

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Committee Room 1, the Arc, Clowne on Monday 20th November 2017 at 1000 hours.

PRESENT:-

Members:- Councillors H.J. Gilmour and A. Joesbury.

UNISON:- C. McKinney and K. Shillitto.

UNITE:- No representatives present.

Officers:- G. Galloway (Assistant Director Property and Estates), S. Gordon (Human Resources & Organisational Development Manager), S. Brunt (Assistant Director - Streetscene), M. Spotswood (Health and Safety Manager) and A. Bluff (Governance Officer).

Councillor B.R. Murray-Carr in the Chair

0406. APOLOGIES

Apologies for absence were received on behalf of Councillors R.J. Bowler and J. Ritchie and P. Campbell (Assistant Director Community Safety and Head of Housing (BDC)).

0407. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0408. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0409. MINUTES – 6TH SEPTEMBER 2017

Moved by Councillor B.R. Murray-Carr and seconded by Councillor A. Joesbury
RESOLVED that the Minutes of a Safety Committee meeting held on 6th September 2017 be approved as a correct record.

0410. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTIC – JULY 2017 – SEPTEMBER 2017

The Human Resources & Organisational Development Manager provided a verbal update to the meeting in relation to sickness absence/occupational health statistics for the second quarter period of 2017/18 (July 2017 to September 2017).

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The outturn figure for the second quarter was 2.10 days per full time employee. This was higher than the first quarter (April to June 2017) of 1.98 days but lower than in the same quarter in 2016 of 2.74 days.

The projected outturn figure for the first two quarters of 2017 was 8.16 days. In 2016 it was 10.75 days and in 2015, 6.28 days.

There were 17 employees on long term sickness absence of which 12 cases had been resolved. The two service areas currently being focused on in relation to long term sickness absence were Customer Service and Housing.

In response to a Members question regarding cover for staff on long term sickness absence, the Human Resources & Organisational Development Manager advised the meeting that cover varied by use of interim internal cover or use of agency workers for direct cover.

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

0411. ACCIDENT STATISTICS – JULY 2017 – SEPTEMBER 2017

Committee considered a report of the Health and Safety Manager in relation to accident statistics for the second quarter period (July to September 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 (12) and public accidents (54).

The main cause of employee accidents in the second quarter was Struck Against Fixed Object (25%), Other Non-Classified Accidents (25%), and Manual Handling (16.6%).

The number of employee accidents recorded in the second quarter had fallen by 7.6% over the same period in 2016, with lost time incidents falling by 66.6%. RIDDOR reportable incidents remained the same at 2.

The number of days lost recorded in the second quarter of 2017 was 37 days, which was a significant decrease from the same quarter in 2016 of 84 days.

The overall number of accidents occurring within the Authority in the second quarter had significantly increased to 58.6%. This was mainly due to the number of public recorded accidents which had risen from 16 to 58, however, they were of a minor nature.

The operational areas with the highest number of accidents occurring in the second quarter were Housing Services (58.3%), Street Scene (25%), Governance (8.3%) and Leisure (8.3%).

The main route cause of employee accidents were Lack of Risk Perception (66.6%) and Individual behaviours (33.3%).

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Committee was advised that the 'Tool Box Talks' were taking place each month with Streetscene operatives and this seemed to be hitting home. Attendance sheets and notes were taken at the talks and a message was being sent out that working unsafely was not accepted in the organisation.

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

0412. HEALTH AND SAFETY REPORT – JULY 2017 – SEPTEMBER 2017

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

Employee Protection Register

Nine names have been added to the Employee Protection Register in the quarter. No names had been removed in the quarter. This brought the total number of addresses now held on the Register to 43.

Committee was advised that in the quarter period, Contact Centre staff had received training on dealing with customers with mental health issues – this training would be rolled out to other staff.

Further to a Member's query, the Health and Safety Manager advised the meeting that Contact Centre staff had previously received training in dealing with customers who were confrontational by using calming down methods and the panic alarms where necessary.

Work place Inspections

Two work place inspections had been rescheduled; one at the Arc due to snagging works being carried out and the second at the Tangent due to ongoing construction work. These inspections would now be carried out at the end of November.

Near Miss/Learning Events

There were no near miss incidents reported during the quarter period.

Health and Safety Training

A new first aider had been appointed in the quarter to cover for a staff member who had left the Authority. The Council's new First Aid provider was the British Red Cross and this had been advertised on the Council's intranet site ERIC. Committee was also advised that a mobile phone 'app' could be downloaded from the British Red Cross which provided basic first aid instruction.

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

The meeting concluded at 1045 hours.