

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.

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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).

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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.

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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.

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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.

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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

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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.