

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Thursday 27th April 2017 at 1000 hours.

PRESENT:-

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

UNITE:- No representatives present.

UNISON:- C. Martin-Bailey.

Officers:- S. Barker (Assistant Director – HR and Payroll), M. Spotswood (Health and Safety Manager), R. Hutchinson (Health and Safety Support Officer), P. Campbell (Head of Housing), G. Galloway (Assistant Director – Property and Estates), S. Brunt (Assistant Director – Streetscene) and A. Bluff (Governance Officer).

K. Shillitto (Unison) in the Chair

0848. APOLOGIES

Apologies for absence were received on behalf of Councillor B.R. Murray-Carr and J. Clayton (Unison).

0849. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0850. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0851. MINUTES – 6TH FEBRUARY 2017

Moved by Councillor H.J. Gilmour and seconded by Councillor A. Joesbury
RESOLVED that the Minutes of a Safety Committee meeting held on 6th February 2017 be approved as a correct record.

SAFETY COMMITTEE

0852. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – JANUARY 2017 TO MARCH 2017 AND YEAREND 2017

Committee considered a report which provided information on sickness absence/occupational health statistics for the January 2017 to March 2017 quarter and also a yearend summary with comparative data from the previous year (2015/2016).

The average number of days lost per employee for the fourth quarter (January 2017 to March 2017), was 3.14 days against an outturn of 8.5 days. This had increased slightly from 3.05 days in the previous quarter (October 2016 to December 2016) and was significantly higher than in the same quarter in 2016 of 1.91 days.

The top three causes of sickness absence in the fourth quarter, including days lost was;

Muscular/skeletal	478
Infections	131
Stomach/digestion	131

The sickness absence outturn for 2016/2017 was 10.75 days per full time employee against a target of 8.5 days. The outturn figure for 2015/16 was 6.28 days per full time employee. The report also noted that the average working days lost for East Midlands Council (i.e. benchmark) is 9.5 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/Long term sickness 2015/16, with comparisons for 2016/17 was;

	2016/17	2015/16
Rehabilitated	40	29
Continuing	10	6
Left the Authority	9	2
Totals	59	37

The top three causes of sickness absence for 2016/2017 with comparative data for 2015/16 are as follows:

	2016/2017 Days Lost	2015/2016 Days Lost		
Muscular/skeletal	1384.5	Stress	555	
Stress	610.5	Muscular Skeletal	549.5	
Stomach/Digestion	312	Infections	250.5	
Totals	1355		740	

A breakdown of the reasons for all long term sickness absence for 2016/17 was included in the report for Committee's information.

There had been 13 employees undergoing counselling during this period.

SAFETY COMMITTEE

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

The Total Working Days lost due to stress related illness for 2016/17 was 610.5 compared to 555 for 2015/16.

It was noted that stress related illness was now the second highest cause of sickness absence with muscular/skeletal rapidly increasing. The Assistant Director – HR and Payroll had carried out some analysis which would be presented to the quarterly performance meeting and would be reported to the next meeting of Safety Committee.

With regard to the Employee Assistance Programme, it was reported that only one employee had used the service.

Moved by Councillor R.J. Bowler and seconded by J. Ritchie
RESOLVED that the report be noted.

0853. ACCIDENT STATISTICS – JANUARY 2017 TO MARCH 2017

Committee considered a report in relation to accident statistics for the fourth quarter period – January 2017 to March 2017.

The total number of all accidents for the quarter was 45. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (11) and public accidents (34).

The main causes of employee accidents in the third quarter was strike against a fixed object (27%), slip, trip or fall (18%) and struck by moving objects (18%).

The number of employee accidents recorded in the fourth quarter had risen by 37.5% compared to the same period in 2015. It was noted that the figure was disappointing due to the amount of risk perception and manual handling training which had been carried out with employees. The Assistant Director – Streetscene noted that data for 2017/18 would be more reflective due to the amount of training carried out with Streetscene employees.

Lost time incidents had risen by 50% and RIDDOR reportable incidents had risen from zero to one.

The number of days lost recorded in the fourth quarter was 22 which was a significant increase compared to the same quarter in 2015/16 of 6 days. The yearly overall total of lost days to the end of the fourth quarter was 169 compared to 72.5 days in 2015/16. The increase was largely down to two lost time injuries that occurred in the second and third quarters.

The overall number of accidents occurring within the Authority in the fourth quarter had risen by 70% compared to the same period in 2016.

SAFETY COMMITTEE

Public accidents accounted for 68.5% of all accidents recorded up to the end of the fourth quarter in 2016/17, whereas in 2015/2016, public accidents accounted for 59% of the total.

Housing Services (18%) and Street Scene (54.5%) were the operational areas with the highest number of accidents occurring in the fourth quarter. Work was currently on going with Street Scene to establish whether any actions could be undertaken to reduce the figure.

The main root cause of employee accidents was Lack of Risk Perception (72%), Individual Factors (18%) and Organisational Factors (9%).

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

0854. 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

One name had been added to the Employee Protection Register and five had been removed since reported at the last meeting. This brought the total number of addresses held on the Register to twenty seven.

Workplace Inspections

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

Near Miss/ Learning Events

There had been one near miss incident reported during the fourth quarter.

Health and Safety Training

A table of training delivered in the fourth quarter was detailed in the report.

In response to a Member's query, the Health and Safety Manager advised the meeting that First Aid training was usually delivered by external providers.

In relation to risk perception and hazard spotting, the Health and Safety Manager advised the meeting that briefing notes were being written for all staff and these would complement the risk perception and hazard spotting training carried out. He added that all staff had a responsibility to report anything they saw that could be a potential incident risk.

In response to a Member's query, the Assistant Director – HR and Payroll advised the meeting that the Authority needed to carry out fire prevention training every 3 years.

SAFETY COMMITTEE

The Health and Safety Manager reported that in relation to fire prevention, some areas for improvement had been identified at Pleasley Vale Mills - officers from Property and Estates were monitoring these areas.

Moved by Councillor R.J. Bowler and seconded by Councillor A. Joesbury
RESOLVED that the report be noted.

0855. LIFE AFTER PULSE

The Assistant Director – Property and Estates advised the meeting that further to the completion of the swimming pool at the Arc, there were only some minor snagging issues which required attention, however, none of these related to health and safety issues.

It was also noted that Pulse should be finished on site after the General Election on June 8th.

Moved and seconded
RESOLVED that the update be noted.

Councillor R.J. Bowler left the meeting during the following item of business.

0856. ANNUAL REPORT 2016/2017/ AND PRIORITIES FOR 2017/18

Committee considered a presentation of the Health and Safety Manager in relation to an annual report of health and safety and also priorities for 2017/18.

Review of Health and Safety Performance during the year;

In 2016/17, it had been necessary to change focus from the objectives set out in the Action Plan (HSE Enforcement Action and the Arc Leisure Development) to two key areas; development of a new Policy and Arrangements and Risk Assessments in Housing Repairs and Street Scene. This had been agreed in consultation with the Council's external Health and Safety Consultant,

Achievements during the year were detailed in the report and included 2,600 hours of safety training delivered on various aspects of safety awareness.

The three main priorities identified for 2017/18 were;

- 1) to obtain final approval of a new Policy and Arrangements and ensure these were embedded within the organisation including delivery of relevant training,
- 2) Risk Assessments and
- 3) COSHH Assessments.

SAFETY COMMITTEE

New Policy and Arrangements:

The Health and Safety Policy and Arrangements were currently under development and would require formal approval by Strategic Alliance Management Team (SAMT) and Safety Committee. The Policy would then be communicated to all departments within the Council and some general awareness training carried out.

Operational Managers and Supervisors would also receive relevant training to enable them to utilise supporting documentation to comply with the requirements of the individual arrangements.

Risk Assessments:

Work on Risk Assessments was ongoing and the Health and Safety Team would organise relevant training and monitor progress against the schedule.

COSHH Assessments:

The Health and Safety team would provide a COSHH register and template to Operational Area managers who would complete the register of all products used within their section. Operational Area managers would appoint a COSHH Coordinator who would receive training by the Health and Safety team to allow them to complete COSHH assessments.

Progress on priorities would be reported to the Safety Committee.

Moved and seconded

RESOLVED that the report be noted.

0857. DISABILITY ACCESS IN THE COUNCIL CHAMBER

The meeting was advised that Property and Estates had developed drawings to put the appropriate barriers in place and to make the slope on the access ramp DDA compliant.

The meeting concluded at 1100 hours.