

SAFETY COMMITTEE

AGENDA

Thursday 15th November 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>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.	
3.	<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.	
4.	Minutes of a meeting held on 30 th August 2018.	3 to 9
5.	Health & Safety Arrangements at Bolsover District Council.	10 to 12
6.	Accident Statistics Report.	13 to 24
7.	Health and Safety Report.	25 to 30

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 30th August 2018 at 1400 hours.

PRESENT:-

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

UNISON:- K. Shillitto and A. Brownsword.

UNITE:- No representatives present.

Officers:- S. Brunt (Head of Streetscene), S. Gordon (Human Resources and OD Manager), M. Spotswood (Health and Safety Manager), Rebecca Hutchinson (Health and Safety Support Officer), P. Campbell (Head of Housing and Community Safety), W. Carter (Leisure Operations Manager) and M. Cooper (Corporate Property Manager).

Also in attendance at the meeting was Councillor D. McGregor, Portfolio Holder for Health and Safety.

0233. APOLOGIES

Apologies for absence were received on behalf of Councillors R.J. Bowler and A. Joesbury.

0234. ELECTION OF CHAIR (UNION SIDE)

Moved by Councillor H.J. Gilmour and seconded by Councillor B.R. Murray-Carr
RESOLVED that K. Shillitto (Unison) be appointed as Chair of the Union/Employee Consultation Committee for the ensuing year.

K. Shillitto (Unison) in the Chair

0235. APPOINTMENT OF VICE CHAIR (MANAGEMENT SIDE)

Moved by Councillor H.J. Gilmour and seconded by K. Shillitto
RESOLVED that Councillor B.R. Murray-Carr be appointed as Vice Chair of the Union/Employee Consultation Committee for the ensuing year.

SAFETY COMMITTEE

0236. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0237. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0238. NOTES OF AN INFORMAL MEETING HELD ON 31ST MAY 2018

Moved by Councillor H.J. Gilmour and seconded by Councillor B.R. Murray-Carr

RESOLVED that the Notes of an informal Union/Employee Consultation Committee be approved as a correct record.

0239. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTIC

(A) January 2018 to March 2018 (Quarter 4 of 2017/2018)

Committee considered a report which provided sickness absence figures for the last quarter of the 2017/2018 period (January 2018 to March 2018), with comparison figures for 2016/17 and 2015/16.

The outturn for the number of days lost due to sickness absence in 2017/18 was 9.3 days against a target of 8.5 days. The outturn figure for 2016/17 was 10.85 days and for 15/16 was 6.28 days.

There were 18 long term sickness absence cases during quarter four of which 15 cases had been resolved, (e.g. returned to work or alternative options), and 3 cases remained ongoing.

The service areas with the highest sickness absence were, Housing, Customer Services and Revenues and Benefits.

Overall sickness absence had shown a decrease in 2017/18 compared to 2016/17 and significant work had been undertaken within the HR Team to support managers with managing sickness absence. Dedicated link officers had built good working relationships with managers and provided information on a monthly basis on sickness absence to each manager.

(B) April 2018 to June 2018 (Quarter 1 of 2018/19)

Committee considered a report which provided sickness absence figures for the first quarter of the 2018/19 period (April 2018 to June 2018).

SAFETY COMMITTEE

The average number of days lost due to sickness absence in the first quarter of 2018/19 was 2.23 days – this was a decrease in figures compared to the first quarter in 2017/18. The target for the Local Performance Indicator to the end of March 2019 was 8.5 days.

A breakdown of days lost in Quarter 1 for short term and long term sickness absence for each service area was attached to the report for Committee's information.

The top three reasons for sickness absence in the Quarter was as follows;

Directors/Heads of Service - Operations/Hospital Stomach/Kidney/Liver.
People Directorate - Stomach, Kidney, Liver, Musc/Skeletal, Other.
Place Directorate - Stress/Depression, Musc/Skeletal, Other.

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

0240. ACCIDENT STATISTICS

(A) January 2018 to March 2018 (Quarter 4 of 2017/2018)

Committee considered a report which provided information in relation to accident statistics for the fourth quarter of 2017/18 (January 2018 to March 2018).

Employee Accidents

14 employee accidents were recorded in the quarter; 9 of which were related to trips, slips and falls, mainly due to the inclement weather where ice and snow had been a problem. This brought the total number of employee accidents in the 2017/18 period to 41 of which 7 were reportable to RIDDOR. In comparison, the total number of employee accidents in 2016/17 was 39 of which 4 were reportable to RIDDOR.

The number of lost days in the quarter was 65, which brought the total number of lost days for the 2017/18 period to 153. In comparison, the total number of lost days in the fourth quarter of 2016/17 was 26 and the total for the 2016/17 period was 169.

Operational Area Accidents

Nine of the 14 accidents related to operatives in the Streetscene service. Eleven of the 14 accidents related to a lack of risk perception.

Members of the Public Accidents

43 accidents were recorded in the fourth quarter of 2017/18, which was an increase of 9 compared to the number recorded in the same quarter of 2016/17 at 34. This brought the total number of public accidents in 2017/18 to 185. In comparison, the total number of public accidents recorded for 2016/17 was 85. However, Committee was asked to note that public usage of the leisure facilities at the Arc had increased by 1,200% in the fourth quarter of 2017/18.

SAFETY COMMITTEE

Further to a recent incident regarding defective areas around raised manhole covers at the Arc, a Member raised concern with regard to properties in the Council's ownership, especially elderly persons' accommodation that risk assessments should be carried out as soon as possible. The Health and Safety Manager advised Committee that risk assessments, which included manhole covers, were carried out on sheltered housing and communal houses by the Repairs Coordinators as an integral part of workplace inspections and also on void properties which were in the process of being re-let.

The Health and Safety Manager drew Committee's attention to potential issues regarding utility manhole covers on Council owned land throughout the District. It was not clear if the Council would be liable for accidents regarding any defective manhole covers that had been reported to the relevant utility company for action but the company had failed to carry out any work. Due to the number these manhole covers throughout the District, the Health and Safety service did not have sufficient staff resources to inspect each one on a robust system. However, there was a record of the faulty manhole covers which had been reported to the relevant utility companies.

The Member also referred to broken slabs on footpaths around Council owned elderly persons complexes and queried if all agencies involved in attending the properties could carry out a risk assessment. The Head of Housing replied that the Health and Safety Manager's Inspections would cover these areas as well as many others. He also agreed with the Health and Safety Manager's comment that it was other land/open space owned by the Council that required more vigorous inspection of raised manhole covers.

The Chair referred back to operational area accidents and queried lost days which had reduced significantly for Housing but increased significantly for Streetscene. The Head of Streetscene replied that this was due to the nature of the incidents, for example, inclement weather and risk perception of the operative.

A copy of employee accident records was included in the report for Committee's information.

(B) April 2018 to June 2018 (Quarter 1 of 2018/2019)

Committee considered a report which provided information in relation to accident statistics for the first quarter of 2018/19 (January 2018 to March 2018).

Employee Accidents

Six accidents were recorded in the first quarter of 2018/2019. Four accidents were due to trips, slips and falls and 2 were classed as other. In comparison, the number of employee accidents recorded in the first quarter of 2017/18 was 4. The main root cause of employee accidents was down to Individual Physical Capability (33%). There were no RIDDOR reportable accidents in the quarter.

Operational Area Accidents

Four of the 6 accidents related to operatives in the Streetscene service, 1 in Housing and 1 in Leisure.

SAFETY COMMITTEE

Members of the Public Accidents

The number of public accidents recorded in the first quarter was 54, in comparison, the number of public accidents recorded in the first quarter of 2017/18 was 44. There were no RIDDOR reportable accidents in the quarter.

A copy of employee accident records was included in the report for Committee's information.

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

0241. HEALTH AND SAFETY REPORT

Committee considered a report of the Health and Safety Manager which provided an update on Health and Safety Performance for the fourth quarter of 2017/18 and the first quarter of 2018/19.

(A) January 2018 to March 2018 (Quarter 4 of 2017/2018)

Employee Protection Register (EPR)

Six names had been added to the Employee Protection Register and three names removed during the fourth quarter period. This brought the total number of individual names on the EPR in the fourth quarter to 47.

Work Place Inspections

Some workplace inspections had run slightly over the 6 month period but procedures had been put in place so this would not re-occur. A review procedure with four categories of action had also been put in place to ensure that any actions were closed out. These categories were immediate, high, medium and low. Immediate – action to be carried out within one week, high – action to be carried out within one month, medium – within three months and low within six months. Internal Audit approval was being sought to ensure that the documentation in relation to these actions was sufficient.

Near Miss/ Learning Events

There had 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.

Health and Safety Training

Training in the quarter had mainly been undertaken on Asbestos Unlicensed Removal, Fire Marshal/ Warden, Emergency First Aid, Ladder User, Construction Skills Certification Scheme Test. All training was well received.

SAFETY COMMITTEE

Health and Safety Issues Raised During the Quarter

The report provided information relating to Heating and Ventilation at the Arc, Lone Working and Personal Safety and Car Parking at the Arc.

(B) April 2018 to June 2018 (Quarter 1 of 2018/2019)

Employee Protection Register

Six names had been added to the Employee Protection Register and one had been removed during the first quarter of 2018/19. This brought the total number of individual names on the register to 52 as at 30th June 2018.

Work Place Inspections

An updated report in relation to work place inspections was circulated at the meeting.

Near Miss/ Learning Events

There had been one near miss incident reported during the quarter which related to road traffic incidents where the 3rd party was at fault.

Health and Safety Training

Training in the quarter had been undertaken in Asbestos Awareness (Annual Refresher), Scaffold Appreciation, Scaffold Inspection and Sharps Awareness. Sun Safety Awareness bulletins had also been put out especially to operatives who normally worked out doors.

A Member raised that the report noted that Committee's view was sought further to a suggestion that workplace inspections should be undertaken on Council vehicles and non-communal commercial premises (i.e. Shirebrook Station). The Health and Safety Manager noted that this had been raised as a suggestion. The Head of Streetscene reported that vehicle inspection systems were in place and these were complemented by driver inspections.

It was raised that the Council had a large portfolio of premises which may be subject to different inspection regimes. The Corporate Property Manager advised that with regard to commercial premises, health and safety inspections were usually included in the lease to be undertaken by the tenant. The Chair suggested that a report be presented to a future meeting regarding the details of health and safety regimes for tenanted commercial premises. The Head of Streetscene added that audits for transport fleet services and action plans with follow up audits had been carried out.

In response to a query from the Chair, the Health and Safety Manager confirmed that sun block was not part of personal protective equipment supplied to outdoor operatives by the Council.

The Chair queried if the increase in disabled spaces provided in the car park were monitored to ensure they were being properly used. The Corporate Property Manager

SAFETY COMMITTEE

advised the meeting that no monitoring was carried out as there were no powers to enforce.

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

The meeting concluded at 1455 hours.

North East Derbyshire District Council

Safety Committee

15th November 2018

Health & Safety Arrangements at Bolsover District Council

Report of the Health and Safety Manager

This report is public

Purpose of the Report

- To request that the Safety Committee review a number of additional arrangements which sit below the overarching Health and Safety Policy previously approved by the Committee.

1 Report Details

Background Information

- 1.1 As part of the continuous improvement process for health and safety within the organisation a number of additional arrangements have been developed to supplement those already approved in order to expand the areas cover by the Health and Safety policy.
- 1.2 The arrangements the Council is being asked to approve are as follows:
- Asbestos
 - Control of Contractors
 - Driving at Work
 - Electrical Safety
 - Fire Safety
 - Gas Safety
 - Legionella
 - Mobile Phone
 - Sharps and Needle Sticks
 - Training
 - Work at Height
 - Work with Construction Projects (CDM)
 - Workplace Transport Safety

The arrangements can be viewed by accessing the following link:

<..\..\..\..\PUB\Health & Safety\BDC Safety Committee Documentation>

2 Conclusions and Reasons for Recommendation

- 2.1 The Council recognises its duties and responsibilities as an employer and so far as is reasonably practicable seeks to ensure that all activities delivered by or on behalf of it do not have an adverse effect on the wellbeing or condition of any individual, premise, or the environment.
- 2.2 By ensuring appropriate policies and arrangements the Council ensures it is compliant with all obligations imposed by the Health and Safety at Work (etc) Act 1974 and other relevant legislation.

3 Consultation and Equality Impact

- 3.1 Consultation has been undertaken with management and trade unions via informal consultation prior to submission to the Council; Equality Impact Assessments have been undertaken as appropriate.

4 Alternative Options and Reasons for Rejection

- 4.1 No alternatives have been considered given the governing legislation and the obligations and requirements placed on the Council.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 It is envisaged that there is any significant financial implications connected with this report although training in respect of certain arrangements will incur a cost which will be met from appropriate health and safety training budgets.
- 5.1.2 The risk of not appropriate arrangements in place is significant and could cause reputational and financial damage to the Council, as well as potential criminal charges being brought.

5.2 Legal Implications including Data Protection

- 5.2.1 Health and Safety requirements are covered by specific legislation, mainly the Health and Safety at Work (etc) Act 1974, as well as other specific pieces of legislation. Data protection issues have been considered where necessary.

5.3 Human Resources Implications

- 5.3.1 There are no human resource implications connected with the adoption of this report other than clarification of existing responsibilities for designated post holders with the Council.

6 Recommendations

- 6.1 It is recommended that the Safety Committee accept the proposal and formally approve the arrangements placed before it and sanction the subsequently rolled out of the full Health and Safety Policy across the authorities operational areas.

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:</p> <p><i>BDC: Revenue - £75,000 <input type="checkbox"/></i> <i>Capital - £150,000 <input type="checkbox"/></i> <i>NEDDC: Revenue - £100,000 <input type="checkbox"/></i> <i>Capital - £250,000 <input type="checkbox"/></i> <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>	None directly
<p>Links to Corporate Plan priorities or Policy Framework</p>	
<p>No link to Corporate Plan Priorities</p> <p>Linked to Service Target (07) in HR & Payroll Service Plan</p> <p>Service Target (07)- To Implement a revised H&S policy and full set of arrangements across the Council.</p>	

8 Document Information

Appendix No	Title
<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>	
Report Author	Contact Number
Mark Spotswood (Health & Safety Manager)	(01246) 242403

Bolsover District Council

Safety Committee

15th November 2018

Accident Statistics Report

Report of the Health and Safety Manager

This report is public

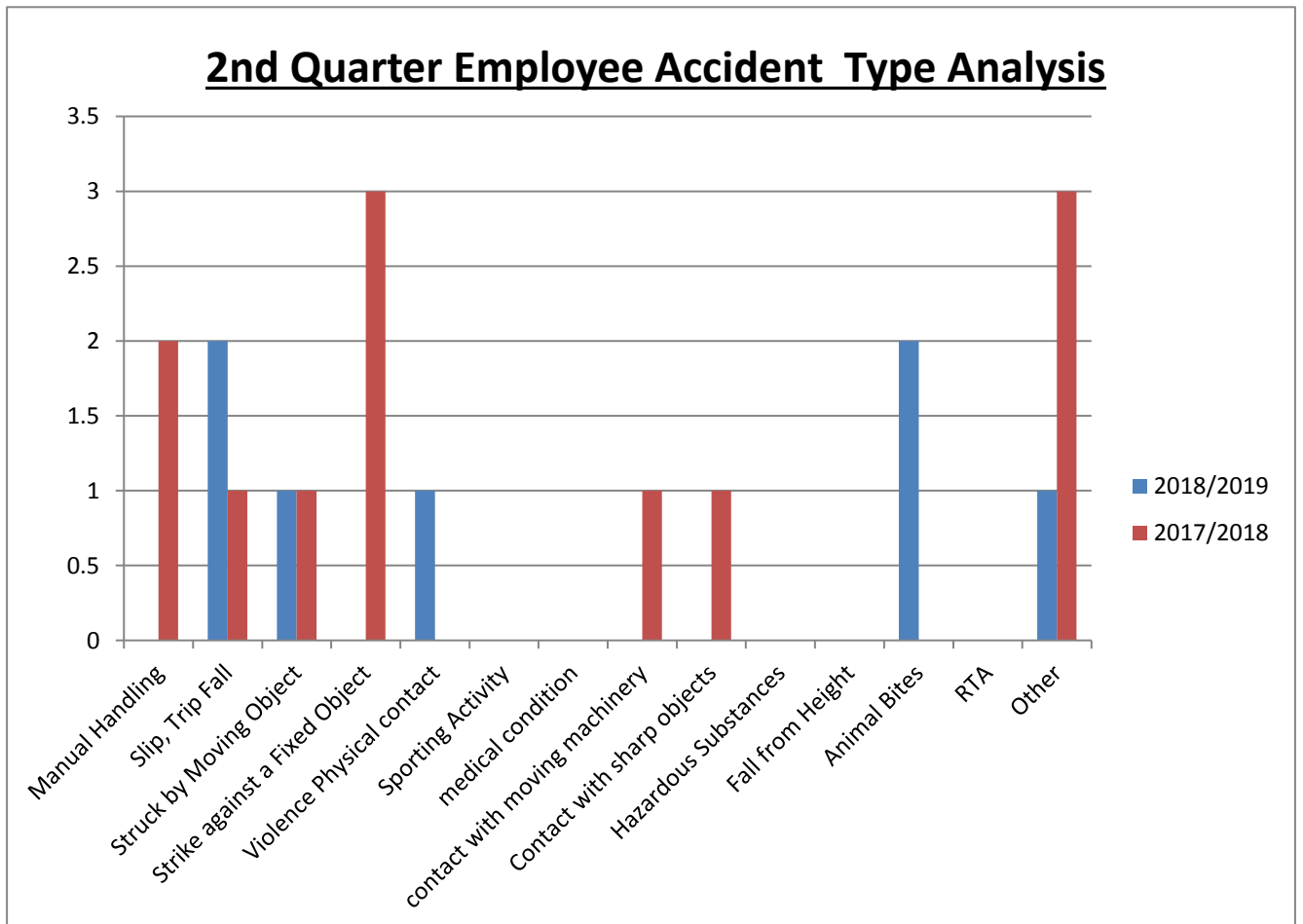
Purpose of the Report

- 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

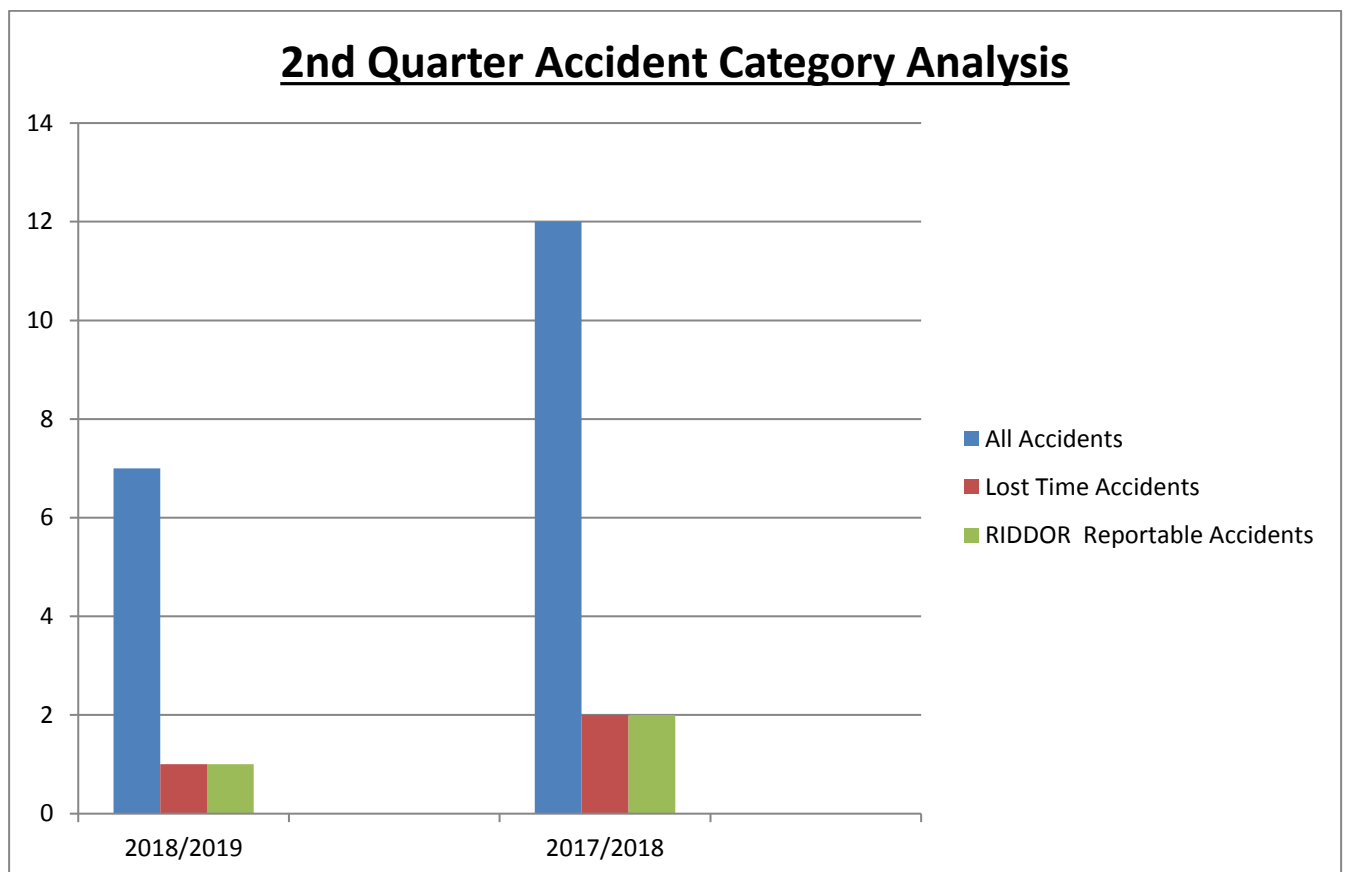
1.1.1 Accident Type

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
2018/2019	0	2	1	0	1	0	0	0	0	0	0	2	0	1	7
2017/2018	2	1	1	3	0	0	0	1	1	0	0	0	0	3	12



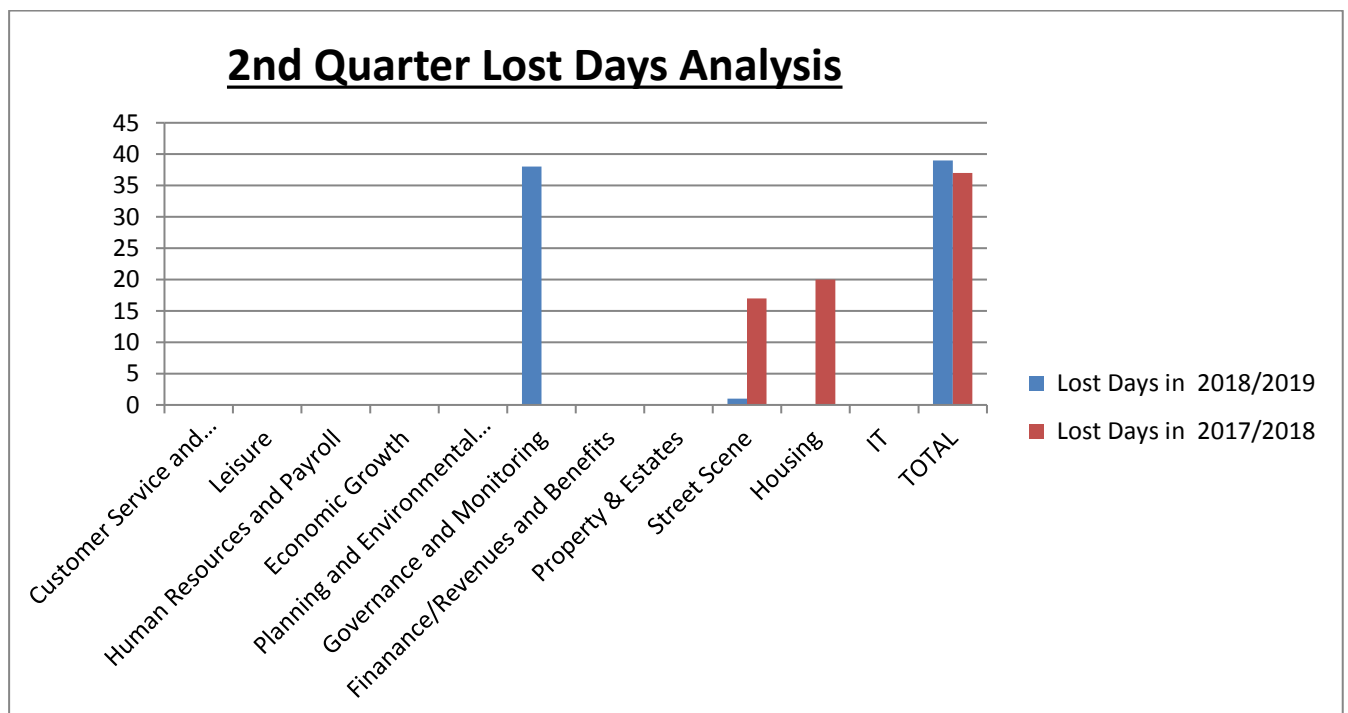
1.1.2 Accident Category Totals

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	1
May	3	0	0	1	0	0
June	2	1	0	1	0	0
July	3	0	0	5	1	1
August	4	1	1	4	0	1
September	0	0	0	3	1	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	1	0	4	0	1
2 nd Quarter	0	1	1	12	2	2
3 rd Quarter	0	0	0	0	0	0
4 th Quarter	0	0	0	0	0	0
TOTALS	13	2	1	16	2	3



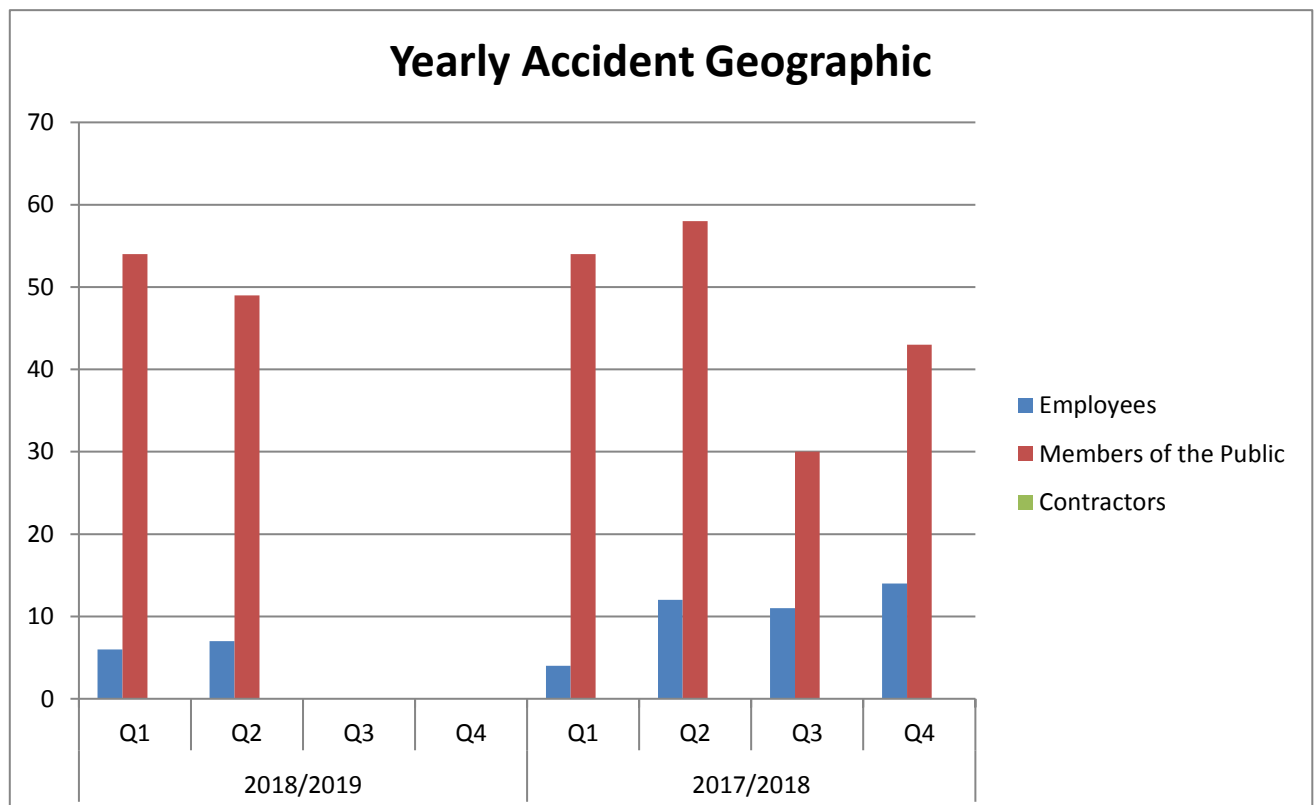
1.1.3 Accident Lost Days

	Lost Days for 2nd Quarter 2018/2019	Total Lost Days to End of 2 nd Quarter 2018/2019	Lost Days for 2 nd Quarter 2017/2018	Total Lost Days to End of 2nd 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	38	38	0	0
Finance/Revenues and Benefits	0	0	0	0
Property & Estates	0	0	0	0
Street Scene	1	2	17	52
Housing	0	0	20	20
IT	0	0	0	0
TOTAL	39	40	37	72



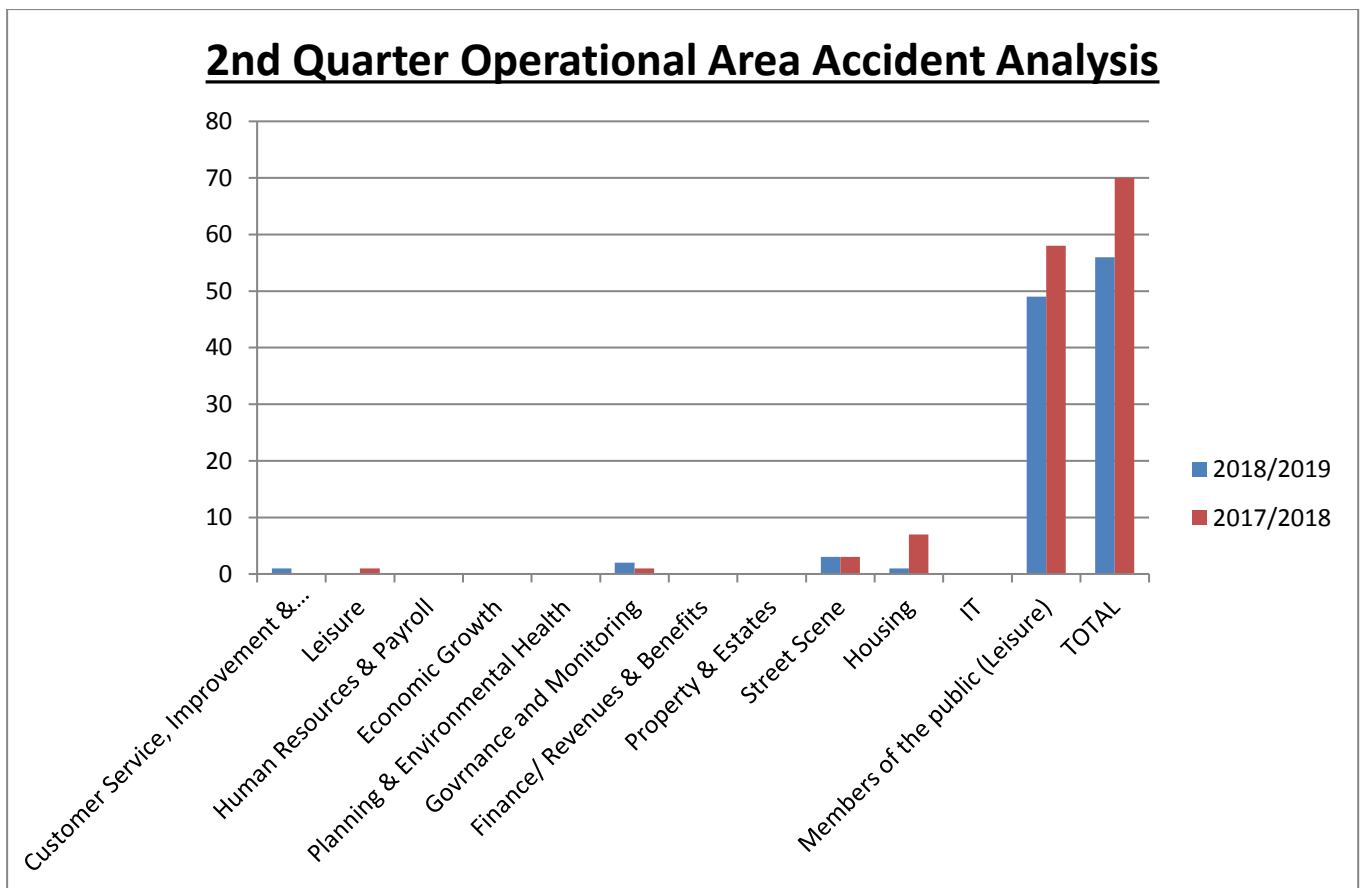
1.1.4 Accident Geographic

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	3	17	0	5	18	0
August	4	19	0	4	24	0
September	0	13	0	3	16	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	54	0
2 nd Quarter	7	49	0	0	58	0
3 rd Quarter	0	0	0	0	0	0
4 th Quarter	0	0	0	0	0	0
TOTALS	13	103	0	16	112	0



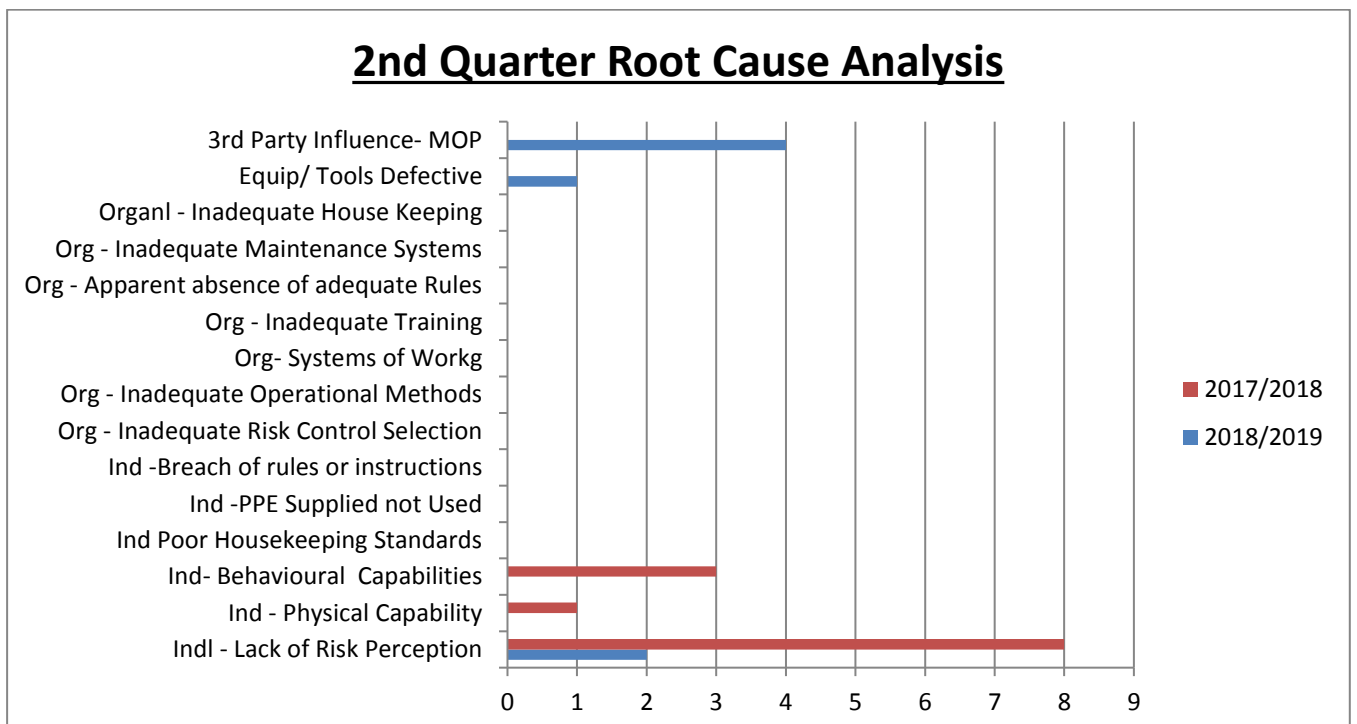
1.1.5 Operational Area Accidents

	2nd Quarter Accidents Totals 2018/2019	Yearly Accidents Totals to end of 2nd Quarter 2018/2019	2nd Quarter Accidents Totals 2017/2018	Yearly Accidents Totals to end of 2nd Quarter 2017/2018
Customer Service & Improvement	1	1		1
Leisure		1	1	1
Human Resources & Payroll				
Economic Growth				
Planning & Environmental Health				
Governance and Monitoring	2	2	1	1
Finance/ Revenues & Benefits				
Property & Estates				
Street Scene	3	7	3	5
Housing	1	2	7	8
IT				
Members of the Public (Leisure)	49	103	58	112
TOTAL	56	116	70	128



1.1.6 Incident Root Cause

2nd QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	2nd Quarter 2018/2019	Yearly Total to end of 2nd Quarter 2018/2019	2nd Quarter 2017/2018	Yearly Total to end of 2nd Quarter 2017/2018
Ind. - Lack of Risk Perception	2	3	8	9
Ind. - Physical Capability		2	1	1
Ind.- Behavioural Capabilities			3	3
Ind. Poor Housekeeping Standards		1		
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions				
Org - Inadequate Risk Control Selection				
Org - Inadequate Operational Methods				1
Org - Systems of Work		1		
Org - Inadequate Training				
Org - Absence of adequate Rules				
Org - Inadequate Maintenance Systems				
Org - Inadequate House Keeping		1		1
Equipment/ Tools Defective	1	1		1
3rd Party Influence- member of the public	4	4		
TOTAL	7	13	12	16



1.1.7 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Slips, Trips and falls on Same Level (28.5%)
 - Animal Bites (28.5%)
 - Violence/Aggression (14.28%)
 - Struck moving Object (14.28%)
 - Other (Laceration Wound) (14.28%)

Total Number of Employee Accidents – 7

- The number of employee accidents recorded in the quarter has fallen by (41.6%) from 12 to 7 compared with the same period last year and this is below target figure of 9.5 accidents per Quarter.
- Lost time accidents and RIDDOR reportable incidents have fallen by (50%) over the same period last year.
- The number of lost days recorded in the quarter has slightly risen from 37 days in 2017/2018 to 39 day in 2018/2019, 38 of these days related to one incident. (This is based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days.)
- The overall number of accidents occurring within the authority in the 2nd Quarter has decreased by a figure of 25%. This reduction is mostly due to the fact that the number of employee accidents has fallen from 12 to 7 (41.6%).
- Street Scene (42.9%), Governance & Elections (28.5%) Housing (14.2%), and Customer Services (14.2%) and are the operational areas recording accidents during the quarter.
- The main route cause of employee accidents was down to 3rd party/ member of the public influences (42.8%).

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

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

$$= \frac{5 \times 100,000}{489}$$

$$= 1022 \text{ (As at 30th September 2018)}$$

This figure has fallen from a figure of 1263 recorded at the end of the 1st 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.

$$= \frac{5 \times 100,000}{37 \times 50 \times 489}$$

$$= \frac{500,000}{904,650}$$

$$= 0.55 \text{ (As at 30th September 2018)}$$

This figure has fallen from a figure of 0.68 recorded at the end of the 1st 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 – 23rd August 2018

$$= (5.29 \times 470) \times 38$$

$$= 94,479 \text{ Hours (As at 30th September 2018)}$$

1.2 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Type of Incident	Incident Severity	Section	Lost Time Days (Actual)	Reportable?
31/08/2018	Elections Canvasser was bitten by dog whilst posting election card through door of property.	Animal Bite		Governance & Elections	0.00	No
30/08/2018	Individual banged head on mobile sweeper door whilst closing cab door to avoid on-going vehicle.	Struck by Moving Object	Minor Injury - No Lost Days	Street Scene	0.00	No
30/08/2018	IP was bit by dog through garden gate whilst collecting wheelie bin from pavement.	Animal Bite	Lost Time - Up to 7 Days	Street Scene	1.00	No
23/08/2018	When canvassing, tripped on a ramp at the property.	Slips, Trips, Falls on Same Level	Lost Time - Over 7 days	Governance & Elections	38.00	Yes
25/07/2018	IP slipped forward off her chair causing her to fall to the floor.	Slips, Trips, Falls on Same Level	Near Miss Incident - No Injury	Customer Services	0.00	No
16/07/2018	Cut left index finger whilst removing boiler casing	Other	Minor Injury - No Lost Days	Housing Repairs	0.00	No
05/07/2018	IP was knocked by car veering onto pavement whilst collecting wheelie bins from the pavement area.	Violence & Aggression	Near Miss Incident - No Injury	Street Scene	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	N/A
Links to Corporate Plan priorities or Policy Framework	N/A

8 Document Information

Appendix No	Title
	Not applicable for this report
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Not applicable for this report	
Report Author	Contact Number
Health and Safety Manager	242403

Report Reference –

Bolsover District Council

Safety Committee

15th November 2018

Health and Safety Report

Report of the Health and Safety Manager

This report is public

Purpose of the Report

- To provide an update on the council's health and safety performance over the last quarter.
- To provide an update on the council's health and safety aims and objectives and the progress made against realising these targets.
- To report on any significant health and safety accidents, incidents, enforcement activity or legislative changes which could adversely affect the council's risk exposure.

1 Report Details

1.1 Actions from Previous Meeting

There were no actions resulting from the previous meeting held on 30th August 2018.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period nine (9) names have been added to the employee protection register and four (4) removed. As a result the total number of entries now held on the register is fifty seven (57). (As at 30th September)

In addition the new electronic employee protection register is ready for launch.

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	20/09/18	20/03/19	28/09/18	High Priority actions closed out	1 st Review Conducted
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	25/09/18	25/03/19	28/09/18	N/A	Awaiting 1 st Review
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	12/09/18	12/03/19	14/09/18	High Priority actions closed out	1st Review completed
LEISURE FACILITIES						
Go Active at the Arc Leisure Centre	Joint Assistant Director of Leisure	20/09/18	20/03/19	28/09/18	High Priority actions closed out	1 st Review Conducted
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	19/10/18	19/04/19	21/10/18	N/A	Awaiting 1 st Review
Boathouse, Pleasley Vale		19/10/18	19/04/19	21/10/18	N/A	Awaiting 1 st Review
Unit T, Pleasley Vale		19/10/18	19/04/19	21/10/18	N/A	Awaiting 1 st Review
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	25/01/18	25/07/18	30/01/18	All actions closed out	Inspection overdue
Bolsover Contact Centre		25/01/18	25/07/18	30/01/18	All actions closed out	Inspection overdue
Shirebrook Contact Centre		25/01/18	25/07/18	30/01/18	All actions closed out	Inspection overdue
South Normanton Contact Centre / Hub		25/01/18	25/07/18	30/01/18	All actions closed out	Inspection overdue
SHOP UNITS AND GROUP DWELLINGS						
Ashbourne Court, Shirebrook	Head of Housing Services	16/08/18	23/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Jubilee Court, Pinxton		16/08/18	23/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Mill Lane, Whitwell		21/08/18	22/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Parkfields, Clowne		21/08/18	22/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Park View, Barlborough		21/08/18	22/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Queens Court, Creswell		21/08/18	22/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Valley View, Hillstown, Bolsover		16/08/18	23/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted

Victoria House, Creswell		21/08/18	22/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
Woburn house, Blackwell		16/08/18	23/01/19	26/08/18	High Priority Actions Closed Out	1 st Review Conducted
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts	21/09/18	21/03/19	10/10/18	High Actions Closed out	1 st Review Conducted
Mill 2 - Pleasley Vale Mills		21/09/18	21/03/19	10/10/18	High Actions Closed out	1 st Review Conducted
Mill 3 - Pleasley Vale Mills		21/09/18	21/03/19	10/10/18	High Actions Closed out	1 st Review Conducted
The Tangent, Shirebrook		22/10/18	22/04/19	30/10/18	N/A	Awaiting 1 st Review

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 1st 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	0
Fire Safety Awareness	1 Hour	0
Fire Marshal/ Warden	½ Day	19
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	2
First Aid At Work (Refresher)	2 Days	1
Emergency First Aid	1 Day	0
Trailer Training (FULL)	3 Days	0
Trailer Training (Awareness)	1 Day	0
Sharps Awareness	3 hours	0
Ladder User	½ Day	0
Ladder Inspection	½ Day	0
Scaffold Appreciation	1 Day	0
Scaffold Inspection	1 Day	0
Corporate Safety Induction	1 Hour	7
Trainee Safety Induction	1 Hour	0

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

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