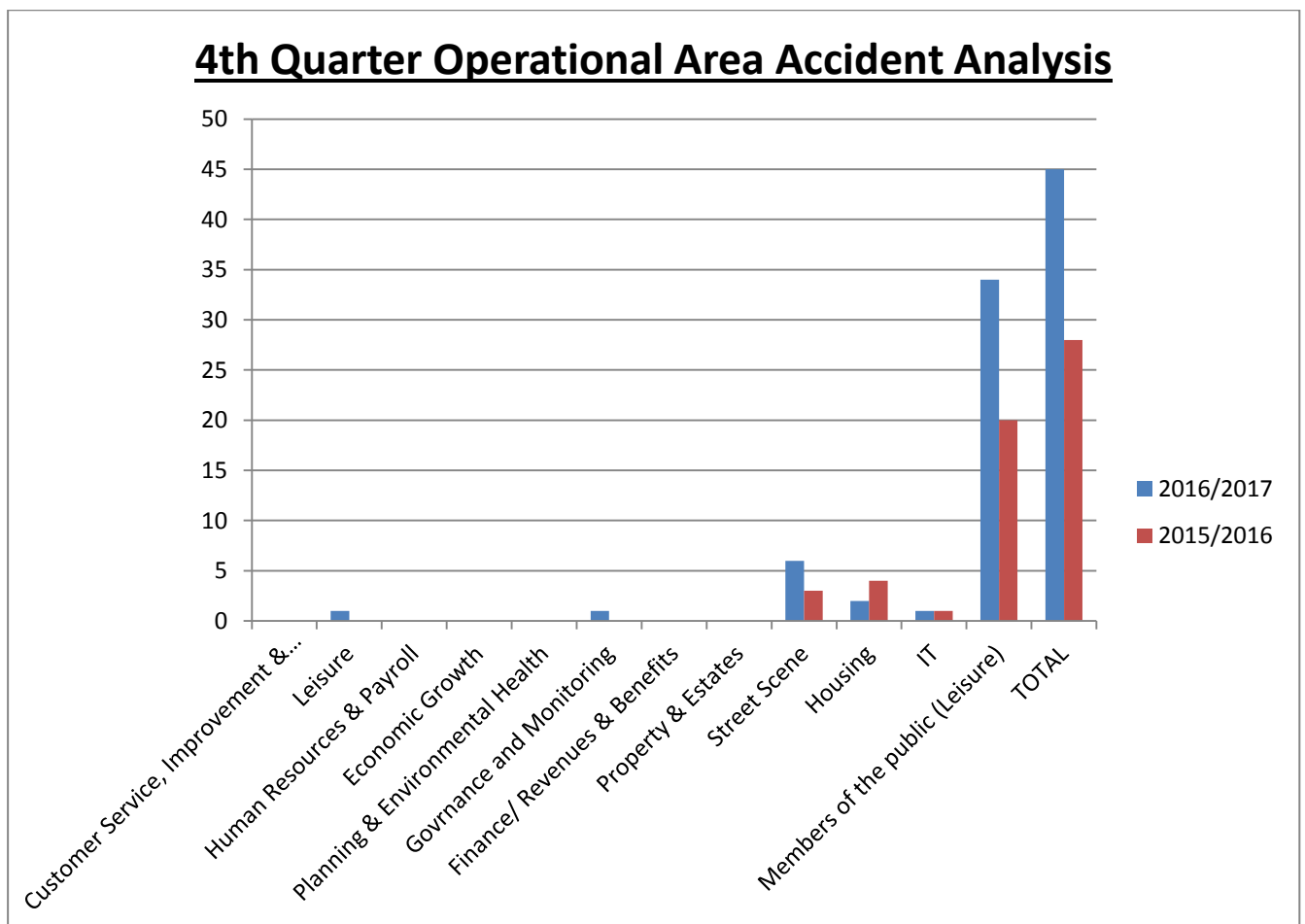
### 1.1.4 Accident Geographic

| 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                 | 2         | 6                     | 0          | 4         | 5                     | 0          |
| November                | 2         | 2                     | 0          | 5         | 11                    | 0          |
| December                | 2         | 2                     | 0          | 1         | 3                     | 0          |
| January                 | 7         | 0                     | 0          | 1         | 5                     | 0          |
| February                | 3         | 14                    | 0          | 3         | 9                     | 0          |
| March                   | 1         | 20                    | 0          | 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 | 6         | 10                    | 0          | 10        | 19                    | 0          |
| 4 <sup>th</sup> Quarter | 11        | 34                    | 0          | 8         | 20                    | 0          |
| <b>TOTALS</b>           | <b>39</b> | <b>85</b>             | <b>0</b>   | <b>41</b> | <b>59</b>             | <b>0</b>   |



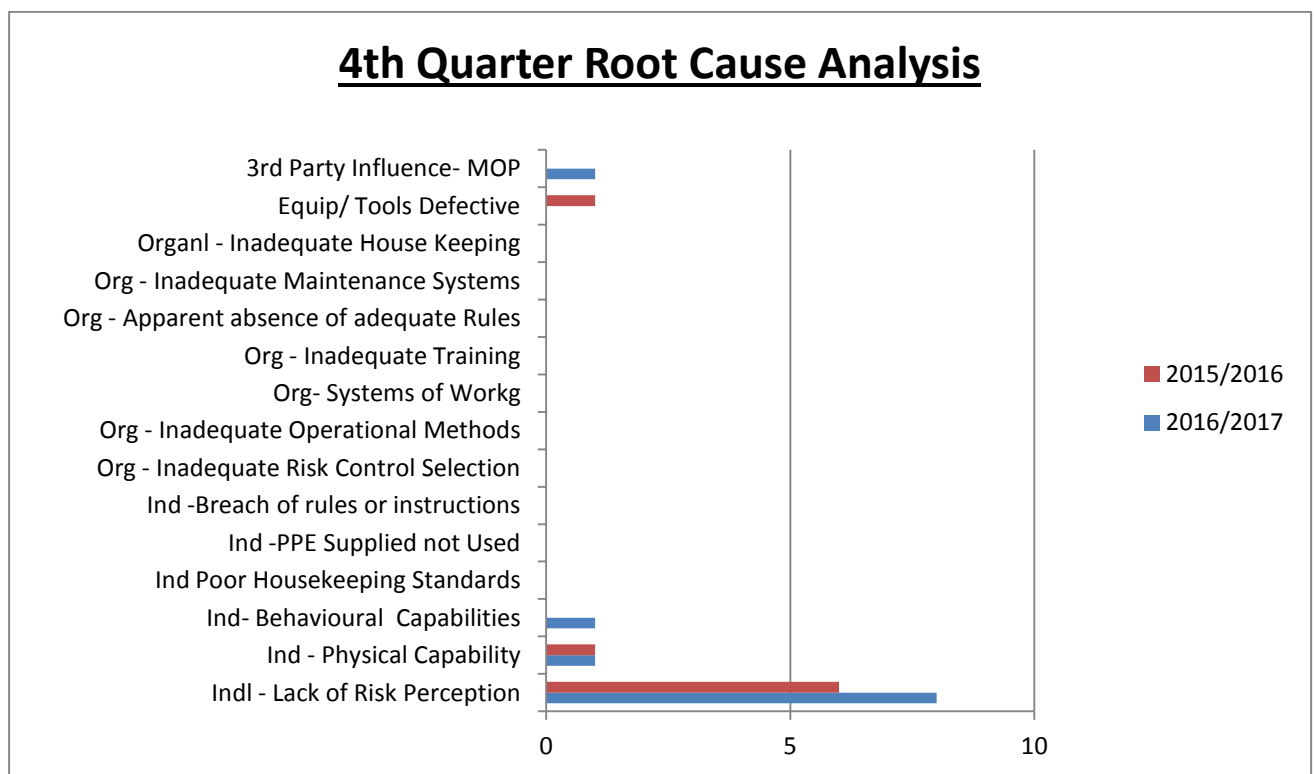
### 1.1.5 Operational Area Accidents

|  | 4 <sup>th</sup> Quarter Accidents Totals 2016/2017 | Yearly Accidents Totals 2016/2017 | 4 <sup>th</sup> Quarter Accidents Totals 2015/2016 | Yearly Accidents Totals to end of 4 <sup>th</sup> Quarter 2015/2016 |
|--|--|-----------------------------------|--|---|
| Customer Service & Improvement         |  | 2                                 |  | 3   |
| Leisure                                | 1  | 1                                 |  | 1   |
| Human Resources & Payroll              |  | 1                                 |  |   |
| Economic Growth                        |  | 1                                 |  |   |
| Planning & Environmental Health        |  |                                   |  |   |
| Governance and Monitoring              | 1  | 1                                 |  |   |
| Finance/ Revenues & Benefits           |  |                                   |  |   |
| Property & Estates                     |  |                                   |  |   |
| Street Scene                           | 6  | 20                                | 3  | 16  |
| Housing                                | 2  | 12                                | 4  | 20  |
| IT                                     | 1  | 1                                 | 1  | 1   |
| <b>Members of the Public (Leisure)</b> | <b>34</b>  | <b>85</b>                         | <b>20</b>  | <b>59</b>   |
| <b>TOTAL</b>                           | <b>45</b>  | <b>124</b>                        | <b>28</b>  | <b>100</b>  |



### 1.1.6 Incident Root Cause

| <b>4th QUARTER<br/>EMPLOYEE ROOT CAUSE CATEGORIES</b> | <b>4th Quarter<br/>2016/2017</b> | <b>Yearly Total<br/>to end of 4th<br/>Quarter<br/>2016/2017</b> | <b>4th Quarter<br/>2015/2016</b> | <b>Yearly Total<br/>to end of<br/>4th Quarter<br/>2015/2016</b> |
|---|----------------------------------|---|----------------------------------|---|
| Ind. - Lack of Risk Perception                        | 8                                | 23  | 6                                | 22  |
| Ind. - Physical Capability                            | 1                                | 2   | 1                                | 7   |
| Ind.- Behavioural Capabilities                        | 1                                | 4   |                                  | 4   |
| Ind. Poor Housekeeping Standards                      |                                  |   |                                  | 1   |
| Ind. -PPE Supplied not Used                           |                                  |   |                                  |   |
| Ind.- Breach of Rules or Instructions                 |                                  | 2   |                                  |   |
| Org - Inadequate Risk Control Selection               |                                  |   |                                  |   |
| Org - Inadequate Operational Methods                  |                                  | 2   |                                  | 2   |
| Org - Systems of Work                                 |                                  | 1   |                                  | 1   |
| Org - Inadequate Training                             |                                  |   |                                  |   |
| Org - Absence of adequate Rules                       |                                  |   |                                  |   |
| Org - Inadequate Maintenance Systems                  |                                  | 2   |                                  |   |
| Org - Inadequate House Keeping                        |                                  |   |                                  |   |
| Equipment/ Tools Defective                            |                                  |   |                                  | 2   |
| 3rd Party Influence- member of the public             | 1                                | 3   | 1                                | 2   |
| <b>TOTAL</b>  | <b>11</b>                        | <b>39</b>   | <b>8</b>                         | <b>41</b>   |



### 1.1.7 Key Issues Identified

- The main causes of employee accidents in the quarter were:
  - Strike against a Fixed Object (27%)
  - Slip, trip and fall (18%)
  - Struck by Moving Objects (18%)
- The number of employee accidents recorded in the quarter has risen by 37.5% over the same period last year with the lost time incidents rising by 50% and RIDDOR reportable incidents rising from zero to one.
- The number of days lost recorded in the quarter has significantly increased from 6 days in 2015/2016 to 22 days in 2016/2017. The yearly overall total has seen lost days rise from 72.5 days in 2015/2016 to 169 days in 2016/2017. The increase is largely down to two lost time injuries that occurred in quarters 2 and 3.
- The overall number of accidents occurring within the authority in the 4th Quarter has risen by 70% over the same period last year with the yearly total up by a figure 24%.
- In 2015/2016 public accidents accounted for 59% of all accidents recorded, whereas in the current year public accidents accounted for 68.5% of the total.
- Street Scene (54.5%), Housing Services (18%) are the operational areas with the highest number of accidents occurring in the quarter. Work is currently on going with street scene to establish whether any actions can be undertaken to reduce this figure.
- The main route cause of employee accidents were Lack of Risk Perception (72%), Individual Factors (18%) and Organisational Factors (9%).

## 1.2 KEY PERFORMANCE INDICATORS

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

$$\begin{aligned}\text{AIR} &= \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Permanent Employees for Period}} \\ &= \frac{4 \times 100,000}{415} \\ &= 964 \text{ (As at 31}^{\text{st}} \text{ March 2017)}\end{aligned}$$

SHE Assure H&S User Group Benchmark AIR Figure – 225 (As at 31st December 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)**

$$\text{AFR} = \frac{\text{Number of Reportable Accidents} \times 100,000}{\text{Total Number of Person Hours Worked}}$$

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.

$$= \frac{4 \times 100,000}{37 \times 50 \times 415}$$

$$= \frac{400,000}{767750}$$

$$= 0.52 \text{ (As at 31<sup>st</sup> March 2017)}$$

### **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

$$\frac{\text{Date of Last Reportable Accident} - 5^{\text{th}} \text{ January 2017}}$$

$$= (5.29 \times 382) \times 85$$

$$= 171,766 \text{ Hours (As at 31<sup>st</sup> March 2017)}$$

### 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> | <b>Reportable?</b> |
|-------------------------|---|---------------------|---------------------------|-----------------------------|--------------------------------|--------------------|
| 05/01/2017              | Whilst using chain saw to remove branch from silver birch tree, saw snagged and rebounded into operatives face. | Street scene        | Contact with machinery    | Lost Time – Over 7 days     | 17                             | Yes                |
| 06/01/2017              | Whilst travelling in vehicle after a call out response vehicle hit by 3 <sup>rd</sup> Party                     | Housing             | RTA                       | Minor Injury – No lost days | 0                              | No                 |
| 09/01/2017              | Whilst dismantling caged section from vehicle a piece struck IP.  | Street Scene        | Struck by Moving Object   | Minor Injury – No lost days | 0                              | No                 |
| 10/01/2017              | IP walked into A Board wet floor signage.   | IT                  | Struck fixed Object       | Minor Injury – No lost days | 0                              | No                 |
| 12/01/2017              | Trade bin fell off bin lift causing wheels to break off and strike operative.                                   | Street Scene        | Struck by Moving Object   | Minor Injury – No lost days | 0                              | No                 |
| 18/01/2017              | Whilst moving 2 seat settee IP pulled his back  | Street Scene        | Manual Handling           | Minor Injury – No lost days | 0                              | No                 |
| 25/01/2017              | Whilst removing files from cupboard IP passed out.  | Governance          | Other (Medical Condition) | Minor Injury – No lost days | 0                              | No                 |
| 09/02/2017              | Whilst walking down street IP slipped and fell to ground  | Housing             | Slip, Trip and Fall       | Lost Time – up to 7 days    | 4                              | No                 |
| 12/02/2016              | Whilst setting up inflatable IP struck leg against blower causing laceration injury                             | Leisure             | Struck fixed Object       | Lost Time – up to 7 days    | 5                              | No                 |

| <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> | <b>Report able?</b> |
|-------------------------|---|---------------------|-------------------------|--------------------------------|--------------------------------|---------------------|
| 23/03/2017              | IP was hit on leg when door slammed close | Street Scene        | Hit by moving Object    | Minor Injury<br>– No lost days | 0                              | No                  |

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

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

## **3 Consultation and Equality Impact**

The report will be formally reviewed at the health and safety pre-meeting. Any issues highlighted by this process will then be referred to the Equalities and Diversities' Officer for guidance and resolution.

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

Not applicable for this report.

## **5 Implications**

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

It is not envisaged that there is any significant financial implications connected with this report as the report seeks to provide the Safety Committee with accident performance data to enable it to effectively monitor the authorities overall health and Safety performance and any financial outlays would have already been addressed as part of the accident investigation process.

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

The report should not have any legal implications on the authority other than ensuring that sufficient information has been supplied to ensure it can manage its health and safety provision and meet all requirements of the Management of Health and Safety Regulations 1999.

### **5.3 Human Resources Implications**

There are no initial human resources implications connected with this report however Should accident investigation findings show the individual or individuals have failed to work appropriately in-line with agreed procedures then it may be necessary to evoke the authority's disciplinary procedures as a means of dealing with this.

## 6 Recommendations

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

## 7 Decision Information

|  |    |
|--|----|
| <b>Is the decision a Key Decision?</b><br>(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 Manager  | 242403                         |



**Bolsover District Council****Safety Committee**27<sup>th</sup> April 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**

There were no actions resulting from the previous meeting held on 6<sup>th</sup> February 2017.

**1.2 Standard Report Items.****1.2.1 Employee Protection Register**

During the reporting period one (1) name has been added to the employee protection register and five (5) removed. As a result of this exercise, the total number of addresses now held on the register is twenty seven (27).

**1.2.2 Workplace Inspections**

| <b>Location</b>   | <b>Onus</b>                     | <b>Last WP Inspect.</b> | <b>Next Inspection Due</b> | <b>Report Produced</b> | <b>Actions Closed Out</b> | <b>Status</b> |
|---|---------------------------------|-------------------------|----------------------------|------------------------|---------------------------|---------------|
| <b>CORPORATE</b>  |                                 |                         |                            |                        |                           |               |
| The Arc (main building and external areas excluding tenanted areas, | Buildings and Contracts Manager | 7/11/16                 | 07/05/17                   | 21/11/16               | Actions Closed Out        | Complete      |

|   |   |          |          |                     |                           |                     |
|---|---|----------|----------|---------------------|---------------------------|---------------------|
| Contact Centre and Leisure Centre)                |   |          |          |                     |                           |                     |
| Unit A3 Mill 1, Pleasley Mill                     | Director of Governance & Monitoring Officer | 30/08/16 | 30/02/16 | N/A                 | Inspection Re-scheduled   | Awaiting Inspection |
| <b>DEPOT</b>                                      |   |          |          |                     |                           |                     |
| Riverside Depot, Doe Lea                          | Joint Assistant Director of Street Scene    | 13/03/17 | 13/09/17 | 31/03/17            | Awaiting Action Close Out | In Progress         |
| <b>LEISURE FACILITIES</b>                         |   |          |          |                     |                           |                     |
| The Arc Leisure Centre                            | Joint Assistant Director of Leisure         | 7/11/16  | 07/05/17 | 15/12/16            | Actions Closed Out        | Complete            |
| Grease works, Pleasley Vale (PVOAC)               | Joint Assistant Director of Leisure         | 01/03/17 | 01/09/17 | 31/03/17            | Awaiting Action Close Out | In Progress         |
| Boathouse, Pleasley Vale                          | Joint Assistant Director of Leisure         | 01/03/17 | 01/09/17 | 31/03/17            | Awaiting Action Close Out | In Progress         |
| Unit T, Pleasley Vale                             |   | 01/03/17 | 01/09/17 | 31/03/17            | Awaiting Action Close Out | In Progress         |
| Castle Leisure Park Pavilion, Carr Vale, Bolsover |   | 15/03/17 | 15/09/17 | Reports in progress | N/A                       | In Progress         |
| Clune Street Pavilion, Clowne                     |   | 15/03/17 | 15/09/17 | Reports in progress | N/A                       | In Progress         |
| Broadmeadows Sports Pavilion, South Normanton     |   | 15/03/17 | 15/09/17 | Reports in progress | N/A                       | In Progress         |
| <b>CONTACT CENTRES</b>                            |   |          |          |                     |                           |                     |
| Clowne Contact Centre                             | Joint Assistant Director of                 | 28/11/16 | 28/05/17 | 01/12/16            | Actions Closed            | Complete            |

|                                       |                                   |          |          |          |                    |          |
|---------------------------------------|-----------------------------------|----------|----------|----------|--------------------|----------|
|                                       | Customer Services and Improvement |          |          |          | Out                |          |
| Bolsover Contact Centre               |                                   | 28/11/16 | 28/05/17 | 01/12/16 | Actions Closed Out | Complete |
| Shirebrook Contact Centre             |                                   | 28/11/16 | 28/05/17 | 01/12/16 | Actions Closed Out | Complete |
| South Normanton Contact Centre / Hub  |                                   | 28/11/16 | 28/05/17 | 01/12/16 | Actions Closed Out | Complete |
| <b>SHOP UNITS AND GROUP DWELLINGS</b> |                                   |          |          |          |                    |          |
| Alder House, Shirebrook               | Head of Housing Services          | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Ashbourne Court, Shirebrook           |                                   | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Jubilee Court, Pinxton                |                                   | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Mill Lane, Whitwell                   | Head of Housing Services          | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Parkfields, Clowne                    |                                   | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Park View, Barlborough                | Head of Housing Services          | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Queens Court, Creswell                |                                   | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Valley View, Hillstown, Bolsover      |                                   | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |
| Victoria House, Creswell              |                                   | 14/10/16 | 14/04/17 | 3/11/16  | Actions Closed Out | Complete |

|   |                                       |          |          |          |                          |          |
|---|---------------------------------------|----------|----------|----------|--------------------------|----------|
| Woburn house,<br>Blackwell                              |                                       | 14/10/16 | 14/04/17 | 3/11/16  | Actions<br>Closed<br>Out | Complete |
| <b>COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)</b> |                                       |          |          |          |                          |          |
| Mill 1 - Pleasley Vale<br>Mills                         | Buildings and<br>Contracts<br>Manager | 10/03/17 | 10/09/17 | 31/03/17 | Actions<br>Close<br>Out  | Complete |
| Mill 2 - Pleasley Vale<br>Mills                         |                                       | 10/03/17 | 10/09/17 | 31/03/17 | Actions<br>Close<br>Out  | Complete |
| Mill 3 - Pleasley Vale<br>Mills                         |                                       | 10/03/17 | 10/09/17 | 31/03/17 | Actions<br>Close<br>Out  | Complete |
| Pleasley Vale<br>Security Lodge                         |                                       | 10/03/17 | 10/09/17 | 31/03/17 | Actions<br>Close<br>Out  | Complete |
| The Tangent,<br>Shirebrook                              | Buildings and<br>Contracts<br>Manager | 19/10/16 | 19/04/17 | 10/11/16 | Actions<br>Close<br>Out  | Complete |

#### 1.2.4 Near Miss/ Learning Events

There has been one near miss reported during the reporting period.

This involved an operative working in an inappropriate manner at the Riverside Depot. The individual in question was spoken to about his behaviour and a risk assessment and safe system of work is currently being developed for the activity.

#### 1.2.5 Health and Safety Training

| <b>COURSE DETAILS</b>                 | <b>TRAINING DELIVERED IN<br/>4<sup>TH</sup> QUARTER</b> |
|---------------------------------------|---|
| Corporate Health and Safety Induction | 14  |
| Manual Handling (Street Scene)        | 0   |
| Manual Handling (Leisure)             | 0   |
| Manual Handling (Housing)             | 0   |

|                                       |    |
|---------------------------------------|----|
| Manual Handling (General )            | 0  |
| Asbestos Awareness (Full Course)      | 99 |
| Asbestos Awareness (Annual Refresher) | 0  |
| Asbestos Unlicensed Removal           | 57 |
| Fire Safety Awareness                 | 0  |
| SHE Accident System Training          | 0  |
| Risk Perception/ Hazard Spotting      | 0  |
| Lone Worker Training                  | 0  |
| First Aid At Work (Initial)           | 0  |
| First Aid At Work (Refresher)         | 2  |
| Emergency First Aid                   | 3  |
| De-Fibrillator Training               | 0  |
| Trailer Training (FULL)               | 0  |
| Trailer Training (Awareness)          | 0  |
| D1/PCV Minibus Training               | 0  |
| Sharps Awareness                      | 19 |

### 1.26 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><br>(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>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 Manager  | 242403                |