

SAFETY COMMITTEE

AGENDA

Thursday 30th August 2018 at 1400 hours in the Council Chamber, The Arc, Clowne

| Item No | PART 1 – OPEN ITEMS | Page No's |
|---------|--|----------------------|
| 1. | <u>Apologies</u> To receive apologies for absence, if any. | |
| 2. | <u>Election of Chair (Union side)</u> | |
| 3. | <u>Appointment of Vice Chair (Management Side)</u> | |
| 4. | <u>Urgent Items</u> 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. | |
| 5. | <u>Declarations of Interest</u> 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: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time. | |
| 6. | Notes of a meeting held on 31 st May 2018. To approve the notes of an informal meeting of the Safety Committee. As this meeting was inquorate, these are not formal Minutes of a meeting of the Safety Committee and do not appear in the Minute Book. | 3 to 4 |
| 7. | Sickness Absence/Occupational Health Statistics; <ul style="list-style-type: none">• A - January 2018 to March 2018 (Quarter 4 of 2017/2018)• B - April 2018 to June 2018 (Quarter 1 of 2018/2019) | 5 to 6 7 to 11 |
| 8. | Accident Statistics; <ul style="list-style-type: none">• A - January 2018 to March 2018 (Quarter 4 of 2017/2018)• B - April 2018 to June 2018 (Quarter 1 of 2018/2019) | 12 to 23 24 to 34 |
| 9. | Health and Safety Report; <ul style="list-style-type: none">• A - January 2018 to March 2018 (Quarter 4 of 2017/2018)• B – April 2018 to June 2018 (Quarter 1 of 2018/2019) | 35 to 43 44 to 51 |

SAFETY COMMITTEE NOTES

Notes of a Safety Committee meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Thursday 31st May 2018 at 1400 hours.

PRESENT:-

Members:- Councillors R.J. Bowler, H.J. Gilmour and B.R. Murray-Carr.

UNISON:- No representatives present.

UNITE:- No representatives present.

Officers:- S. Gordon (Human Resources and OD Manager), Peter Campbell (Joint Head of Housing and Community Safety), M. Spotswood (Health and Safety Manager), G. Galloway (Joint Head of Property and Commercial Services), S. Brunt (Joint Head of Streetscene), W. Carter (Leisure Operations Manager), D. Broom (Facilities and Contracts Manager) and A. Bluff (Governance Officer).

As only three Members were present, this meeting of the Safety Committee was not quorate. However, as a Member had an urgent item of business to raise at the meeting, Members agreed to proceed with the urgent item only for information and discussion, noting that any decision(s) would be ratified at the next meeting. The rest of the agenda items would be adjourned until the next arranged meeting of the Committee.

A. APOLOGIES

Apologies for absence were received from C. McKinney (Unison) and K. Shillitto (Unison).

B. DECLARATIONS OF INTEREST

There were no declarations of interest.

C. URGENT ITEM OF BUSINESS FIRE RISK ASSESSMENT

A Member requested reassurance with regard to the fire risk assessments carried out in relation to roof spaces on Council sheltered housing schemes.

The Head of Housing advised the meeting that the issue was about fire compartmentation in sheltered housing schemes rather than in roof spaces for all Council properties.

SAFETY COMMITTEE NOTES

A recent fire risk assessment at one of the sheltered housing schemes in Shirebrook had said that the fire compartmentation was non-existent despite previous fire risk assessments saying the fire compartmentation seemed adequate. This had posed a potential risk to tenants at that scheme in the event of a fire. There were other problems at the scheme also in that it was nearing the end of its life. A report would be presented to a future meeting of Executive with a view to decommissioning the scheme and moving people out. A future report would also be presented to Executive with regard to considering demolition of the building.

With regard to fire compartmentation, the expertise of the external fire risk assessors who carried out the inspections, had always been relied upon by the Authority. All future inspections would include requests of photographic evidence to back up any claims which would ensure the roof space had been assessed. The Head of Housing added that there was no evidence of similar issues at any of the other sheltered housing schemes.

AGREED that the verbal report be noted.

D. HEALTH AND SAFETY ISSUE IN THE GO FUEL CAFE

A Member raised concern that he had witnessed a member of staff in the Go Fuel Café using inadequate equipment to stand on. The Leisure Operations Manager agreed to investigate this.

The meeting concluded at 1430 hours.

Bolsover District Council**Safety Committee****30th August 2018****Sickness Absence Quarter 4 – January 2018 to March 2018****Report of the Human Resources & OD Manager****Purpose of the Report**

- To provide Safety Committee with an update on sickness absence statistics at Bolsover District Council.

1 Report Details

- 1.1 The overall summary of days lost during 2017/2018 in comparison to 2016/17 is shown below in Table One. The figures follow the general trend of experiencing increased sickness absence during the winter months in comparison to the summer period. Reviewing the data over the last 12 months, it is pleasing to note there has been a decrease in sickness absence overall in comparison to the previous year.

Table One: Days Lost Comparison 2017/18 – 2016/17

| | <u>The Average Number of Days Lost 2017/18</u> | <u>The Average Number of Days Lost 2016/17</u> |
|-----------------------|--|--|
| Q4 January – March | 2.80 | 3.14 |
| Q3 October – December | 2.38 | 3.05 |
| Q2 July - Sept | 2.12 | 2.74 |
| Q1 April - June | 2.00 | 1.92 |
| Average | 2.33 | 2.71 |

- 1.2 Table Two shows the summary outturn of the average days lost over the last three years at Bolsover District Council. A peak was experienced in 2016/2017, however absence during 2017/18 has shown an overall decrease.

Table Two: Outturn Summary over last Three Years

| | <u>Days Lost</u> | <u>Target</u> |
|---------|------------------|---------------|
| 2017/18 | 9.30 | 8.5 |

| | | |
|---------|-------|-----|
| 2016/17 | 10.85 | 8.5 |
| 2015/16 | 6.28 | 8.5 |
| Average | 8.8 | |

1.3 With reference to long term sickness absence during quarter four (January to March 2018), a summary is provided below:

- There were 18 long term sickness cases
- 15 cases have been resolved (e.g. returned to work or alternative options)
- 3 cases remain ongoing
- The Services with highest absence were:
 - Housing
 - Customer Services
 - Revenues and Benefits

2 Conclusions/Summary

2.1 Overall sickness absence has shown a decrease from the previous year and significant work has been undertaken within the HR Team to support managers with managing sickness absence. Dedicated Link Officers have built good working relationships with managers and provide information on a monthly basis on sickness absence to each manager.

2.2 A new Occupational Health provider has been procured which will enable the Council to provide improved support to employees in relation to their Health and Wellbeing and attendance at work. The new provider is due to commence from 1 August 2018.

3 Decision Information

| | |
|---|-------------------------------|
| Is the decision a Key Decision? | No |
| District Wards Affected | N/A |
| Links to Corporate Plan priorities or Policy Framework | Transforming our organisation |

4 Document Information

| Appendix No | Title |
|-------------------------------|-----------------------|
| | |
| Background Papers | |
| N/A | |
| Report Author | Contact Number |
| Sara Gordon - HR & OD Manager | Ext 7677 |

Bolsover District Council

Safety Committee

30th August 2018

Sickness Absence Quarter 1 (April 2018 to June 2018)

Report of the Human Resources & OD Manager

This report is public

Purpose of the Report

- To report the sickness absence figures throughout the Council for Quarter One, April to June 2018.

1 Report Details

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months of April to June 2018.
- 1.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Senior Managers as this is split with North East Derbyshire District Council.
- 1.3 The average number of days lost per employee for the Quarter One April to June 2018 was 2.23 days.
- 1.4 The target for the Local Performance Indicator to the end of March 2019 is 8.5 days.
- 1.5 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information. Managers are also able to access sickness information for their teams' on a daily basis via HR21 Self Service.

Figure 1 - SERVICE BREAKDOWN SHORT TERM AND LONG TERM SPLIT

| Service | Short term days | No. of Employees off | Long term days | No. of Employees off | Total Days lost | FTE No. in Section | Average days lost per FTE |
|-------------------------------------|-----------------|----------------------|----------------|----------------------|-----------------|--------------------|---------------------------|
| CEO, Directors and Heads of Service | 6.5 | 0.5 | 0 | 0 | 6.5 | 4.5 | 1.44 |
| Democratic | 14 | 2 | 0 | 0 | 14 | 5.5 | 2.54 |
| Elections | 0 | 0 | 0 | 0 | 0 | 4 | 0 |
| Human Resources/Payroll/H&S | 0 | 0 | 0 | 0 | 0 | 7.5 | 0 |
| Legal | 2 | 1 | 0 | 0 | 2 | 8.7 | 0.23 |
| Perf/Comms - Performance | 4 | 3 | 0 | 0 | 4 | 6.8 | 0.59 |
| Finance | 1 | 1 | 0 | 0 | 1 | 7.5 | 0.13 |
| Revenues & Benefits | 29.5 | 16 | 30 | 1 | 59.5 | 33.9 | 1.75 |
| Customer Services | 4 | 3 | 222 | 4 | 226 | 23.5 | 9.61 |
| ICT (Service Desk) | 3.5 | 3 | 0 | 0 | 3.5 | 1.7 | 2.06 |
| Leisure | 41 | 15 | 34 | 1 | 75 | 41.2 | 1.82 |
| Partnerships Strategy | 10 | 1 | 0 | 0 | 10 | 8.8 | 1.14 |

| | | | | | | | |
|-------------------------|-------|----|-----|---|-------|-------|------|
| Streetscene | 54.5 | 22 | 52 | 1 | 106.5 | 81.0 | 0.68 |
| Econ Dev | 5 | 2 | 0 | 0 | 5 | 3.6 | 1.39 |
| Housing/ CS | 113.5 | 27 | 194 | 7 | 307.5 | 127.3 | 2.42 |
| Procurement | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Planning | 0 | 0 | 27 | 1 | 27 | 19.8 | 1.36 |
| Prop/Commercial/Estates | 25 | 10 | 37 | 1 | 62 | 18.8 | 3.30 |

DIRECTORATE BREAKDOWN OF LONG TERM/SHORT TERM SPLIT

| Directorate | Short term days | No of employees off | Long term Days | No of employees off |
|----------------------------|------------------------|----------------------------|-----------------------|----------------------------|
| Directors/Heads of Service | 6.5 | 0.5 | 0 | 0 |
| People | 163.5 | 67 | 338 | 7 |
| Place | 143.5 | 39 | 258 | 9 |

TOP THREE REASONS FOR ABSENCE PER DIRECTORATE

| Directorate | Top 3 Reasons for Absences |
|----------------------------|--|
| | |
| Directors/Heads of Service | Operations/Hospital Stomach/Kidney/Liver |
| | |
| People | Stomach, Kidney, Liver Musc/Skeletal Other |
| | |
| Place | Stress/Depression Musc/Skeletal Other |

OVERALL OUTTURN

The average number of days lost this quarter (Q1 April – June 2018) = 2.23 days
Comparison with Q1 last year (2017/18 was 2.00 days)

The average number of days lost this quarter (Q4 January – March 2018) = 2.80 days

The average number of days lost in the previous quarter (Q3 October – December 2017) = 2.38 days.

The average number of days lost in the previous quarter (Q2 July – Sept 2017) = 2.12 days

The outturn for 2017/18 was 9.3 days

2 Conclusions and Reasons for Recommendation

There are no major issues with sickness at present and operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per normal practice.

3 Recommendations

That Safety Committee note the report.

7 Decision Information

| | |
|---|-----|
| <p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p> | No |
| <p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p> | No |
| <p>Has the relevant Portfolio Holder been informed</p> | Yes |
| <p>District Wards Affected</p> | n/a |
| <p>Links to Corporate Plan priorities or Policy Framework</p> | n/a |

8 Document Information

| Appendix No | Title |
|---|----------------|
| n/a | |
| <p>Background Papers (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)</p> | |
| n/a | |
| Report Author | Contact Number |
| Human Resources & OD Manager | X7677 |

Bolsover District Council

Safety Committee

30th August 2018

Accident Statistics Report

Report of the Health and Safety Manager

This report is public

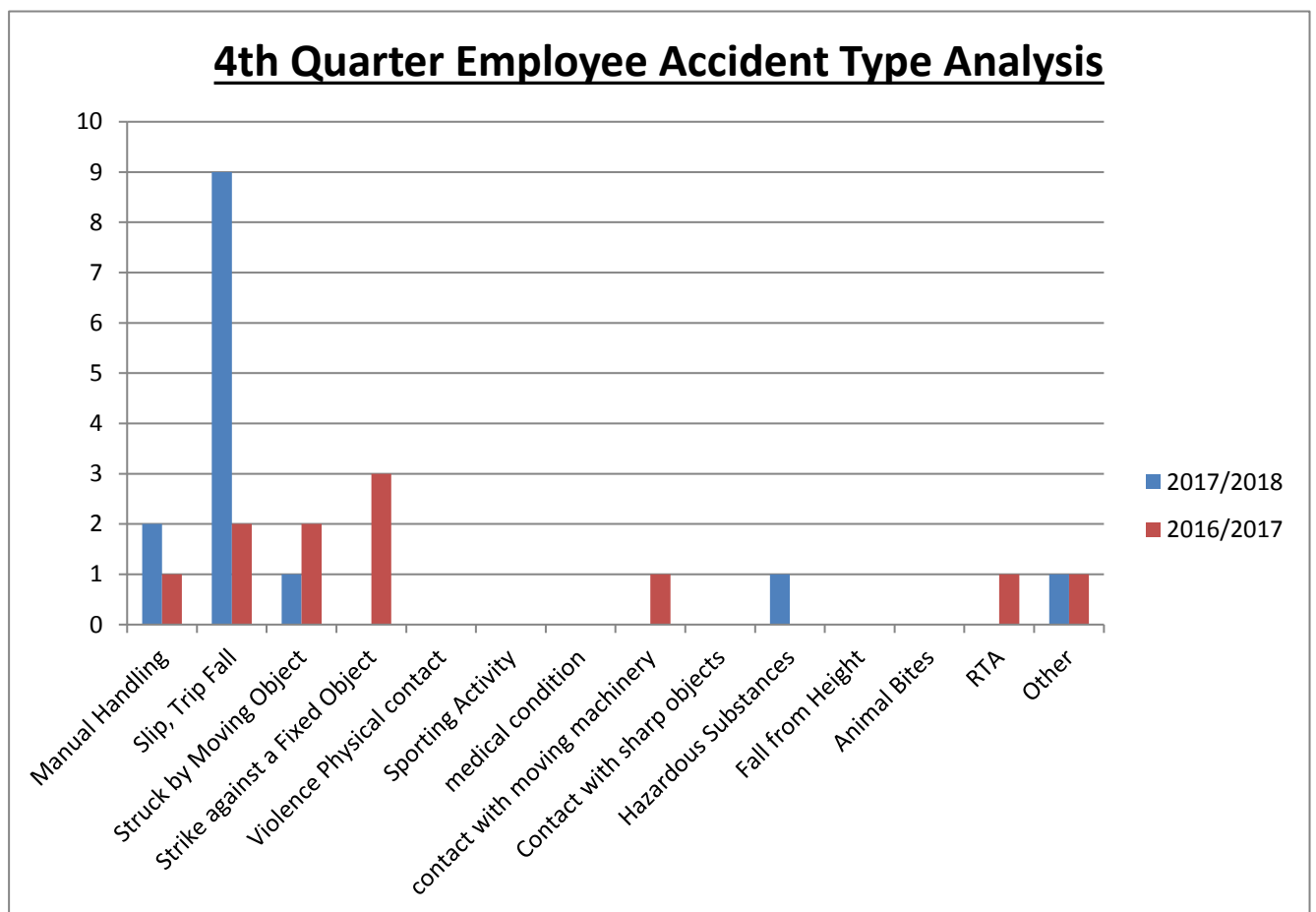
Purpose of the Report

- 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

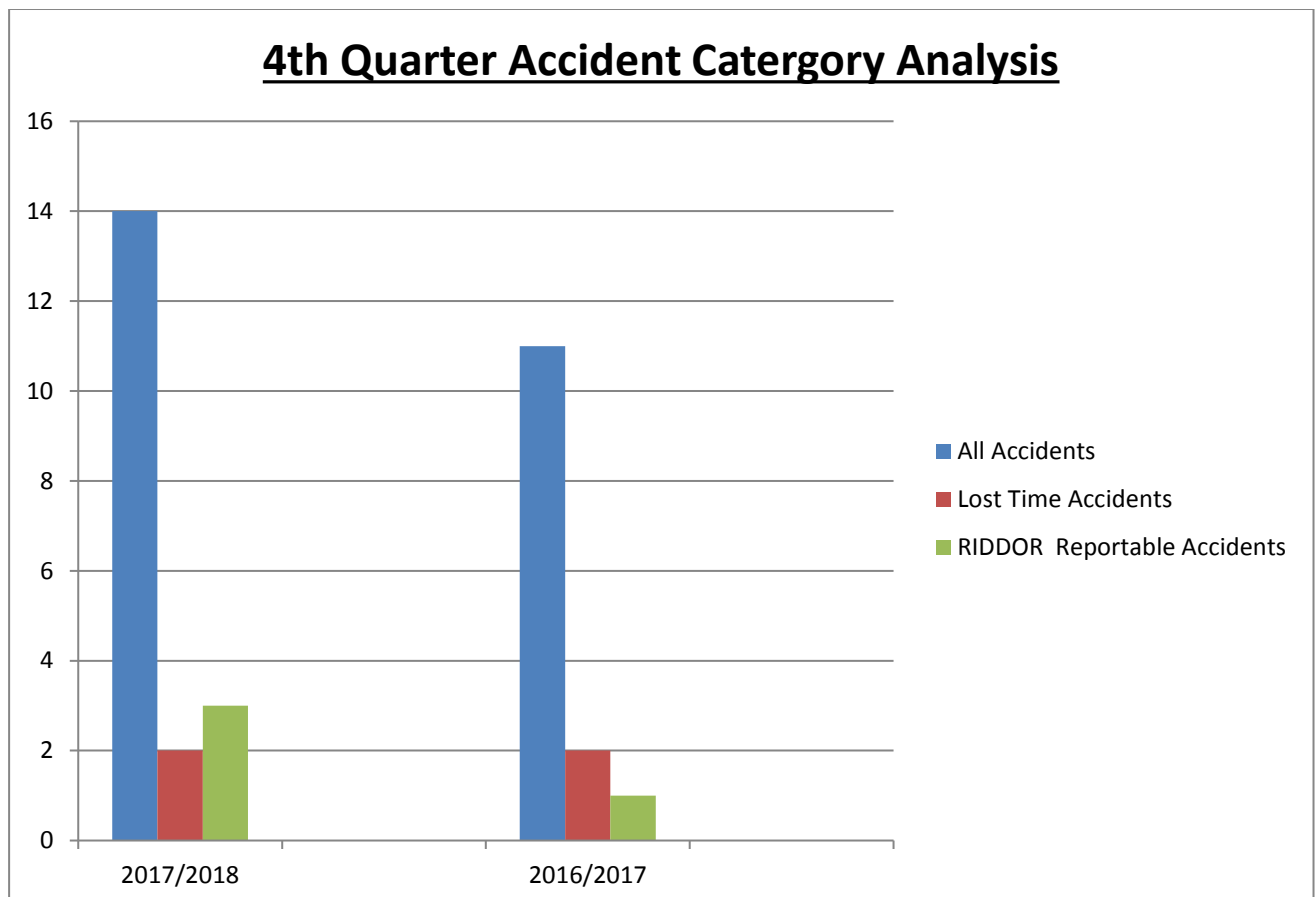
1.1.1 Accident Type

| 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 |
|------------|-----------------|-----------------|-------------------------|-------------------------------|---------------------------|-------------------|-------------------|-------------------------------|----------------------------|----------------------|------------------|-------------|-----|-------|-------|
| 2017/2018 | 2 | 9 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 14 |
| 2016/2017 | 1 | 2 | 2 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 11 |



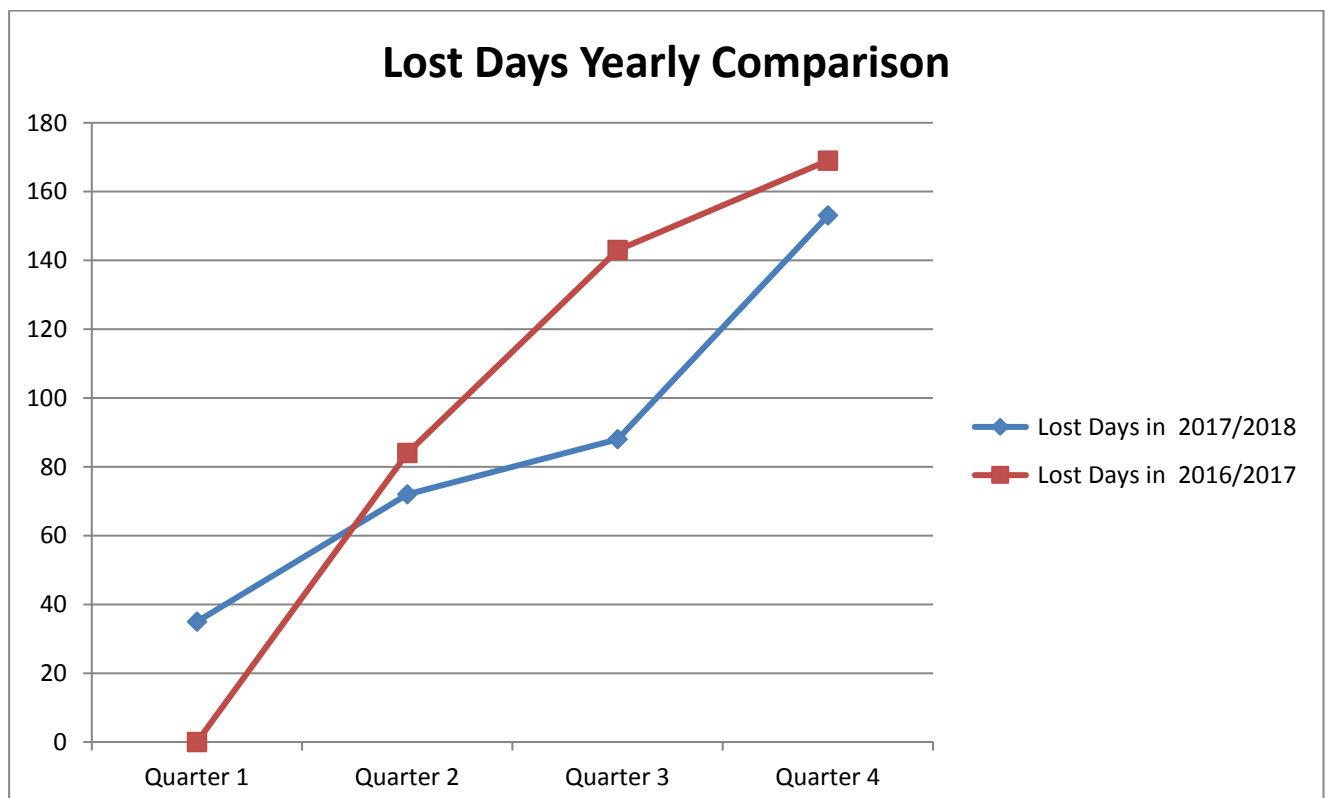
1.1.2 Accident Category Totals

| MONTH | Employee Accident Numbers 2017/2018 | | | Employee Accident Numbers 2016/2017 | | |
|-------------------------|-------------------------------------|--------------------------------|------------------|-------------------------------------|--------------------------------|------------------|
| | All Accidents | Non RIDDOR Lost Time Accidents | RIDDOR Accidents | All Accidents | Non RIDDOR Lost Time Accidents | RIDDOR Accidents |
| April | 2 | 0 | 1 | 4 | 0 | 0 |
| May | 1 | 0 | 0 | 2 | 0 | 0 |
| June | 1 | 0 | 0 | 3 | 0 | 0 |
| July | 5 | 1 | 1 | 6 | 3 | 2 |
| August | 4 | 0 | 1 | 4 | 2 | 0 |
| September | 3 | 1 | 0 | 3 | 1 | 0 |
| October | 2 | 0 | 0 | 2 | 1 | 0 |
| November | 6 | 1 | 1 | 2 | 1 | 0 |
| December | 3 | 1 | 0 | 2 | 2 | 1 |
| January | 1 | 0 | 0 | 7 | 0 | 1 |
| February | 10 | 1 | 2 | 3 | 2 | 0 |
| March | 3 | 1 | 1 | 1 | 0 | 0 |
| 1 st Quarter | 4 | 1 | 1 | 9 | 0 | 0 |
| 2 nd Quarter | 12 | 2 | 2 | 13 | 6 | 2 |
| 3 rd Quarter | 11 | 2 | 1 | 6 | 3 | 1 |
| 4 th Quarter | 14 | 2 | 3 | 11 | 2 | 1 |
| TOTALS | 41 | 9 | 7 | 39 | 11 | 4 |



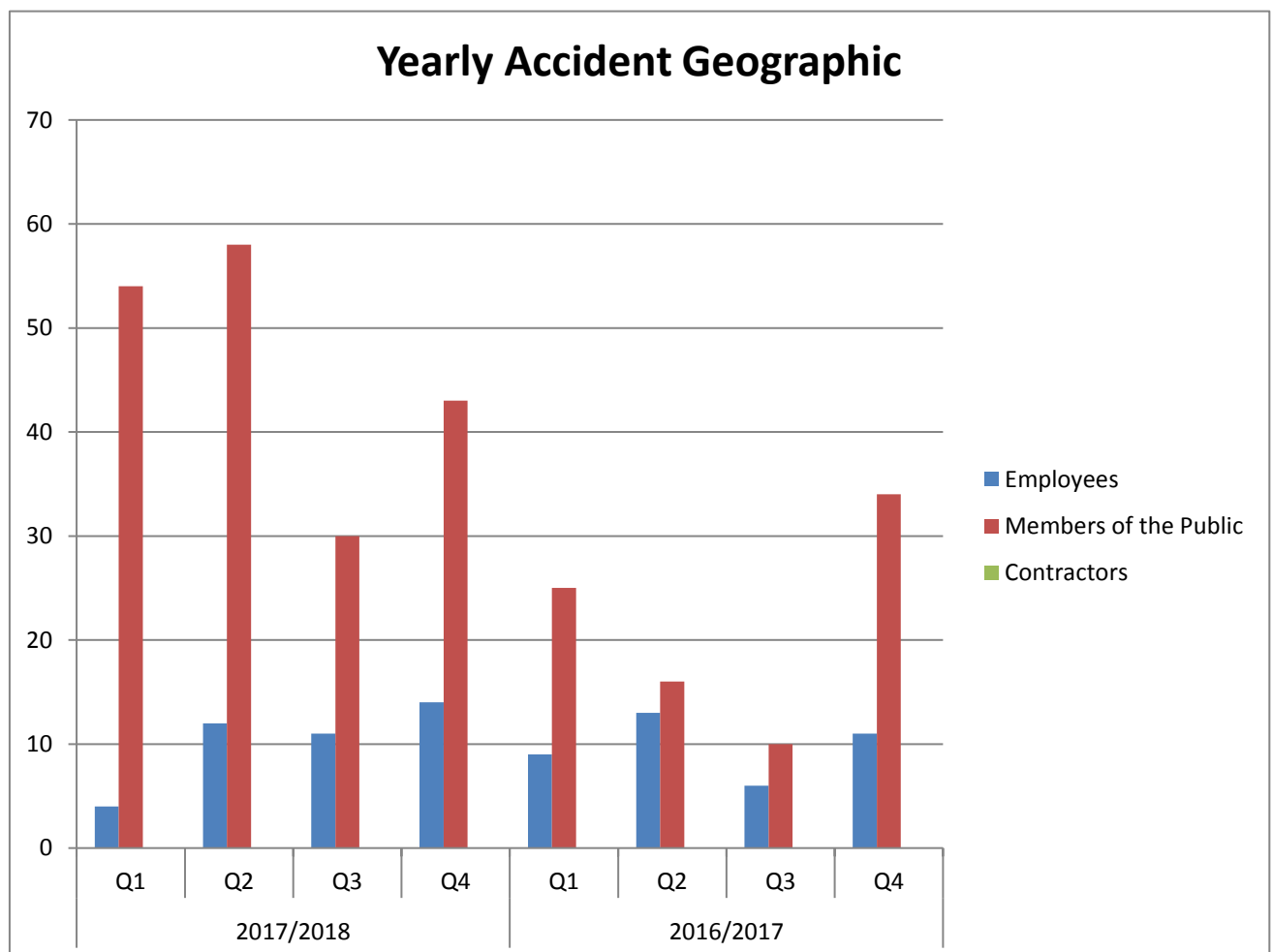
1.1.3 Accident Lost Days

| | Lost Days for 4 th Quarter 2017/2018 | Total Lost Days 2017/2018 | Lost Days for 4 th Quarter 2016/2017 | Total Lost Days to End of 4 th Quarter 2016/2017 |
|-----------------------------------|---|---------------------------|---|---|
| Customer Service and Improvement | 0 | 0 | 0 | 0 |
| Leisure | 0 | 0 | 5 | 5 |
| Human Resources and Payroll | 0 | 0 | 0 | 0 |
| Economic Growth | 0 | 0 | 0 | 2 |
| 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 | 36 | 103 | 17 | 39 |
| Housing | 29 | 50 | 4 | 123 |
| IT | 0 | 0 | 0 | 0 |
| TOTAL | 65 | 153 | 26 | 169 |



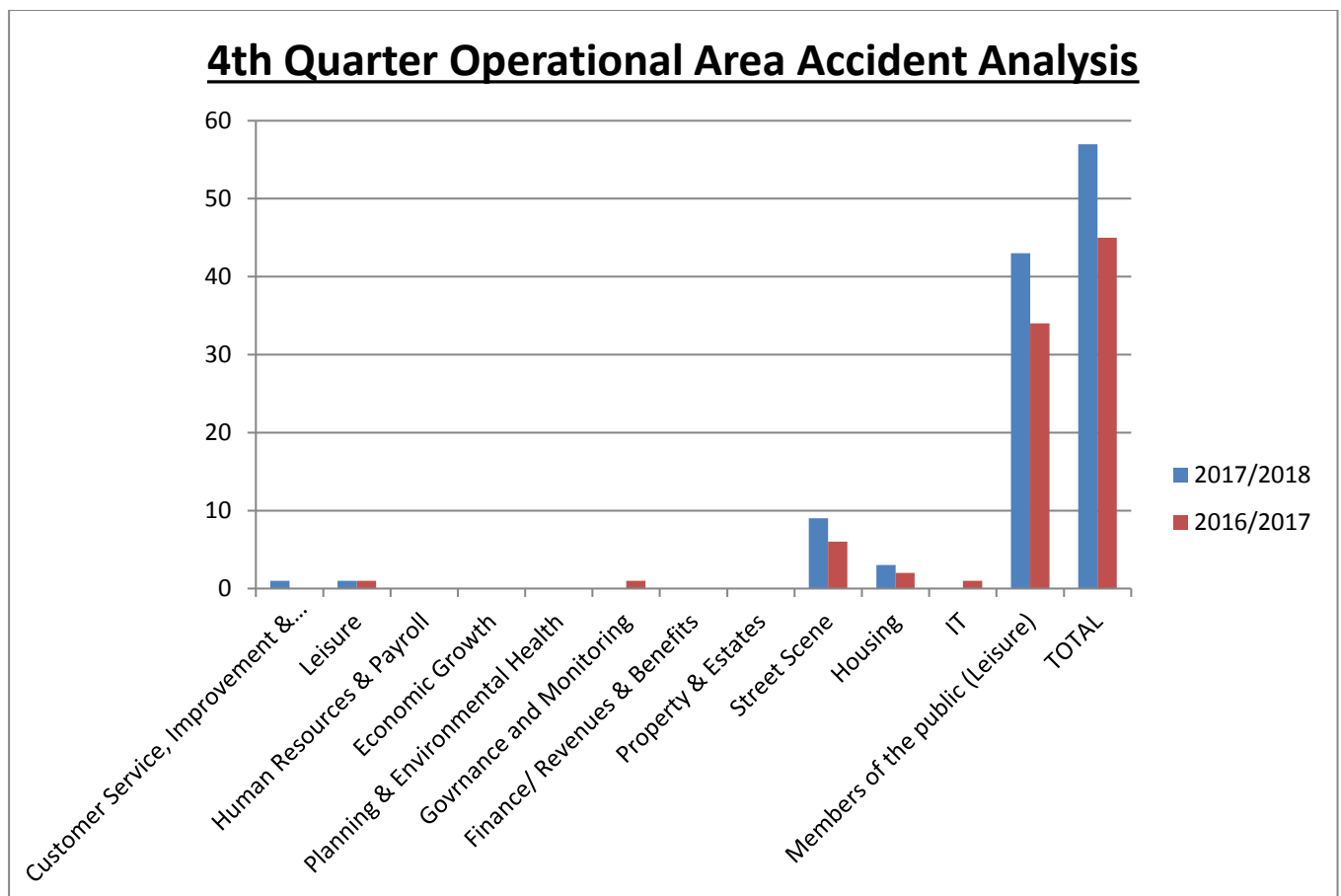
1.1.4 Accident Geographic

| MONTH | 2017/2018 | | | 2016/2017 | | |
|-------------------------|-----------|-----------------------|------------|-----------|-----------------------|------------|
| | Employees | Members of the Public | Contractor | Employees | Members of the Public | Contractor |
| April | 2 | 16 | 0 | 4 | 5 | 0 |
| May | 1 | 24 | 0 | 2 | 6 | 0 |
| June | 1 | 14 | 0 | 3 | 14 | 0 |
| July | 5 | 18 | 0 | 6 | 8 | 0 |
| August | 4 | 24 | 0 | 4 | 7 | 0 |
| September | 3 | 16 | 0 | 3 | 1 | 0 |
| October | 2 | 14 | 0 | 2 | 6 | 0 |
| November | 6 | 14 | 0 | 2 | 2 | 0 |
| December | 3 | 2 | 0 | 2 | 2 | 0 |
| January | 1 | 15 | 0 | 7 | 0 | 0 |
| February | 11 | 17 | 0 | 3 | 14 | 0 |
| March | 3 | 11 | 0 | 1 | 20 | 0 |
| 1 st Quarter | 4 | 54 | 0 | 9 | 25 | 0 |
| 2 nd Quarter | 12 | 58 | 0 | 13 | 16 | 0 |
| 3 rd Quarter | 11 | 30 | 0 | 6 | 10 | 0 |
| 4 th Quarter | 14 | 43 | 0 | 11 | 34 | 0 |
| TOTALS | 41 | 185 | 0 | 39 | 85 | 0 |



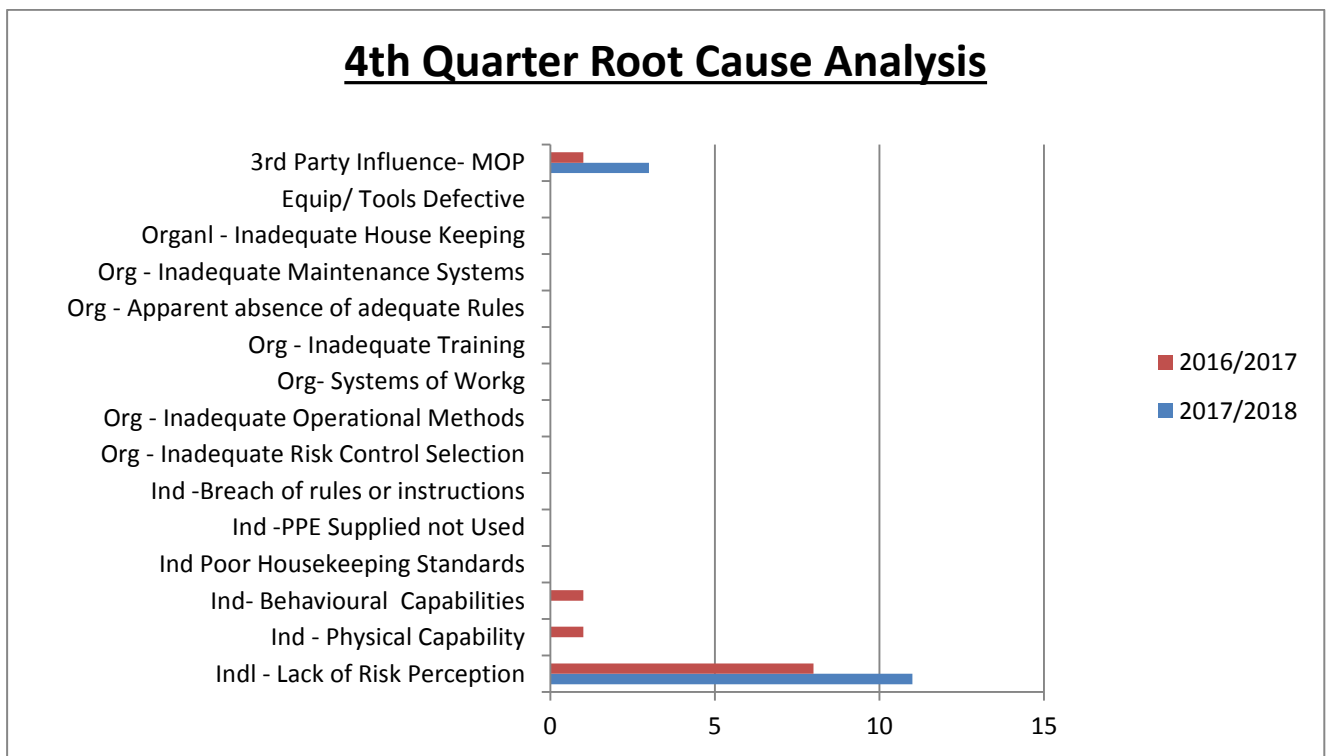
1.1.5 Operational Area Accidents

| | 4 th Quarter Accidents Totals 2017/2018 | Yearly Accidents Totals 2017/2018 | 4 th Quarter Accidents Totals 2016/2017 | Yearly Accidents Totals to end of 4 th Quarter 2016/2017 |
|---------------------------------|---|--|---|---|
| Customer Service & Improvement | 1 | 2 | | 2 |
| Leisure | 1 | 4 | 1 | 1 |
| Human Resources & Payroll | | | | 1 |
| Economic Growth | | | | 1 |
| Planning & Environmental Health | | | | |
| Governance and Monitoring | | 2 | 1 | 1 |
| Finance/ Revenues & Benefits | | 1 | | |
| Property & Estates | | 1 | | |
| Street Scene | 9 | 18 | 6 | 20 |
| Housing | 3 | 13 | 2 | 12 |
| IT | | | 1 | 1 |
| Members of the Public (Leisure) | 43 | 185 | 34 | 85 |
| TOTAL | 57 | 226 | 45 | 124 |



1.1.6 Incident Root Cause

| 4th QUARTER EMPLOYEE ROOT CAUSE CATEGORIES | 4th Quarter 2017/2018 | Yearly Total to end of 4th Quarter 2017/2018 | 4th Quarter 2016/201 7 | Yearly Total to end of 4th Quarter 2016/2017 |
|---|---|--|--|--|
| Ind. - Lack of Risk Perception | 11 | 26 | 8 | 23 |
| Ind. - Physical Capability | | 1 | 1 | 2 |
| Ind.- Behavioural Capabilities | | 4 | 1 | 4 |
| Ind. Poor Housekeeping Standards | | | | |
| Ind. -PPE Supplied not Used | | | | |
| Ind.- Breach of Rules or Instructions | | | | 2 |
| Org - Inadequate Risk Control Selection | | | | |
| Org - Inadequate Operational Methods | | 1 | | 2 |
| Org - Systems of Work | | | | 1 |
| Org - Inadequate Training | | | | |
| Org - Absence of adequate Rules | | | | |
| Org - Inadequate Maintenance Systems | | 2 | | 2 |
| Org - Inadequate House Keeping | | 1 | | |
| Equipment/ Tools Defective | | 2 | | |
| 3rd Party Influence- member of the public | 3 | 4 | 1 | 1 |
| TOTAL | 14 | 41 | 11 | 39 |



1.1.7 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Slip Trips and falls (64.4%)
 - Manual Handling (14.2%)
 - Contact with Hazardous Substances (7.1%)
 - Struck by Moving Objects (7.1%)
 - Other Non-Classified Accidents (7.1%)
- The number of employee accidents recorded in the quarter has risen by 27.2% over the same period last year, however the number on lost time non-RIDDOR incidents has remained the same. RIDDOR reportable incidents have risen by 200%.
- The number of days lost recorded in the quarter has significantly increased over those recorded for the previous year. In 2016/2017 26 days were recorded whereas in 2017/2018 it was 65 days. The overall yearly total however has dropped by 16 days to 153 days lost.
- The overall number of accidents occurring within the authority in the 4th Quarter has increased by a figure of 26.6%. This rise is mostly due to the fact that the number of 'member of the public recorded accidents has risen from 34 to 43 though it should be noted that Leisure usage figures has increased by 1,200%
- Street Scene (64.4%), Housing (21.4%), Leisure (7.1%) and Customer Services and Improvement (7.1%) are the operational areas recording employee accidents in the quarter.
- The main route cause of employee accidents were Lack of Risk Perception (78.6%) and 3rd party actions (21.4%)

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

$$\begin{aligned}\text{AIR} &= \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Permanent Employees for Period}} \\ &= \frac{7 \times 100,000}{475} \\ &= 1473 \text{ (As at 31st March 2018)}\end{aligned}$$

This figure has risen from a figure of 1052 recorded at the end of the 3rd Quarter.

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.

$$= \frac{7 \times 100,000}{37 \times 50 \times 475}$$

$$= \frac{700,000}{878750}$$

$$= 0.80 \text{ (As at 31st March 2018)}$$

This figure has risen from a figure of 0.57 recorded at the end of the 3rd Quarter.

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

Date of Last Reportable Accident – 28th February 2018

$$= (5.29 \times 461) \times 31$$

$$= 75,599 \text{ Hours (As at 31st March 2018)}$$

1.2 EMPLOYEE ACCIDENT RECORDS

| Date of Incident | Incident Details | Type of Incident | Other Type of Incident | Incident Severity | Lost Time Days (Actual) | Reportable |
|------------------|--|---------------------------------|------------------------|-----------------------------|-------------------------|------------|
| 26/03/2018 | IP injury back whilst manoeuvring roof crawler ladder. | Manual Handling | | Lost Time Over 7 Days | 21.00 | Yes |
| 22/03/2018 | IP struck by loose brick dislodged by tenant whilst removing door frame. | Struck by Moving Object | | Lost Time Up To 7 Days | 4.00 | No |
| 21/03/2018 | IP trapped fingers whilst moving around office | Other | Trapped fingers | Minor Injury - No Lost Days | 0.00 | No |
| 28/02/2018 | IP slipped on snow whilst collecting wheelie bins during refuse collection duties. | Slip Trip or Fall on Same Level | | Lost Time Up To 7 Days | 2.00 | No |

| Date of Incident | Incident Details | Type of Incident | Other Type of Incident | Incident Severity | Lost Time Days (Actual) | Reportable |
|------------------|--|----------------------------------|------------------------|-----------------------------|-------------------------|------------|
| 28/02/2018 | IP slipped on snow whilst collecting wheelie bins during refuse collection duties. | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 28/02/2018 | IP slipped on snow whilst collecting bulky waste during refuse collection duties. | Slip Trip or Fall on Same Level | | Lost Time Over 7 Days | 12.00 | No |
| 28/02/2018 | IP slipped on snow whilst collecting wheelie bins during refuse collection duties. | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | Yes |
| 20/02/2018 | IP slipped on raised manhole cover whilst undertaking hedge cutting operations | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 15/02/2018 | Whilst manoeuvring freezer as part of bulky waste collection, freezer slipped hit IP foot. | Manual Handling | | Minor Injury - No Lost Days | 0.00 | No |
| 13/02/2018 | Whilst moving trade waste bin wooden frame fell and hit IP's foot | Struck by Moving Object | | Minor Injury - No Lost Days | 0.00 | No |
| 08/02/2018 | IP stepped on broken slab which gave way causing her to slip and twist her ankle. | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 07/02/2018 | Whilst clearing away play equipment IP slip on dumped food waste. | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 06/02/2018 | Clearing waste from garden shed IP slipped on rotten floor | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 04/01/2018 | Whilst working on vehicle in workshops anti-freeze dipped into IP's eye | Exposure to Hazardous substances | | Minor Injury - No Lost Days | 0.00 | 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

| | |
|--|----|
| Is the decision a Key Decision? (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 |
| District Wards Affected | |
| Links to Corporate Plan priorities or Policy Framework | |

8 Document Information

| Appendix No | Title |
|--|--------------------------------|
| | Not applicable for this report |
| Background Papers (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 | |
| Report Author | Contact Number |
| Health and Safety Manager | 242403 |

Report Reference –

Bolsover District Council

Safety Committee

30th August 2018

Accident Statistics Report – Quarter 1 April 2018 – June 2018

Report of the Health and Safety Manager

This report is public

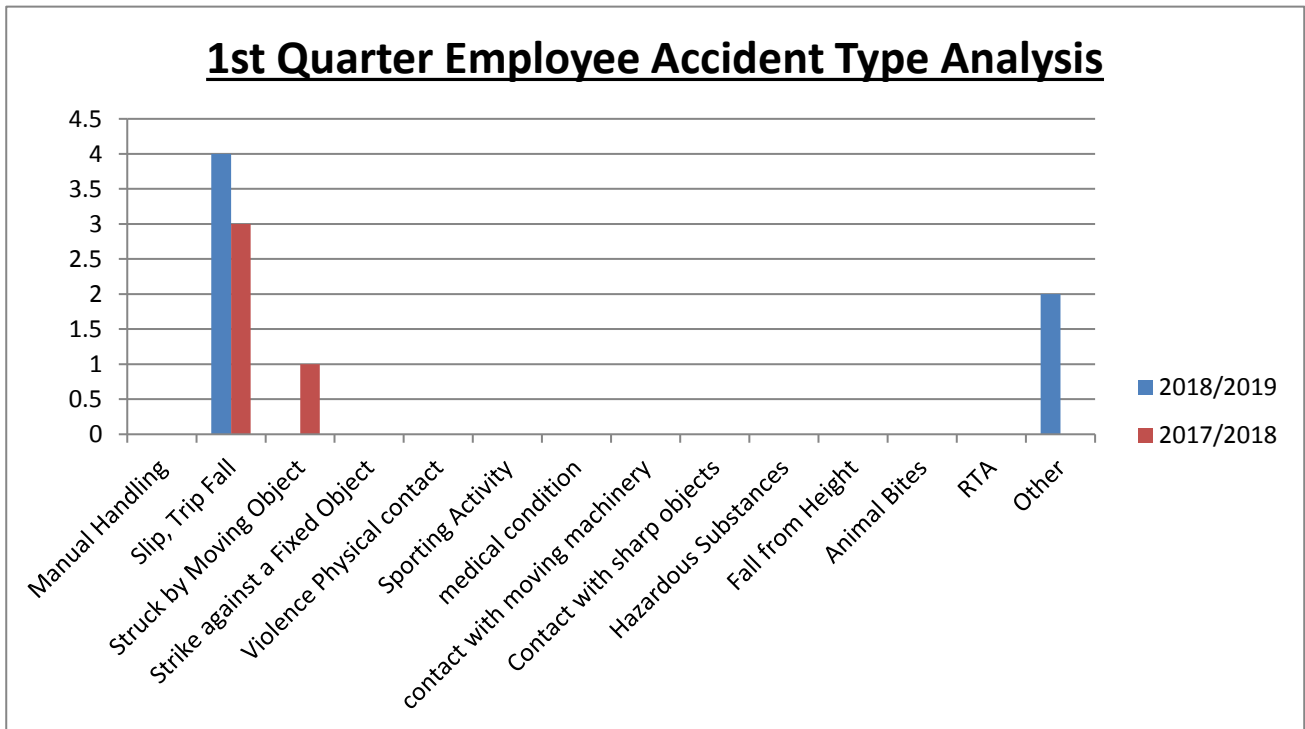
Purpose of the Report

- 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

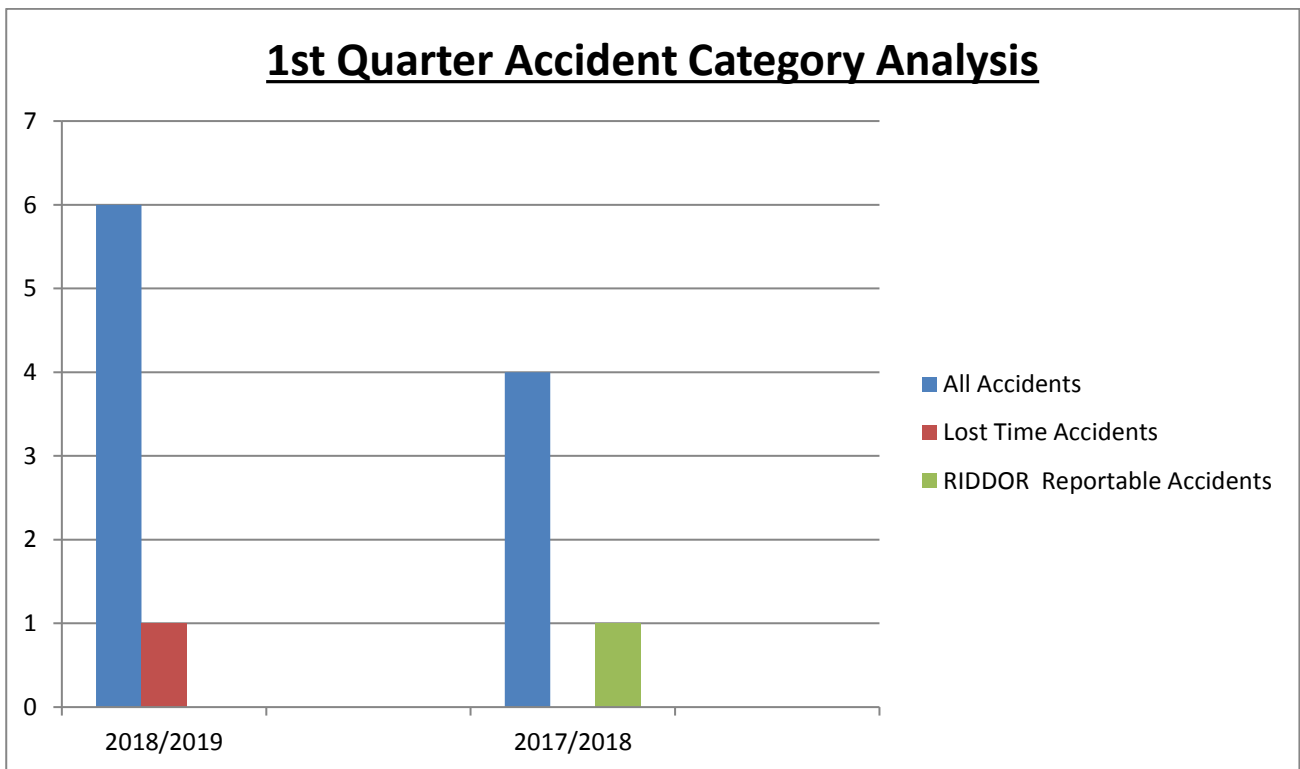
1.1.1 Accident Type

| 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 |
|------------|-----------------|-----------------|-------------------------|-------------------------------|---------------------------|-------------------|-------------------|-------------------------------|----------------------------|----------------------|------------------|-------------|-----|-------|-------|
| 2017/2018 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| 2016/2017 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |



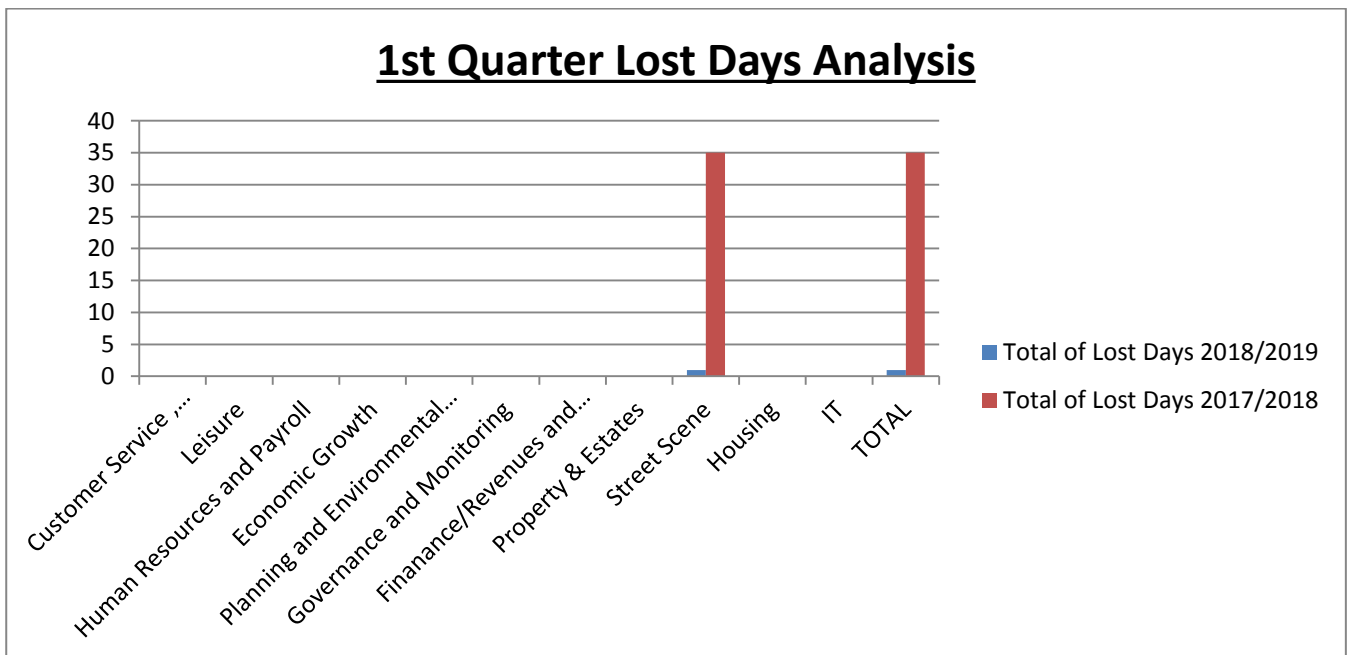
1.1.2 Accident Category Totals

| MONTH | Employee Accident Numbers 2018/2019 | | | Employee Accident Numbers 2017/2018 | | |
|-------------------------|-------------------------------------|--------------------------------|------------------|-------------------------------------|--------------------------------|------------------|
| | All Accidents | Non RIDDOR Lost Time Accidents | RIDDOR Accidents | All Accidents | Non RIDDOR Lost Time Accidents | RIDDOR Accidents |
| April | 1 | 0 | 0 | 2 | 0 | 0 |
| May | 3 | 0 | 0 | 1 | 0 | 0 |
| June | 2 | 0 | 0 | 1 | 0 | 0 |
| July | 0 | 0 | 0 | 0 | 0 | 0 |
| August | 0 | 0 | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 | 0 | 0 |
| January | 0 | 0 | 0 | 0 | 0 | 0 |
| February | 0 | 0 | 0 | 0 | 0 | 0 |
| March | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 st Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 nd Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 rd Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 th Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 6 | 0 | 0 | 4 | 0 | 0 |



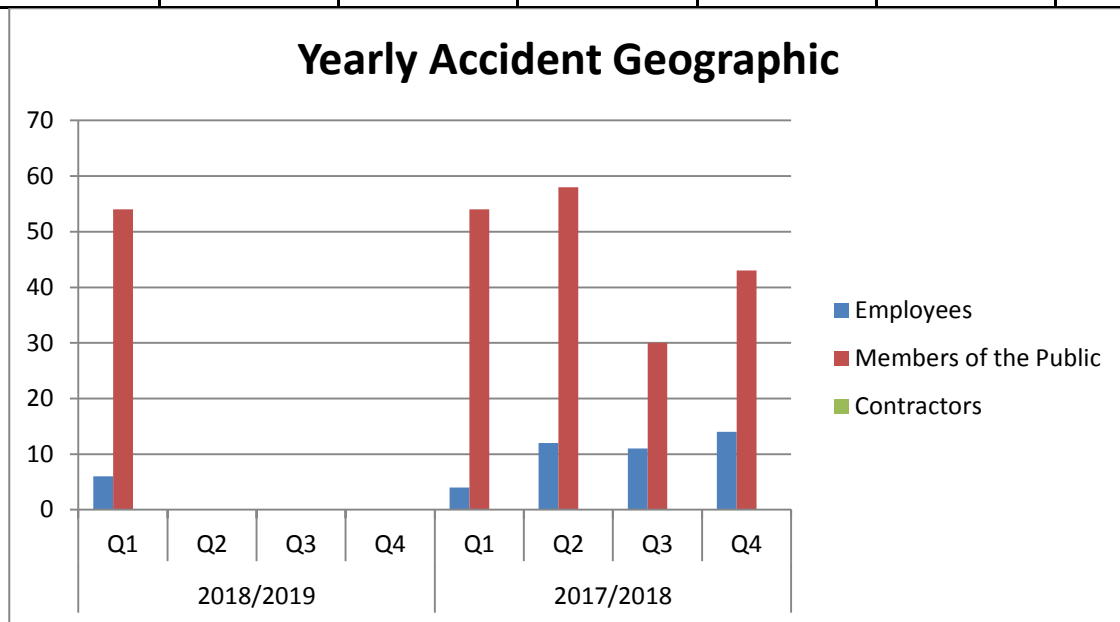
1.1.3 Accident Lost Days

| | Lost Days for 1st Quarter 2018/2019 | Total Lost Days for 1 st Quarter 2018/2019 | Lost Days for 1st Quarter 2017/2018 | Total Lost Days to End of 1 st Quarter 2017/2018 |
|-----------------------------------|-------------------------------------|---|-------------------------------------|---|
| Customer Service and Improvement | 0 | 0 | 0 | 0 |
| Leisure | 0 | 0 | 0 | 0 |
| Human Resources and Payroll | 0 | 0 | 0 | 0 |
| Economic Growth | 0 | 0 | 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 | 1 | 1 | 1 | 35 |
| Housing | 0 | 0 | 0 | 0 |
| IT | 0 | 0 | 0 | 0 |
| TOTAL | 1 | 1 | 1 | 35 |



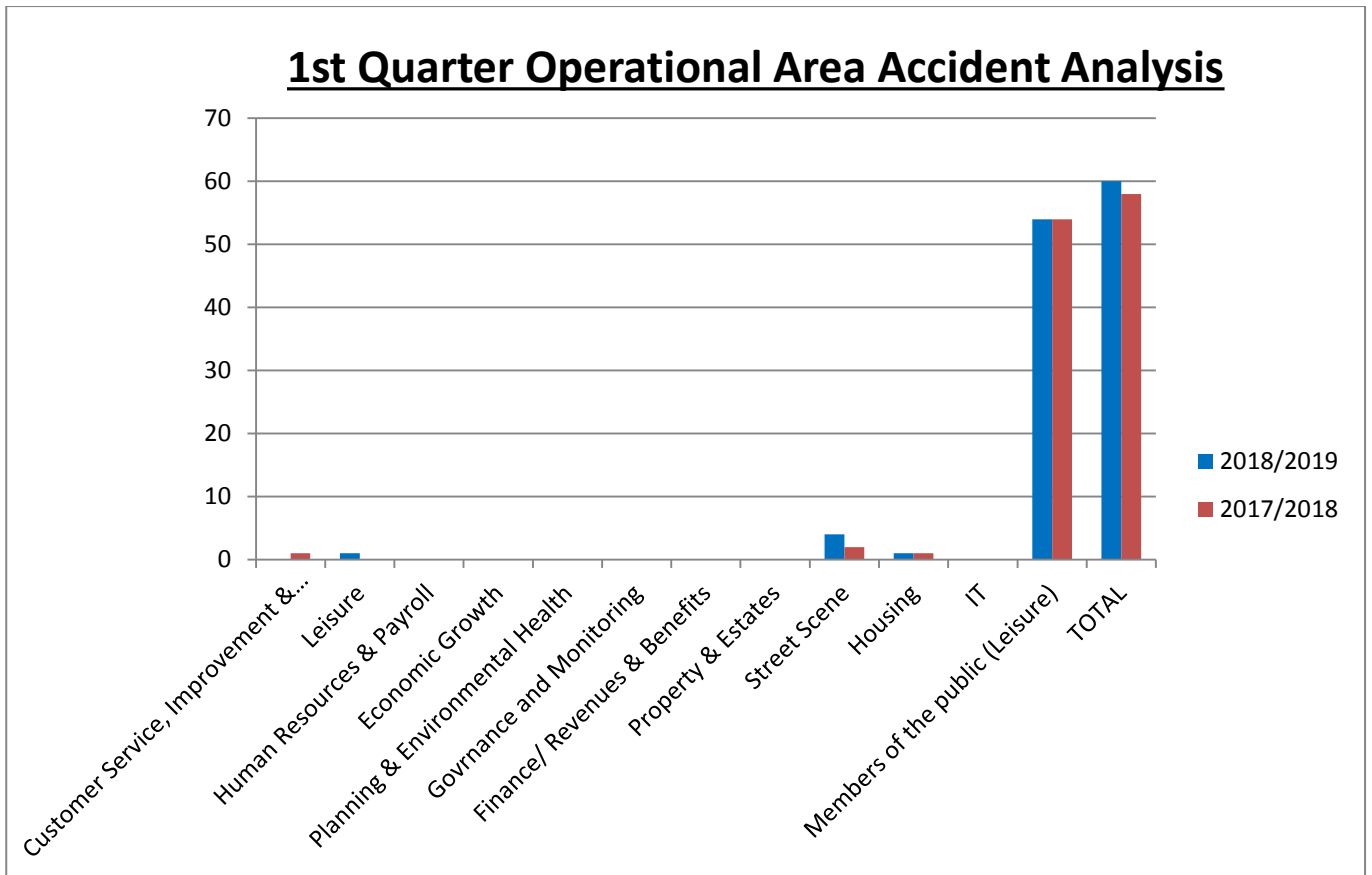
1.1.4 Accident Geographic

| MONTH | 2018/2019 | | | 2017/2018 | | |
|-------------------------|-----------|-----------------------|------------|-----------|-----------------------|------------|
| | Employees | Members of the Public | Contractor | Employees | Members of the Public | Contractor |
| April | 1 | 25 | 0 | 2 | 16 | 0 |
| May | 3 | 15 | 0 | 1 | 24 | 0 |
| June | 2 | 14 | 0 | 1 | 14 | 0 |
| July | 0 | 0 | 0 | 0 | 0 | 0 |
| August | 0 | 0 | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 | 0 | 0 |
| January | 0 | 0 | 0 | 0 | 0 | 0 |
| February | 0 | 0 | 0 | 0 | 0 | 0 |
| March | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 st Quarter | 6 | 54 | 0 | 4 | 44 | 0 |
| 2 nd Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 rd Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 th Quarter | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 6 | 54 | 0 | 4 | 44 | 0 |



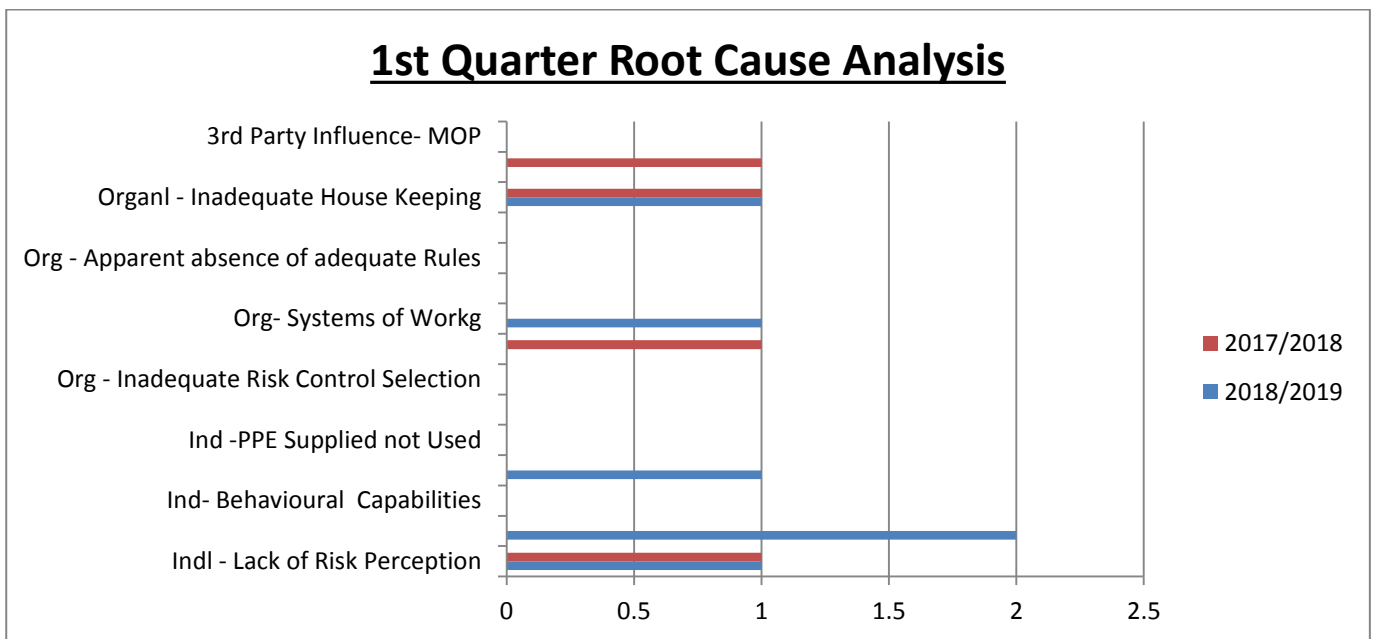
1.1.4 Operational Area Accidents

| | 1st Quarter Accidents Totals 2018/2019 | Yearly Accidents Totals to end of 1 st Quarter 2018/2019 | 1st Quarter Accidents Totals 2017/2018 | Yearly Accidents Totals to end of 1st Quarter 2017/2018 |
|--|--|---|--|---|
| Customer Service & Improvement | | | 1 | 1 |
| Leisure | 1 | 1 | | |
| Human Resources & Payroll | | | | |
| Economic Growth | | | | |
| Planning & Environmental Health | | | | |
| Governance and Monitoring | | | | |
| Finance/ Revenues & Benefits | | | | |
| Property & Estates | | | | |
| Street Scene | 4 | 4 | 2 | 2 |
| Housing | 1 | 1 | 1 | 1 |
| IT | | | | |
| Members of the Public (Leisure) | 54 | 54 | 44 | 44 |
| TOTAL | 60 | 60 | 48 | 48 |



1.1.5 Incident Root Cause

| 4th QUARTER EMPLOYEE ROOT CAUSE CATEGORIES | 1st Quarter 2018/2019 | Yearly Total to end of 1st Quarter 2018/2019 | 1st Quarter 2017/2018 | Yearly Total to end of 1st Quarter 2017/2018 |
|---|----------------------------------|---|----------------------------------|---|
| Ind. - Lack of Risk Perception | 1 | 1 | 1 | 1 |
| Ind. - Physical Capability | 2 | 2 | | |
| Ind.- Behavioural Capabilities | | | | |
| Ind. Poor Housekeeping Standards | 1 | 1 | | |
| Ind. -PPE Supplied not Used | | | | |
| Ind.- Breach of Rules or Instructions | | | | |
| Org - Inadequate Risk Control Selection | | | | |
| Org - Inadequate Operational Methods | | | 1 | 1 |
| Org - Systems of Work | 1 | 1 | | |
| Org - Inadequate Training | | | | |
| Org - Absence of adequate Rules | | | | |
| Org - Inadequate Maintenance Systems | | | | |
| Org - Inadequate House Keeping | 1 | 1 | 1 | 1 |
| Equipment/ Tools Defective | | | 1 | 1 |
| 3rd Party Influence- member of the public | | | | |
| TOTAL | 6 | 6 | 4 | 4 |



1.1.6 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Slips, Trips and falls on Same Level (66.6%)
 - Other (strain injury) (33.3%)
- The number of employee accidents recorded in the quarter has risen by 50% over the same period last year. The number of lost time non- RIDDOR Incidents has increased by one. RIDDOR reportable incidents have fallen to none.
- The number of days lost recorded in the quarter has significantly decreased over those recorded for the previous year. In 2017/2018 35 days were recorded whereas in 2018/2019 it was 1 day. This brings the overall yearly total down significantly.
- The overall number of accidents occurring within the authority in the 1st Quarter has increased by a figure of 25%. This rise is mostly due to the fact that the number of 'member of the public recorded accidents has risen from 44 to 54 but there has been an increase of 2 in the number of employee accidents. This does not necessarily mean a poorer safety performance as awareness and importance of accident reporting is improving.
- Street Scene (66%), Housing (17%), and Leisure (17%) are the operational areas recording employee accidents in the quarter.
- The main route cause of employee accidents was down to Individual Physical Capability (33%).

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

$$\text{AIR} = \frac{\text{Number of Reportable Accidents over last 12 months} \times 100,000}{\text{Average Number of Permanent Employees for Period}}$$

$$= \frac{6 \times 100,000}{475}$$

$$= 1263 \text{ (As at 30th June 2018)}$$

This figure has fallen from a figure of 1473 recorded at the end of the 4th Quarter.

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.

$$= \frac{6 \times 100,000}{37 \times 50 \times 475}$$

$$= \frac{600,000}{878750}$$

= 0.68 (As at 30th June 2018)

This figure has fallen from a figure of 0.80 recorded at the end of the 4th Quarter.

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

Date of Last Reportable Accident – 26th March 2018

= (5.29 X 461) X 96

= 234114 Hours (As at 30th June 2018)

1.2 EMPLOYEE ACCIDENT RECORDS

| Date of Incident | Incident Details | Type of Incident | Other Type of Incident | Incident Severity | Lost Time Days (Actual) | Reportable |
|------------------|---|---------------------------------|------------------------|-----------------------------|-------------------------|------------|
| 18/04/2018 | IP was walking along side of pool and slipped and hit his face on tiled floor. | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | Yes |
| 15/05/2018 | Collecting wheelie bin IP slipped down kerb injuring ankle | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 24/05/2018 | Whilst riding on quad bike undertaking pesticide spraying IP cricked neck turning his head to check behind him. | Other | Strain Injury | Minor Injury - No Lost Days | 0.00 | No |
| 29/05/2018 | Whilst alighting from vehicle IP injured strain shoulder | Other | Strain Injury | Minor Injury - No Lost Days | 0.00 | No |
| 18/06/2018 | Whilst working in vehicle workshops IP slip on oil deposited from vehicle oil leak. | Slip Trip or Fall on Same Level | | Minor Injury - No Lost Days | 0.00 | No |
| 21/06/2018 | Whilst strimming grass verge IP step on man | Slip Trip or Fall on | | Lost Time Up to 7 Days | 1.00 | No |

| | | | | | | |
|--|-----------------------------|------------|--|--|--|--|
| | hole cover which collapsed. | Same Level | | | | |
|--|-----------------------------|------------|--|--|--|--|

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

| | |
|--|----|
| Is the decision a Key Decision? (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 |
| District Wards Affected | |
| Links to Corporate Plan priorities or Policy Framework | |

8 Document Information

| Appendix No | Title |
|--|--------------------------------|
| | Not applicable for this report |
| Background Papers (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 | |
| Report Author | Contact Number |
| Health and Safety Coordinator | 242564 |

Bolsover District Council

Safety Committee

30th August 2018

Health and Safety Report – January 2018 to March 2018

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 during quarter 4 of 2017/2018.
- 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 5th February 2018.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period six (6) names have been added to the employee protection register and three (3) removed. As a result the total number of entries now held on the register is forty seven (47).

1.2.2 Workplace Inspections

| Location | Onus | Last WP Inspect. | Next Inspection Due | Report Produced | Actions Closed Out | Status |
|--|---|------------------|-----------------------|-----------------|---------------------------|---------------------|
| CORPORATE | | | | | | |
| The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre) | Buildings and Contracts Manager | 17/11/17 | 17/05/18 | 28/11/17 | Awaiting Inspection | Awaiting Inspection |
| Unit A3 Mill 1, Pleasley Mill | Director of Governance & Monitoring Officer | 23/01/18 | 21/07/18 | 2/03/18 | Awaiting action close out | In Progress |
| DEPOT | | | | | | |
| Riverside Depot, Doe Lea | Joint Assistant Director of Street Scene | 09/04/18 | 09/10/18 | 04/05/18 | Awaiting action close out | In Progress |
| LEISURE FACILITIES | | | | | | |
| Go Active at the Arc Leisure Centre | Joint Assistant Director of Leisure | 17/11/17 | 17/05/18 | 28/11/17 | Awaiting Inspection | Awaiting Inspection |
| Grease works, Pleasley Vale (PVOAC) | Joint Assistant Director of Leisure | 01/09/17 | Re-scheduled 25/05/18 | N/A | N/A | Inspection Overdue |
| Boathouse, Pleasley Vale | | 01/09/17 | Re-scheduled 25/05/18 | N/A | N/A | Inspection Overdue |
| Unit T, Pleasley Vale | | 01/09/17 | Re-scheduled 25/05/18 | N/A | N/A | Inspection Overdue |
| Castle Leisure Park Pavilion, Carr Vale, Bolsover | Joint Assistant Director of Leisure | 06/03/18 | 06/09/18 | 06/03/18 | Actions closed out | Complete |
| Clune Street Pavilion, Clowne | | 06/03/18 | 06/09/18 | 06/03/18 | Actions closed out | Complete |
| Broadmeadows Sports Pavilion, South Normanton | | 06/03/18 | 06/09/18 | 06/03/18 | Actions closed out | Complete |

| CONTACT CENTRES | | | | | | |
|---------------------------------------|---|-------------------------------|----------------------------|-------------------------------|-----------------------------|-------------|
| Clowne Contact Centre | Joint Assistant Director of Customer Services and Improvement | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| Bolsover Contact Centre | | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| Shirebrook Contact Centre | | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| South Normanton Contact Centre / Hub | | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| SHOP UNITS AND GROUP DWELLINGS | | | | | | |
| Alder House, Shirebrook | Head of Housing Services | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Ashbourne Court, Shirebrook | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Jubilee Court, Pinxton | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Mill Lane, Whitwell | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Closed Out | In Progress |
| Parkfields, Clowne | Head of Housing Services | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Closed Out | In Progress |
| Park View, Barlborough | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Queens Court, Creswell | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Valley View, Hillstown, Bolsover | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Victoria House, Creswell | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |

| | | | | | | |
|--|---------------------------------|----------|----------|----------|----------------------------|---------------------|
| Woburn house, Blackwell | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS) | | | | | | |
| Mill 1 - Pleasley Vale Mills | Buildings and Contracts Manager | 24/03/18 | 24/09/18 | 06/04/18 | Actions Awaiting Close Out | In Progress |
| Mill 2 - Pleasley Vale Mills | | 24/03/18 | 24/09/18 | 06/04/18 | Actions Awaiting Close Out | In Progress |
| Mill 3 - Pleasley Vale Mills | | 24/03/18 | 24/09/18 | 06/04/18 | Actions Awaiting Close Out | In Progress |
| The Tangent, Shirebrook | Buildings and Contracts Manager | 29/11/17 | 29/05/18 | 12/12/17 | Awaiting Inspection | Awaiting Inspection |
| <ul style="list-style-type: none"> • It has been suggested that workplace inspections should be undertaken of two new areas these being <ul style="list-style-type: none"> ➤ Council Vehicles ➤ Non Communal Commercial Premises (i.e. Shirebrook Station) • A view on this suggestion is sort from the Safety Committee. | | | | | | |

1.2.4 Near Miss/ Learning Events

There have been 2 near miss incidents reported during the reporting period both of these related to road traffic incidents were the 3rd party was at fault.

1.2.5 Health and Safety Training

| COURSE DETAILS | Course Duration | TRAINING DELIVERED IN 4th QUARTER |
|---------------------------------------|------------------------|---|
| Manual Handling (Street Scene) | ½ Day | 0 |
| Manual Handling (Leisure) | ½ Day | 0 |
| Manual Handling (Housing) | ½ Day | 0 |
| Manual Handling (General) | ½ Day | 0 |
| Asbestos Awareness (Full Course) | 1 Day | 0 |
| Asbestos Awareness (Annual Refresher) | ½ Day | 0 |
| Asbestos Unlicensed Removal | 1 Day | 12 |
| Fire Safety Awareness | 1 Hour | 0 |
| Fire Marshal/ Warden | ½ Day | 35 |
| SHE Accident System Training | 2 Hours | 0 |

| | | |
|---|-----------------|----|
| Risk Perception/ Hazard Spotting | 1 Hour | 0 |
| Lone Worker Training | 1 Day | 0 |
| First Aid At Work (Initial) | 3 Days | 1 |
| First Aid At Work (Refresher) | 2 Days | 7 |
| Emergency First Aid | 1 Day | 12 |
| Trailer Training (FULL) | 3 Days | 0 |
| Trailer Training (Awareness) | 1 Day | 0 |
| D1/PCV Minibus Training | 2 Days | 0 |
| Sharps Awareness | 3 hours | 0 |
| Ladder User | ½ Day | 15 |
| Ladder Inspection | ½ Day | 6 |
| Corporate Safety Induction | 1 Hour | 0 |
| Construction Skills Certification Scheme Test | 45 Minutes Test | 13 |

1.26 Health and Safety Issues Raised During the Quarter

Heating and Ventilation at the Arc

Property and Estates Section have confirmed that no new complaints have been raised about this issue this year however it was noted that we had not yet experienced a sustained period of hot weather.

Since last year when the issue of excessive office temperatures were raised by staff a number of staff have been relocated out of this area which should reduce the potential heat generation and small adjustments have been made to the air conditioning which should improve the situation.

Lone Working and Personal Safety

A paper was taken to Strategic Alliance Management Team on the 6th April 2018 by the Health and Safety Team outlining the potential risk from its lone working activities the organization could be exposure to and potential solutions to this issue.

SAMT considered that report and recommended that a project group be set up to investigate this issue in more detail and establish the potential requirements within each of its operation areas.

All Heads of Service have been asked to nominated individuals to represent their areas and provide this information to the Health and Safety Team. The Health and Safety Team are currently chasing up responses from certain operational areas.

As part of the project the use of body cameras within certain higher risk operations will be considered and if deemed appropriate a program of implementation developed.

Car Parking at the Arc

Car parking continues to be a significant issue at the Arc with inappropriate parking creating a potential risk to the safety of building users particularly children and the elderly visiting the premise.

The actions currently proposed are as follows:

- The car park lining is expected to go ahead on the 19th May weather permitting. Inclusive of double yellow lines. Look left and right on the zebra crossing and extension of disabled bays.
- Extra low speed signage for the access road is also to be erected and has been ordered.
- A sign for pedestrians (staff) exiting the building onto the access road has also been ordered to make those leaving aware of the traffic that may be on the road.
- Quotes are currently being obtained for the inclusion of an access controlled barrier system onto the access road and the area be bollard and fenced off to prevent 'bumping' up the curbs onto the pedestrian area. Therefore only delivery's guided by leisure staff and staff given permission on their access card will be able to park down the access road. No parking will be allowed past the zebra crossing on the paved/grassed area other than in the 'service vehicle' bay. With the barrier and access control this will be easier to police.
- The current contact center bays will then be converted into a coach parking with raised curb and bollards to prevent other cars parking in the area. Providing a safe drop off for school swimming classes and other groups.
- The Property and Estate Department are currently looking at implementing a parking order to combat continued unsafe and disruptive parking should problems persist.

A copy of the proposed Car Park Lining Plan is shown in Appendix 1 and the proposed Car Park Layout Alterations Plan is shown in Appendix 2

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

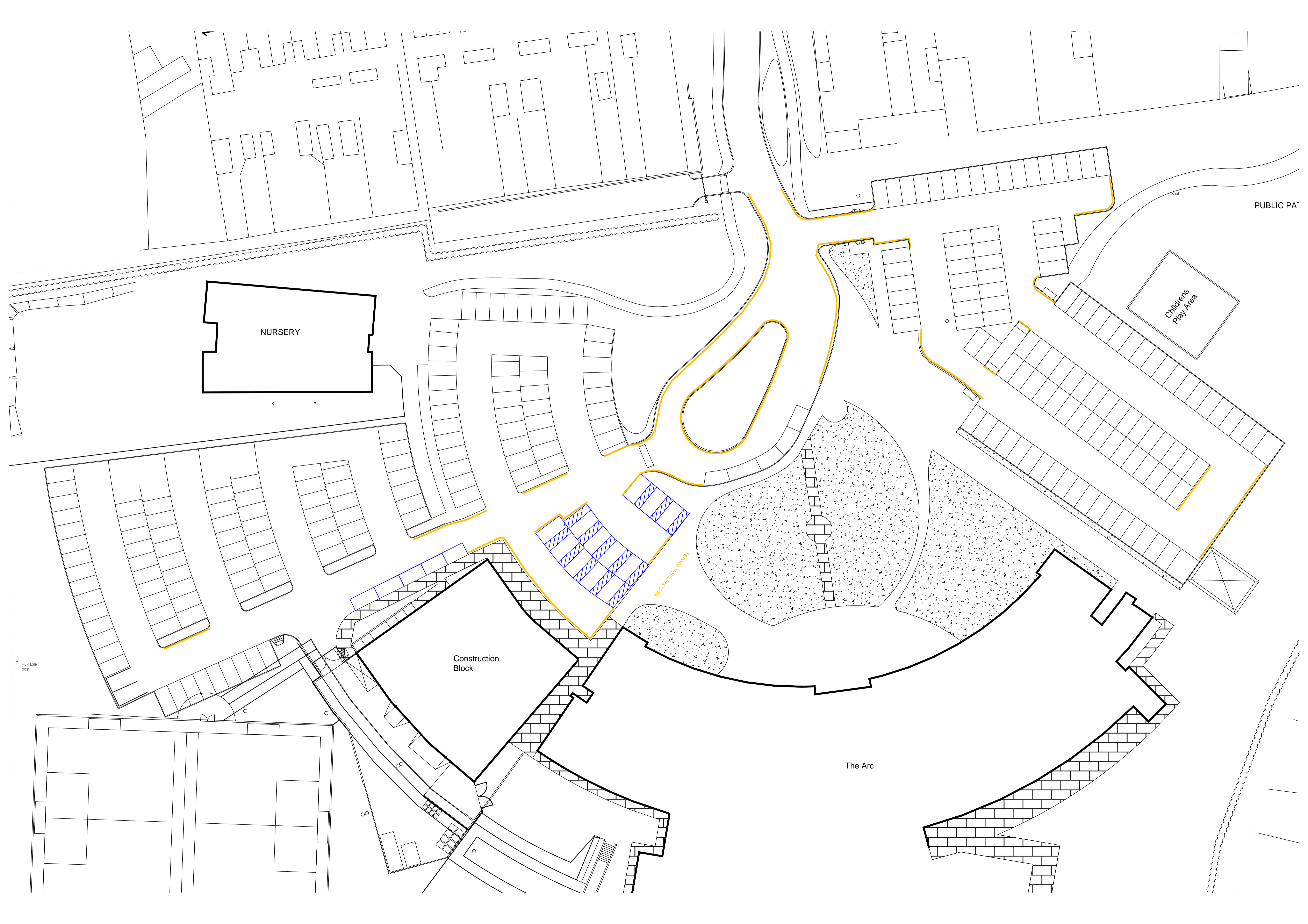
It is recommended that the committee consider and note the information provided.

7 Decision Information

| | |
|--|----|
| Is the decision a Key Decision? (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 |
| District Wards Affected | |
| Links to Corporate Plan priorities or Policy Framework | |

8 Document Information

| Appendix No | Title |
|--|---------------------------------|
| 1 | Car Park Lining Plan |
| 2 | Car Park Layout Alteration Plan |
| Background Papers (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 | |
| Report Author | Contact Number |
| Health and Safety Manager | 242403 |



NURSERY

Construction Block

Childrens Play Area

The Arc

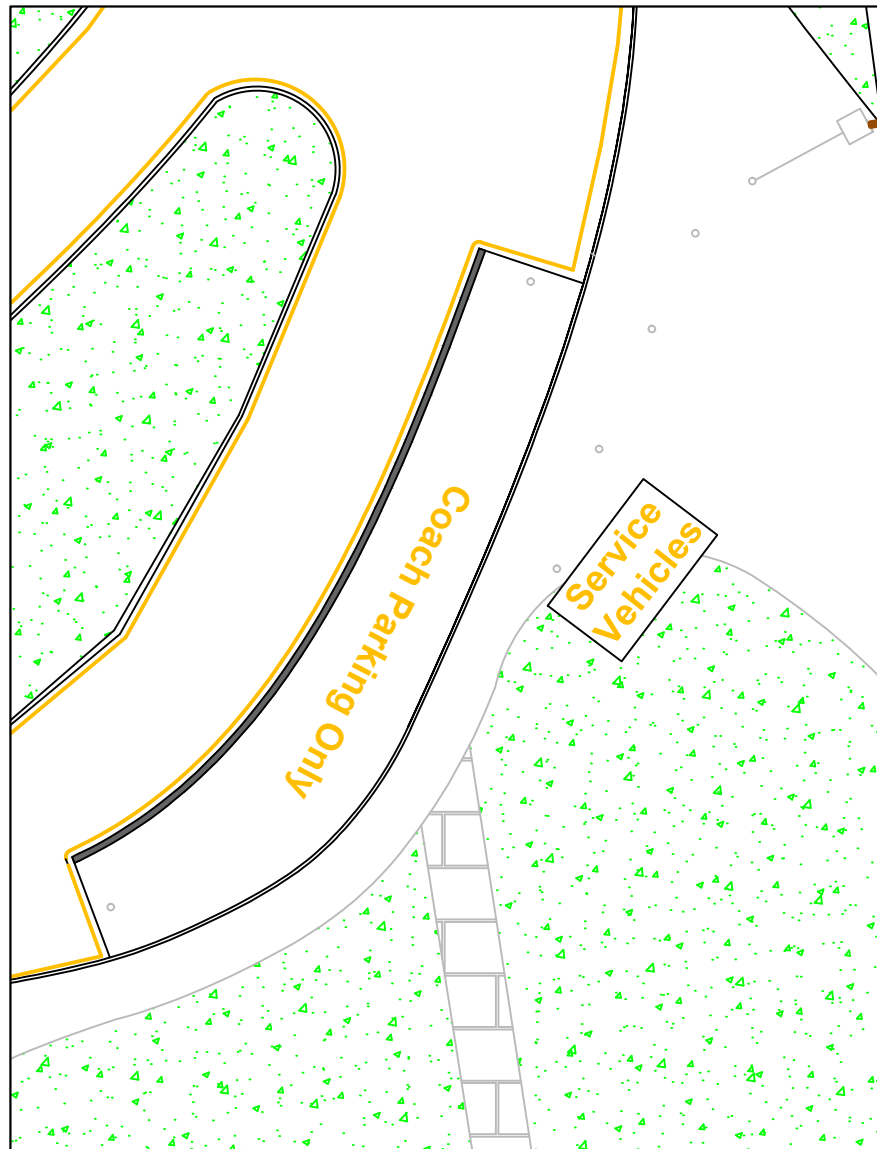
Service Vehicles Only

PUBLIC PA

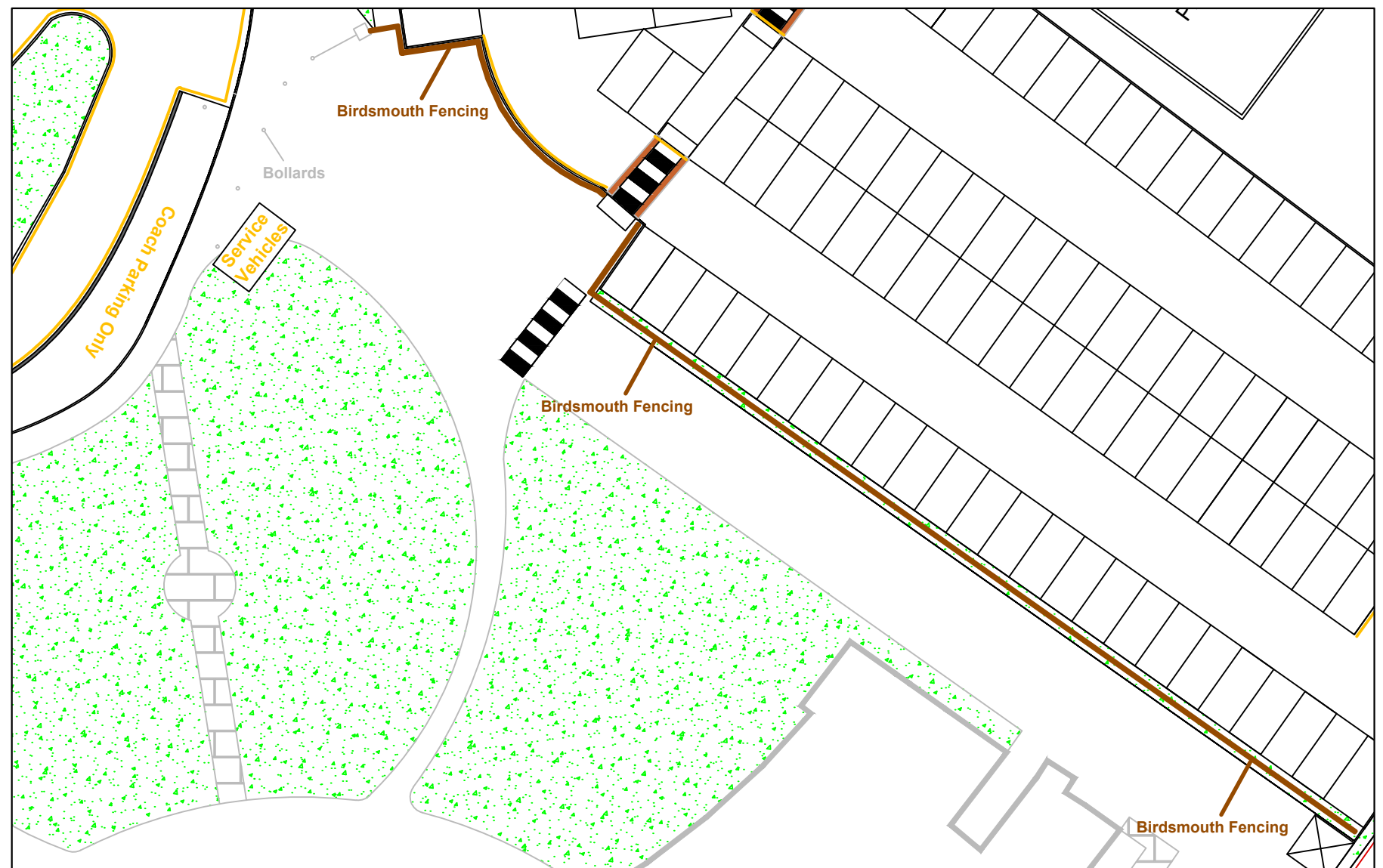
Hy cable post

Seat

The Arc - Car Park Alterations Proposal



Conversion of Contact Centre Parking to Coach Parking Only for use of leisure centre busses. Add raised curb, Coach Parking Only Sign and Removable posts to prevent other drivers pulling into the area.



Installation of access control Barrier to control overflow parking, bollards and single rail timber fence following the kerb line to secure area and prevent parking on pavement . Inclusion of zebra crossing for pedestrians safety across the access road.



The Arc
High Street
Clowne
Derbyshire S43 4JY
Tel : 01246 242424
Fax : 01246 242423
Website : www.bolsover.gov.uk

| | |
|---------------|---------------------------------------|
| Drawing Name: | The Arc Car Park Alterations Proposal |
| Drawn By: | Laura Worthington |
| Date: | 16th April 2018 |

Bolsover District Council

Safety Committee

30th August 2018

Health and Safety Report – April 2018 to June 2018

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 31st May 2018.

1.2 **Standard Report Items.**

1.2.1 Employee Protection Register

During the reporting period six (6) names have been added to the employee protection register and one (1) removed. As a result the total number of entries now held on the register is fifty two (52). (As at 30th June)

1.2.2 Workplace Inspections

| Location | Onus | Last WP Inspect. | Next Inspection Due | Report Produced | Actions Closed Out | Status |
|--|---|------------------|-----------------------|-----------------|---------------------------|---------------------|
| CORPORATE | | | | | | |
| The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre) | Buildings and Contracts Manager | 17/11/17 | 17/05/18 | 28/11/17 | Awaiting Inspection | Awaiting Inspection |
| Unit A3 Mill 1, Pleasley Mill | Director of Governance & Monitoring Officer | 23/01/18 | 21/07/18 | 2/03/18 | Awaiting action close out | In Progress |
| DEPOT | | | | | | |
| Riverside Depot, Doe Lea | Joint Assistant Director of Street Scene | 09/04/18 | 09/10/18 | 04/05/18 | Awaiting action close out | In Progress |
| LEISURE FACILITIES | | | | | | |
| Go Active at the Arc Leisure Centre | Joint Assistant Director of Leisure | 17/11/17 | 17/05/18 | 28/11/17 | Awaiting Inspection | Awaiting Inspection |
| Grease works, Pleasley Vale (PVOAC) | Joint Assistant Director of Leisure | 01/09/17 | Re-scheduled 25/05/18 | N/A | N/A | Inspection Overdue |
| Boathouse, Pleasley Vale | | 01/09/17 | Re-scheduled 25/05/18 | N/A | N/A | Inspection Overdue |

| | | | | | | |
|---|--|-------------------------------------|-------------------------------|-------------------------------------|-----------------------------------|-----------------------|
| Unit T, Pleasley Vale | | 01/09/17 | Re-scheduled 25/05/18 | N/A | N/A | Inspection Overdue |
| Castle Leisure Park Pavilion, Carr Vale, Bolsover | Joint Assistant Director of Leisure | 06/03/18 | 06/09/18 | 06/03/18 | Actions closed out | Complete |
| Clune Street Pavilion, Clowne | | 06/03/18 | 06/09/18 | 06/03/18 | Actions closed out | Complete |
| Broadmeadows Sports Pavilion, South Normanton | | 06/03/18 | 06/09/18 | 06/03/18 | Actions closed out | Complete |
| CONTACT CENTRES | | | | | | |
| Clowne Contact Centre | Joint Assistant Director of Customer Services and Improvement | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| Bolsover Contact Centre | | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| Shirebrook Contact Centre | | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| South Normanton Contact Centre / Hub | | 30 th January 2018 | 30 th June 2018 | 7 th February 2018 | Actions Awaiting Close Out | In Progress |
| SHOP UNITS AND GROUP DWELLINGS | | | | | | |
| Alder House, Shirebrook | Head of Housing Services | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Ashbourne Court, Shirebrook | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Jubilee Court, Pinxton | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Mill Lane, Whitwell | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Closed Out | In Progress |
| Parkfields, Clowne | Head of Housing Services | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Closed Out | In Progress |

| | | | | | | |
|----------------------------------|--|----------|----------|----------|----------------------------|-------------|
| Park View, Barlborough | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Queens Court, Creswell | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Valley View, Hillstown, Bolsover | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Victoria House, Creswell | | 16/03/18 | 16/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |
| Woburn house, Blackwell | | 14/03/18 | 14/09/18 | 01/04/18 | Actions Awaiting Close Out | In Progress |

COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)

| | | | | | | |
|------------------------------|---------------------------------|----------|----------|----------|----------------------------|---------------------|
| Mill 1 - Pleasley Vale Mills | | 24/03/18 | 24/09/18 | 06/04/18 | Actions Awaiting Close Out | In Progress |
| Mill 2 - Pleasley Vale Mills | Buildings and Contracts Manager | 24/03/18 | 24/09/18 | 06/04/18 | Actions Awaiting Close Out | In Progress |
| Mill 3 - Pleasley Vale Mills | | 24/03/18 | 24/09/18 | 06/04/18 | Actions Awaiting Close Out | In Progress |
| The Tangent, Shirebrook | Buildings and Contracts Manager | 29/11/17 | 29/05/18 | 12/12/17 | Awaiting Inspection | Awaiting Inspection |

- It has been suggested that workplace inspections should be undertaken of two new areas these being
 - Council Vehicles
 - Non Communal Commercial Premises (i.e. Shirebrook Station)
- A view on this suggestion is sought from the Safety Committee.

Please note, the Workplace Inspection information has not been updated from the last report, the information will follow.

1.2.4 Near Miss/ Learning Events

There has been 1 near miss incident reported during the reporting period. This related to road traffic incidents where the 3rd party was at fault.

1.2.5 Health and Safety Training

| COURSE DETAILS | Course Duration | TRAINING DELIVERED IN 4 th QUARTER |
|---------------------------------------|-----------------|---|
| Manual Handling (Street Scene) | ½ Day | 0 |
| Manual Handling (Leisure) | ½ Day | 0 |
| Manual Handling (Housing) | ½ Day | 0 |
| Manual Handling (General) | ½ Day | 0 |
| Asbestos Awareness (Full Course) | 1 Day | 0 |
| Asbestos Awareness (Annual Refresher) | ½ Day | 17 |
| Asbestos Unlicensed Removal | 1 Day | 0 |
| Fire Safety Awareness | 1 Hour | 0 |
| Fire Marshal/ Warden | ½ Day | 0 |
| SHE Accident System Training | 2 Hours | 0 |
| Risk Perception/ Hazard Spotting | 1 Hour | 0 |
| Lone Worker Training | 1 Day | 0 |
| First Aid At Work (Initial) | 3 Days | 5 |
| First Aid At Work (Refresher) | 2 Days | 2 |
| Emergency First Aid | 1 Day | 0 |
| Trailer Training (FULL) | 3 Days | 0 |
| Trailer Training (Awareness) | 1 Day | 0 |
| D1/PCV Minibus Training | 2 Days | 0 |
| Sharps Awareness | 3 hours | 12 |
| Ladder User | ½ Day | 0 |
| Ladder Inspection | ½ Day | 0 |
| Corporate Safety Induction | 1 Hour | 0 |
| Scaffold Appreciation | 1 day | 34 |
| Scaffold Inspection | 1 day | 12 |

1.26 Health and Safety Issues Raised During the Quarter

Sun Safety

Due to the extremely high temperatures and long sunny days, Sun Safety awareness has been featured at the Depot to target Outdoor Workers. Information has been provided regarding the need to cover up and use sun cream.

There has also been an increase in flying insects so changes were made to Hi Visibility PPE for Streetscene as the orange Hi Vis is less attractive to insects than our standard issue yellow. This is still compliant for work in the Highways.

Lone Working and Personal Safety

Following the paper taken to Strategic Alliance Management Team on the 6th April 2018 by the Health and Safety Team outlining the potential risk from its lone working activities, a Lone Worker working group has been established. The first meeting was held on the 21st July with a second meeting scheduled for September. The group was asked to consider the individual Lone Working activities within their team and what risks they were exposed to and how.

The working group generated some debate and was a positive step forward to raising awareness of the issue and finding a solution or solutions to mitigate the risk to the organization. More information will be available for the 3rd Quarter Safety Committee meeting.

Risk Assessments and COSHH

The programme of updating the Authority's risk Assessments and COSHH procedures has been moved forward to lower risk service areas. Each has been asked to provide a register, or list, of current and required Risk Assessments. For COSHH, the departments have been asked to provide a register of the chemicals used, if an MSDS has been obtained and if a COSHH assessment is in place. This will give a full picture of the scope of work to be completed.

Car Parking at the Arc

Car parking continues to be a significant issue at the Arc with inappropriate parking creating a potential risk to the safety of building users particularly children and the elderly visiting the premise. A second near miss was reported in this quarter.

The actions currently proposed are as follows:

- The car park lining is expected to go ahead on the 19th May weather permitting. Inclusive of double yellow lines. Look left and right on the zebra crossing and extension of disabled bays.
- Extra low speed signage for the access road is also to be erected and has been ordered.
- A sign for pedestrians (staff) exiting the building onto the access road has also been ordered to make those leaving aware of the traffic that may be on the road.
- Quotes are currently being obtained for the inclusion of an access controlled barrier system onto the access road and the area be bollard and fenced off to prevent 'bumping' up the curbs onto the pedestrian area. Therefore only delivery's guided by leisure staff and staff given permission on their access card will be able to park down the access road. No parking will be allowed past the zebra crossing on the paved/grassed area other than in the 'service vehicle' bay. With the barrier and access control this will be easier to police.
- The current contact center bays will then be converted into a coach parking with raised curb and bollards to prevent other cars parking in the area. Providing a safe drop off for school swimming classes and other groups.

- The Property and Estate Department are currently looking at implementing a parking order to combat continued unsafe and disruptive parking should problems persist.

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

| | |
|--|----|
| Is the decision a Key Decision? (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 |
| District Wards Affected | |
| Links to Corporate Plan priorities or Policy Framework | |

8 Document Information

| Appendix No | Title |
|--|-----------------------|
| | |
| Background Papers (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 | |
| Report Author | Contact Number |
| Health and Safety Manager | 242403 |