

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 6th September 2017 at 1000 hours.

PRESENT:-

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

UNISON:- K. Shillitto and L. Cheong.

UNITE:- No representatives present.

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

0192. APOLOGIES

There were no apologies for absence.

0193. APPOINTMENT OF VICE CHAIR (UNION SIDE)

Moved by Councillor H.J. Gilmour and seconded by L. Cheong (Unison)

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

0194. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0195. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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0196. MINUTES – 27TH APRIL 2017

Moved by Councillor A. Joesbury and seconded by Councillor J. Ritchie

RESOLVED that the Minutes of a Safety Committee meeting held on 27th April 2017 be approved as a correct record.

0197. HEALTH AND SAFETY POLICY AND ARRANGEMENTS

Committee considered a report which sought approval of the Council's revised Health & Safety Policy and a number of Arrangements covering a wide range of health and safety issues.

The Council's Health & Safety Policy had been revised to ensure compliance with legislation and best practice.

The policy was a statement outlining obligations and responsibilities and underneath sat a number of arrangements which demonstrated how the Council would operate in terms of the legislation and the requirements for training, reporting, recording etc.

Committee had been provided with a link to the following arrangements, which were requested for approval, via <S:\HR&Payroll\Pub\Health & Safety\Policies for Consultation\Draft H&S Policies for Consultation\Section 3 - Arrangements\Arrangements Consulted On>

- Accidents
- Confined Spaces
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- Drugs & Alcohol
- Employee Involvement
- First Aid
- Induction
- Health Surveillance
- Lifting Operations and Lifting Equipment
- Lone Working
- Manual Handling
- New & Expectant Mothers
- Noise
- Personal Protective Equipment (PPE)
- Provision and Use of Work Equipment
- Risk Assessment
- Smoking
- Stress at Work
- Vibration
- Visitors
- Volunteers and Temporary Workers
- Work Experience
- Working Time
- Workplace Inspections

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Consultation with Strategic Alliance Management Team (SAMT), Service Managers and Trade Unions had taken place with feedback being incorporated into the final draft documents.

The following arrangements still required finalising prior to consultation and would be reported to the next Safety Committee;

- Asbestos
- Contractors
- Driving at Work
- Mobile Phone Use
- Sharps & Needlesticks
- Training
- Work at Height
- Workplace Transport Safety

A Member noted that Emergency Planning, which required urgent review due to some staff leaving the Authority, was not included in the list. The Assistant Director Human Resources and Payroll advised the meeting that Emergency Planning did not sit under these arrangements. The Health and Safety Manager added that he would raise the Member's concerns with the Senior Emergency Planning Officer.

A Unison representative stated that Unison was supportive of the report and felt that it was an improvement on what had been in place previously. Members agreed and gave credit to the officers who had carried out the work.

Moved by Councillor J. Ritchie and seconded by K. Shillitto (Unison)

RESOLVED that the revised Health & Safety Policy and Arrangements be approved.

(Assistant Director Human Resources and Payroll)

0198. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTIC – APRIL 2017 – JUNE 2017

The Assistant Director Human Resources and Payroll provided a verbal update to the meeting in relation to sickness absence/occupational health statistics for the period April 2017 to June 2017.

The out-turn figure for the first quarter was 1.98 days per employee. This was an improvement on the last quarter which was running at 3.14 days, but slightly higher than the same quarter last year (April to June 2016) which was 1.91 days.

There were 16 cases of long-term sickness absence during the quarter and of these, there had been 1 death in service, 2 leavers and 4 had returned to work.

As at 1st July 2017 there were currently 9 long-term cases of sickness absence - 5 of these were due to surgery/post-op recovery and 4 were due to stress/depression, one of which had been cited as work related.

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

RESOLVED that the update be noted.

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0199. ACCIDENT STATISTICS – APRIL 2017 – JUNE 2017

Committee considered a report in relation to accident statistics for the first quarter period – April 2017 to June 2017.

The total number of all accidents for the quarter was 58. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (4) and public accidents (54).

The main cause of employee accidents in the first quarter was slip, trip or fall (75%) and struck by moving objects (25%).

The number of employee accidents recorded in the first quarter had fallen by 55.6% compared to the same period in 2016. However, Lost Time incidents had risen from zero to 1. RIDDOR reportable incidents had remained at zero.

The number of days lost recorded in the first quarter was 35 compared to the same quarter in 2016 which was zero. However, this was related to one incident.

The overall number of accidents occurring within the Authority in the first quarter had risen by 41.4%. This was mainly due to the number of public recorded accidents rising from 25 to 54 however they were of a minor nature.

The operational areas with the highest number of accidents occurring in the quarter were Street Scene (50%), Housing Services (25%) and Customer Services (25%).

The main route cause of employee accidents were, Lack of Risk Perception (25%), and Organisational Factors (75%).

It was noted that the SHE Assure H&S User Group Benchmark Accident Incident Rate (AIR) figure as at 31st March 2017 was 243. A query was raised as to whether there was an APSE group that could be used for benchmarking purposes instead. The Assistant Director Human Resources and Payroll advised the meeting that this could be looked in to.

A Member queried if any comparisons had been carried out regarding accidents in relation to increased footfall since the new leisure facilities had opened at the Arc. The Health and Safety Manager agreed to look at trends and report back to the Committee.

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

0200. HEALTH AND SAFETY REPORT – APRIL 2017 – JUNE 2017

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

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Employee Protection Register

Eight names had been added to the Employee Protection Register (EPR) and one had been removed since the report provided at the last meeting. This brought the total number of addresses held on the Register to 34.

A Member queried if other agencies were contacted with regard to some people on the EPR who may need other types of help, for example, if a person may have mental health issues. He suggested that a further question be added to the EPR form, "has this person been referred on?" The Health and Safety Manager advised the meeting that the Council's mobile wardens were proactive in flagging up these types of situations to appropriate outside agencies. However, it was also noted that an individual's confidentiality needed to be respected.

Further to a Member's query regarding Safeguarding training for the CAN Rangers and Housing Repair operatives, the Assistant Director – Streetscene and the Assistant Director – Community Safety and Head of Housing confirmed that Streetscene staff and Housing Repair operatives had been provided with Safeguarding training which had also set out the referral process.

Workplace Inspections

One workplace inspection was outstanding which related to the Arc and the Leisure Centre at the Arc but this would now be arranged. A full fire risk assessment and fire compliance assessment would also be undertaken in the very near future.

Near Miss/ Learning Events

There had been no near miss incident reported during the first quarter.

Health and Safety Training

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

The Health and Safety Manager advised the meeting that First Aid training now included defibrillator training.

In response to a Member's query, the Health and Safety Manager advised the meeting that operatives using trailers had to attend a 3 day course with the DVLA

In response to a Member's query, the Health and Safety Manager advised that staff on duty had been appropriately trained in the use of defibrillators; however, an untrained person could still use a defibrillator as they were user friendly. He added that appropriate signage would be placed to indicate where the defibrillators were.

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

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0201. DISABILITY ACCESS IN THE COUNCIL CHAMBER UPDATE

The Health and Safety Manager provided a verbal update to the meeting in relation to disability access in the Council Chamber.

With regard to the wheelchair ramp, the Health and Safety Manager had spoken with contractors who had confirmed that it wasn't feasible for a ramp to be fully DDA compliant; however, it could be arranged for a temporary ramp to be available when required. It was also noted that no complaints had been received from members of the public.

It was reported that the handrail to the stage area still required finalising.

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

The meeting concluded at 1040 hours.