

SAFETY COMMITTEE

AGENDA

Thursday 14th February 2019 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 15 th November 2018.	3 to 8
5.	Sickness Absence Quarter 3; October - December 2018.	9 to 15
6.	Accident Statistics Report.	16 to 27
7.	Health and Safety Report.	28 to 36

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 15th November 2018 at 1400 hours.

PRESENT:-

Members:- Councillors R.J. Bowler, H.J. Gilmour, A. Joesbury and B.R. Murray-Carr (form Minute No. 0465).

UNISON:- J. Clayton.

UNITE:- No representatives present.

K. Shillitto (Unison) in the Chair

Officers:- S. Gordon (Human Resources and Organisational Development (OD) Manager), P. Campbell (Joint Head of Housing and Community Safety), M. Spotswood (Health and Safety Manager), R. Hutchinson (Health and Safety Coordinator), M. Cooper (Corporate Property Manager), W. Carter (Leisure Operations Manager) and A. Bluff (Governance Officer).

0460. APOLOGY

An apology for absence was received on behalf of Councillor J.E. Bennett.

0461. URGENT ITEMS OF BUSINESS

The Chair consented to an urgent item of business to be considered at the meeting being the Sickness Absence Figures for Quarter 2 – July 2018 to September 2018.

0462. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0463. MINUTES – 30TH AUGUST 2018

Moved by Councillor H.J. Gilmour and seconded by K. Shillitto

RESOLVED that the Minutes of a Safety Committee meeting held on 30th August 2018 be approved as a true record.

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0463A. URGENT ITEM OF BUSINESS – SICKNESS ABSENCE FIGURES – QUARTER 2 – JULY 2018 TO SEPTEMBER 2018

Committee considered a report, which provided sickness absence figures for the 2nd quarter of 2018/19 (July 2018 to September 2018) with comparison figures for 2015/16, 2016/17 and 2017/18.

The average number of days lost due to sickness absence in quarter 2 was 1.8 per employee. This was a decrease in comparison to quarter 1, which was 2.23 days per employee.

The report noted that sickness absence had been reducing for the last three quarters and the number of long term/short term cases had also reduced over the same period. Stress related cases and muscular/skeletal related cases remained in the top three reasons for sickness absence, however, the Human Resources and OD Manager advised the meeting that the majority of stress related cases were not work related.

A table providing a summary of breakdown figures by Directorate for short/long term split over the quarter was attached as an appendix to the report. A Unison representative requested that for future reports the number of employees for each Directorate be included in the table. The Human Resources and OD Manager noted that this figure would fluctuate by department.

Information relating to the top three service areas experiencing the highest levels of absence and lowest levels of absence was also included in the report.

Support for managers and employees was provided by Occupational Health where appropriate and employees had access to 24/7 Employee Assistance Programme where confidential advice was provided on a range of issues.

The Unison representative further queried if stress related absence was higher in any particular department(s) compared to other department(s). The Human Resources and OD Manager replied that Unison's query was timely as she would be presenting a report to Strategic Alliance Management Team the day after this meeting to request that meetings be set up with Heads of Service to discuss the correlation and links to sickness absence and the trends spotted from reviewing the statistics in particular areas and to organise actions. The Human Resources and OD Manager would report back to a future Safety Committee regarding this.

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

0464. HEALTH AND SAFETY ARRANGEMENTS AT BOLSOVER DISTRICT COUNCIL

Committee considered a report which provided a number of additional health and safety arrangements which sat under the overarching Health and Safety Policy.

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As part of a continuous improvement process for health and safety within the organisation a number of additional arrangements had been developed to supplement those already approved in order to expand the areas covered by the Health and Safety Policy.

By ensuring appropriate policies and arrangements, the Council ensured it was compliant with all obligations imposed by the Health and Safety at Work (etc) Act 1974 and other relevant legislation.

Consultation had been undertaken with management and trade unions via informal consultation prior to submission to the Council. Equality Impact Assessments had been undertaken as appropriate.

The report requested the following arrangements to be approved, however, Committee was asked to note that Electrical Safety, Gas Safety and Work with Construction Projects (CDM) would now be presented to a future meeting due to further consultation being required;

- 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

Members were advised that the above arrangements could be viewed by accessing the following link: <..\\..\\..\\PUB\\Health & Safety\\BDC Safety Committee Documentation>

A Unison representative welcomed the report and felt that the arrangements were far more comprehensive, detailed and rigorous than before which was also reassuring for staff.

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

RESOLVED that (1) the arrangements as stated in the report with the exception of Electrical Safety, Gas Safety and Work with Construction Projects (CDM), be approved and implemented across the Authority's operational areas.

(2) the arrangements for Electrical Safety, Gas Safety and Work with Construction Projects (CDM) be presented to a future meeting after further consultation had been carried out.

(Health and Safety Manager)

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Councillor B.R. Murray-Carr entered the meeting at this point.

0465. ACCIDENT STATISTICS REPORT

Committee considered a report which provided accident statistic information for the second quarter of 2018/19 (July 2018 to September 2018).

Employee Accidents

The number of employee accidents recorded in the quarter had fallen by (41.6%) from 12 to 7 compared with the same quarter in 2017/18 – this was below the target figure of 9.5 accidents per quarter.

Two accidents were related to trips, slips and falls (28.5%), 1 was related to struck by a moving object (14.28%), 1 was related to violence/aggression (14.28%), 2 were related to animal bites (25.5%) and 1 was in relation to a laceration wound (14.28%).

Lost time accidents and RIDDOR reportable incidents had fallen by (50%) over the same quarter last year.

The number of lost days recorded in the quarter was 39 days, compared to 37 days in 2017/2018. 38 of these days related to one incident (this was 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 had decreased by 25%. This reduction was mostly due to the fact that the number of employee accidents had fallen from 12 to 7 (41.6%).

Street Scene (42.9%), Governance & Elections (28.5%) Housing (14.2%), and Customer Services (14.2%) were the operational areas recording accidents during the second quarter.

Members of the Public Accidents

The number of public accidents recorded in the second quarter was 49 – these were in relation to public usage of the leisure facilities at the Arc. The Health and Safety Manager credited Leisure Services for reporting each accident which occurred.

With regard to the two reported dog bite incidents, a Member queried if it was publicised in the Council's In Touch magazine that residents should ensure their dogs were kept under control on refuse bin collection days and when officers of the Council visited properties. The Health and Safety Manager replied that after a report of a dog bite incident, a letter was sent to the owner of the dog reminding them of their responsibility to keep their dog under control and the address of the property would be added to the Employee Protection Register. In addition, some training had been carried out with staff on how to post correctly through a letter box in the event that a dog was in the property. Also, on approaching a property to be aware of common signs that dog(s) lived there.

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This advice had been sought from the post office in relation to how they carried out their staff training.

Moved by Councillor A. Joesbury and seconded by K. Shillitto (Unison)
RESOLVED that the report be noted.

0466. HEALTH AND SAFETY REPORT

Committee considered a report which provided information on health and safety performance during the second quarter.

Employee Protection Register (EPR)

During the quarter 9 names had been added to the EPR and 4 had been removed. As at 30th September 2018, this brought the total number of entries held on the EPR to 57.

The Health and Safety Manager noted that the number of names on the Register had increased significantly over the previous few years and he felt that inappropriate behaviour seemed to be getting more common.

The Health and Safety Manager noted that the Data Protection Officer was looking at the figures on the EPR to see where the source information was being provided from.

In response to a question raised by a Unison representative the Health and Safety Manager replied that a tranche of Lone Worker training had previously taken place. However, some sections had requested restraint training and the Health and Safety Manager felt that this training should only be carried out where it was appropriate to do so. The Head of Housing added that it was becoming more apparent that there was an increasing number of vulnerable people living in the District without any support as a direct result of some support services being withdrawn. Housing were being contacted by professionals and being asked to rehouse directly people who had been deemed too dangerous and at risk to go into supported accommodation.

Work Place Inspections

The next round of work place inspections had been completed. Over the coming six month cycle there would be some streamlining taking place due to Audit recommendations regarding follow ups on work place inspections.

A Member raised concern regarding the four contact centres and that inspections were reported as being overdue. The Health and Safety Manager replied that since the report had been published, all inspections had now been carried out.

Near Miss/ Learning Events

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

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Health and Safety Training

The following training had been undertaken during the quarter;

Manual Handling (Street Scene)	Fire Marshal/ Warden
Manual Handling (Leisure)	SHE Accident System Training
Manual Handling (Housing)	Risk Perception/ Hazard Spotting
Manual Handling (General)	Lone Worker Training
Asbestos Awareness (Full Course)	First Aid At Work (Initial)
Asbestos Awareness (Annual Refresher)	First Aid At Work (Refresher)
Asbestos Unlicensed Removal	Emergency First Aid
Fire Safety Awareness	Trailer Training (FULL)
Trailer Training (Awareness)	
Sharps Awareness	
Ladder User	
Ladder Inspection	
Scaffold Appreciation	
Scaffold Inspection	
Corporate Safety Induction	
Trainee Safety Induction	

Currently, Health and Safety staff were working with HR staff on developing a matrix of training to be included on the HR21 platform. There would be two areas of training;

- Corporate training
- Operational Area training.

Health and Safety staff would be responsible for ensuring delivery and recording of corporate training and ensuring that operational area training met overall compliance but operational area staff would be responsible for delivering and recording operational area training. Health and Safety staff would then carry out a monitoring role over all of the training to ensure compliance was met.

Moved by Councillor B.R. Murray-Carr and seconded by K. Shillitto (Unison)
RESOLVED that the report be noted.

The Health and Safety Manager was leaving the Authority and this would be his last Safety Committee meeting. The Chair gave a presentation and thanked the Health and Safety Manager on behalf of the Safety Committee and Unison for all his work over the previous years.

The meeting concluded at 1450 hours.

Bolsover District Council

Safety Committee

Report of HR & OD Manager

Sickness Absence Quarter 3 – October - December 2018

1. Purpose of the Report
 - 1.1 To report the sickness absence figures throughout the Council for Quarter 3, October to December 2018.
2. Issues for Consideration
 - 2.1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October to December 2018.
 - 2.1.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Senior Managers as this is split with Bolsover/NE Derbyshire District Council.
 - 2.2 The average number of days lost per employee for the Quarter 3 was 2.52 days.
 - 2.2.1 The 2018/19 predicted outturn figure for the average number of days lost per employee is 8.8 days
 - 2.2.2 The annual target for the Local Performance Indicator to the end of March 2019 is 8.5 days.
3. Summary of Key Corporate Trends

The following tables detail the key pattern and trends being experienced corporately in relation to sickness absence.

Table One: Organisational Outturn Average Number of Days Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1.35	1.92	2.00	2.23
Quarter Two	1.49	2.74	2.12	1.86
Quarter Three	1.65	3.05	2.38	2.52
Quarter Four	1.91	3.14	2.80	
Overall Outturn	**6.28	**10.75	9.3	

**** NB for 2015/16 and 2016/17 out-turn figures include retrospective TMS revisions**

Table Two: Organisational Long Term/Short Term Split Days Percentage

	2015/16		2016/17		2017/18		2018/19	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
Quarter One	43.5%	56.5%	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%
Quarter Two	57.8%	42.2%	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%
Quarter Three	47.9%	52.1%	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%
Quarter Four	42.9%	57.1%	34.0%	66.0%	49.4%	50.6%		
Overall Outturn	47.6%	52.4%	27.0%	73.0%	37.4%	62.6%		

Table Three: Number of Long Term/Short Term Cases

	2015/16		2016/17		2017/18		2018/19	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	77	9	78	18	69	16	104	18
Quarter Two	101	7	69	24	96	18	85	14
Quarter Three	108	11	112	25	112	18	98	21
Quarter Four	104	15	110	25	144	18		
Overall Outturn	390	42	369	92	421	70		

Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 Housing 2 Legal 3 Revenues	1 Legal 2 Finance 3 Democratic	1 Customer Services 2 Housing 3 Planning	1 Customer Services 2 Property/Estates 3 Leisure
Quarter Two	1 Democratic 2 Ec. Growth/Hsg Strat 3 Revenues	1 Democratic 2 Streetscene 3 Property & Estates	1 Planning 2 Customer Services 3 Democratic	1 Customer Services 2 Elections 3 Revs & Bens

Quarter Three	1 Democratic 2 Legal 3 HR & Payroll	1 Democratic 2 Finance 3 HR & Payroll	1 Customer Services 2 ICT 3 Democratic	1 Elections 2 HR/Payroll/H&S 3 CEO/Dir/HoS
Quarter Four	1 Democratic 2 Street Services 3 Finance	1 Democratic 2 Property & Estates 3 Housing	1 Streetscene 2 Customer Services 3 Revenues	1 2 3
Overall Outturn	1 Democratic 2 Ec. Growth/Hsg Str. 3 Revenues	1 Democratic 2 Property & Estates 3 Streetscene	1 Cust Services 2 Housing 3 Revenues	1 2 3

Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 CEPT 2 Community Safety 3 HR & Payroll	1 CEPT 2 Economic Growth 3 HR & Payroll	1 Perf/Comms 2 ICT 3 Legal	1 HR & Payroll 2 Legal 3 Perf/Comms
Quarter Two	1 Finance 2 CEPT 3 Planning	1 CEPT 2 Improvement 3 Planning	1 Finance 2 Perf/Comms 3 CEPT	1 Perf/Comms 2 CEPT 3 Econ Growth
Quarter Three	1 Ec. Growth/Hsg Strat. 2 CEPT 3 Finance	1 Comm Safety 2 Improvement 3 Planning	1 Finance 2 Planning 3 Econ Growth	1 Procurement 2 CEPT 3 Finance
Quarter Four	1 Comm Safety 2 Improvement 3 Legal	1 CEPT 2 Legal 3 Improvement	1 Finance 2 CEPT 3 Legal	1 2 3
Overall Outturn	1 CEPT 2 Comm Safety 3 Improvement	1 CS&I 2 CEPT 3 Comm Safety	1 Finance 2 Legal 3 CEPT	1 2 3

Table Five: Top Three Reasons for Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 Musc Skeletal	1 Musc Skeletal	1 Operations/Hosp	1 Other

	2 Other 3 Stomach/digestion	2 Stress/Dep 3 Other	2 Stress/Dep 3 Musc Skeletal	2 Stress/Dep 3 Musc Skeletal
Quarter Two	1 Stress/Dep 2 Musc Skeletal 3 Other	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Musc Skeletal 3 Stomach/Kdny/Lvr
Quarter Three	1 Musc Skeletal 2 Stress/Dep 3 Back/Neck	1 Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Dep 2 Operations/Hosp 3 Musc Skeletal	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep
Quarter Four	1 Stress/Dep 2 Musc Skeletal 3 Infections	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 2 3
Overall Outturn	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Musc Skeletal 3 Operations/Hosp	1 2 3

Key Trends

- Proportionately, the number of long terms days absence experienced is significantly higher than short term days experienced.
- Muscular/Skeletal is a prominent reason for absence throughout each quarter
- A corporate workforce planning exercise recently undertaken highlighted the correlation between employees aged over 50 and higher levels of sickness absence. This corresponds with the trend within the Council of an ageing workforce.

5. Actions

- 5.1 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.
- 5.2 Support for managers and employees is provided by Occupational Health where appropriate and employees have access to the 24 hour, 7 days a week Employee Assistance Programme where confidential advice is provided on a range of issues
- 5.3 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.

Recommendations

6.1 To note the contents of this report

Appendix One: Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
CEO, Directors and Heads of Service	6.5	1	33	0.5	39.5	5.5	7.18
Democratic	10	2	0	0	10	5.51	1.81
Elections	0	0	53	1	53	3	17.66
Human Resources/Payroll/H&S	5	2	35	1	40	7.83	7.36
Legal	5	2	0	0	5	8.69	0.57
Perf/Comms - Performance	05	3	0	0	5	7.31	0.68
Finance	4	2	0	0	4	7.43	0.54
Revenues & Benefits	21	8	105	3	126	33.9	3.71
Customer Services	21	5	82	3	103	23.21	4.43
ICT (Service Desk)	0	0	0	0	0	0	0

Leisure	46	15	0	0	46	41.61	1.10
Partnerships Strategy	1	1	0	0	1	8.81	0.11
Streetscene	56	19	154	4	210	81.15	2.58
Econ Dev	6	2	0	0	6	3.6	1.66
Housing/ CS	87	22	197.5	8	284.5	124.72	2.28
Procurement	0	0	0	0	0	2	0
Planning	17.5	5	0	0	17.5	18.72	0.93
Prop/Commercial/Estates	35.5	7	23	1	58.5	17.96	3.25

Figure Two: Directorate Breakdown Short/Long Term Split

Directorate	No. of FTE Employees	Short term days	No of employees absent	Long term Days	No of employees absent
Directors/Heads of Service	5.5	6.5	1	33	0.5
People	230.45	174	59	429	12
Place	165	146	36	220.5	9

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of Employees	Top 3 Reasons for Absences
Directors/Heads of Service	(5.5 fte Employees)	Stress/Depression Operation Viral Infection
People	(230.45 fte Employees)	Musc. Skeletal Operations/Hosp. Stress/Depression
Place	(165 fte employees)	Musc Skeletal Operations/Hosp. Viral Infection

Bolsover District Council

Safety Committee

14th February 2018

Accident Statistics Report

Report of the Health and Safety Manager

This report is public

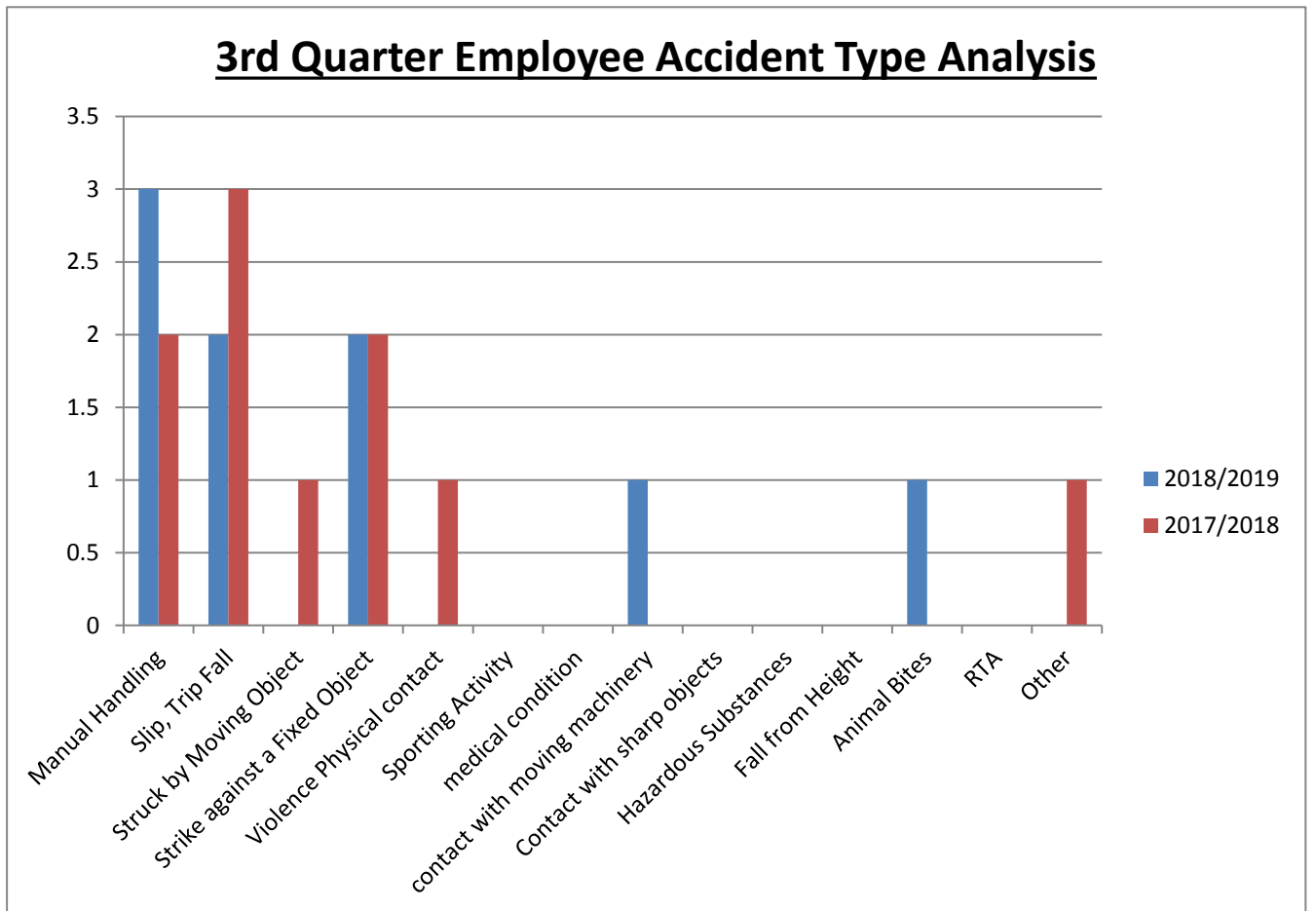
Purpose of the Report

- 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

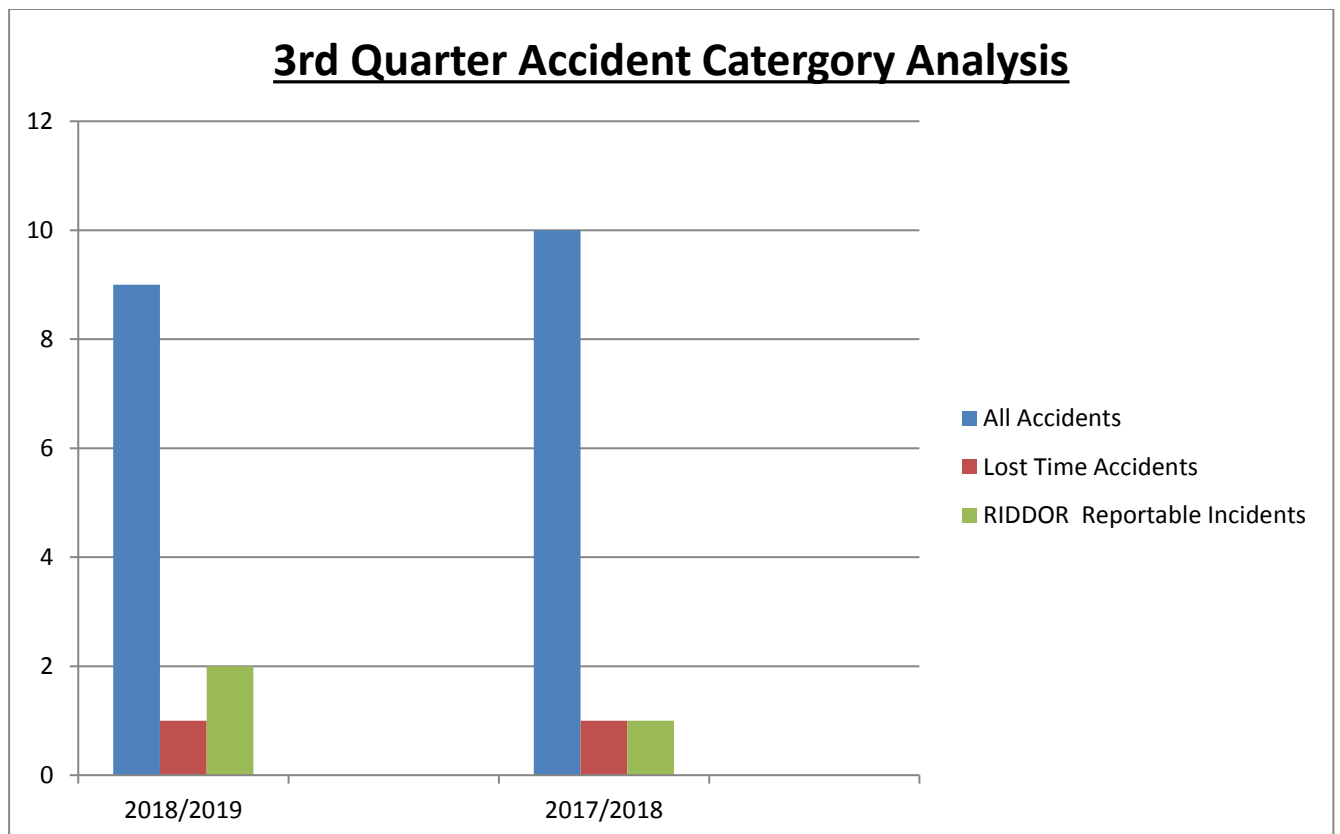
1.1.1 Accident Type

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	3	2	0	2	0	0	0	1	0	0	0	1	0	0	9
2017/2018	2	3	1	2	1	0	0	0	0	0	0	0	0	1	10



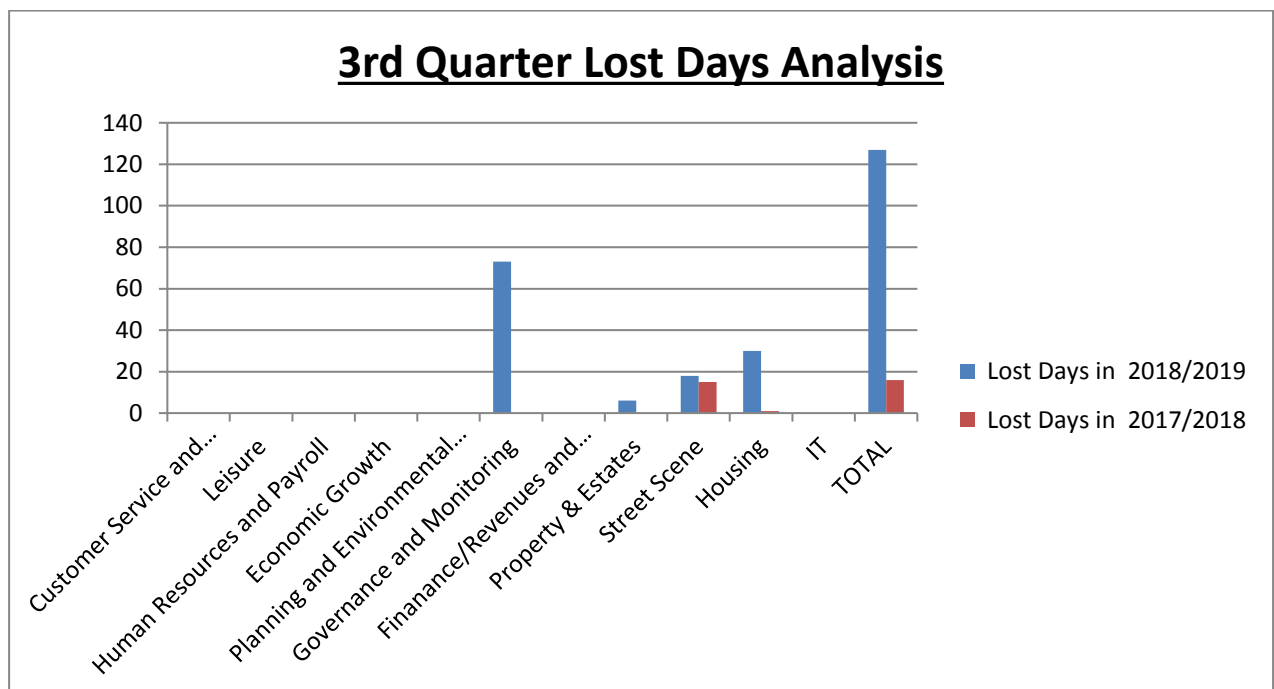
1.1.2 Accident Category Totals

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	4	0	1	2	0	0
November	3	1	0	5	1	1
December	2	0	1	3	0	0
January	0	0	0	1	0	0
February	0	0	0	10	1	2
March	0	0	0	3	1	1
1 st Quarter	6	1	0	4	0	1
2 nd Quarter	7	1	1	12	2	2
3 rd Quarter	9	1	2	10	1	1
4 th Quarter	0	0	0	14	2	3
TOTALS	22	3	3	40	5	7



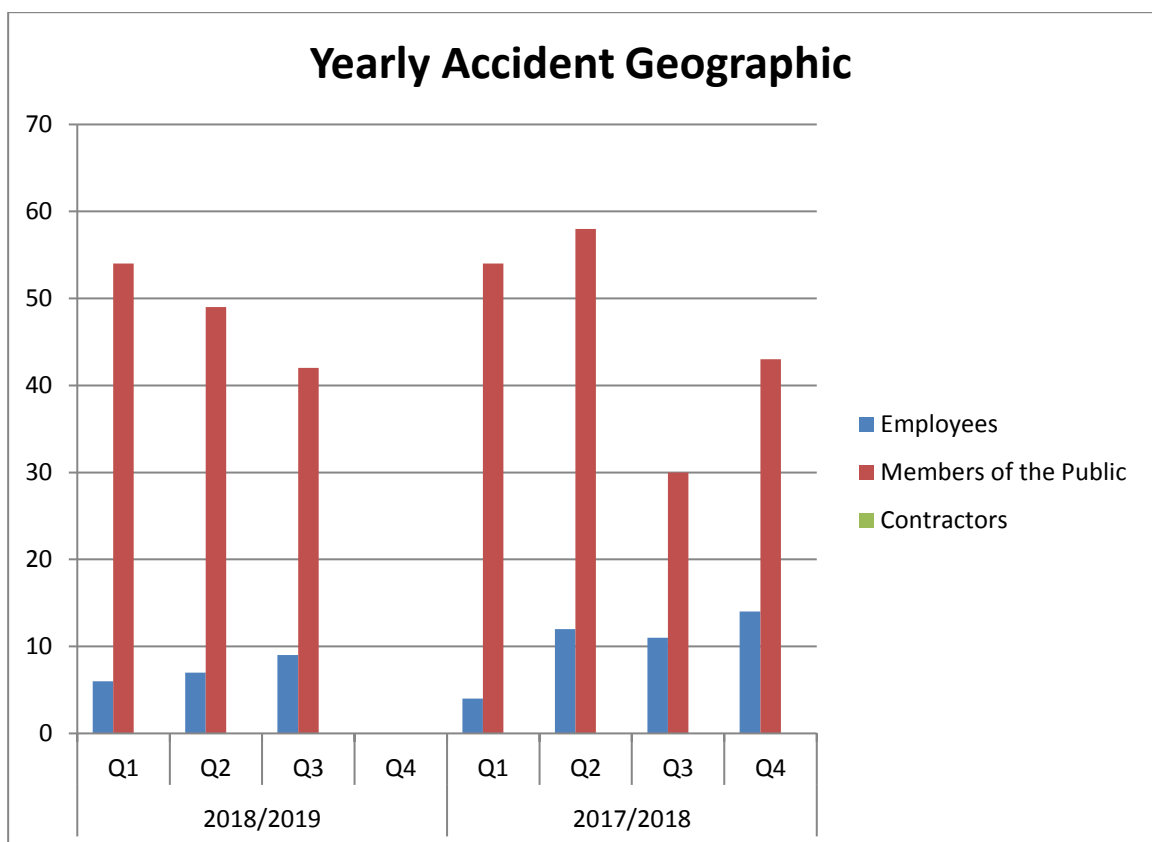
1.1.3 Accident Lost Days

	Lost Days for 3rd Quarter 2018/2019	Total Lost Days to End of 3rd Quarter 2018/2019	Lost Days for 3rd Quarter 2017/2018	Total Lost Days to End of 3rd 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	73	111	0	0
Finance/Revenues and Benefits	0	0	0	0
Property & Estates	6	6	0	0
Street Scene	18	20	15	67
Housing	30	30	20	20
IT	0	0	0	0
TOTAL	127	167	35	87



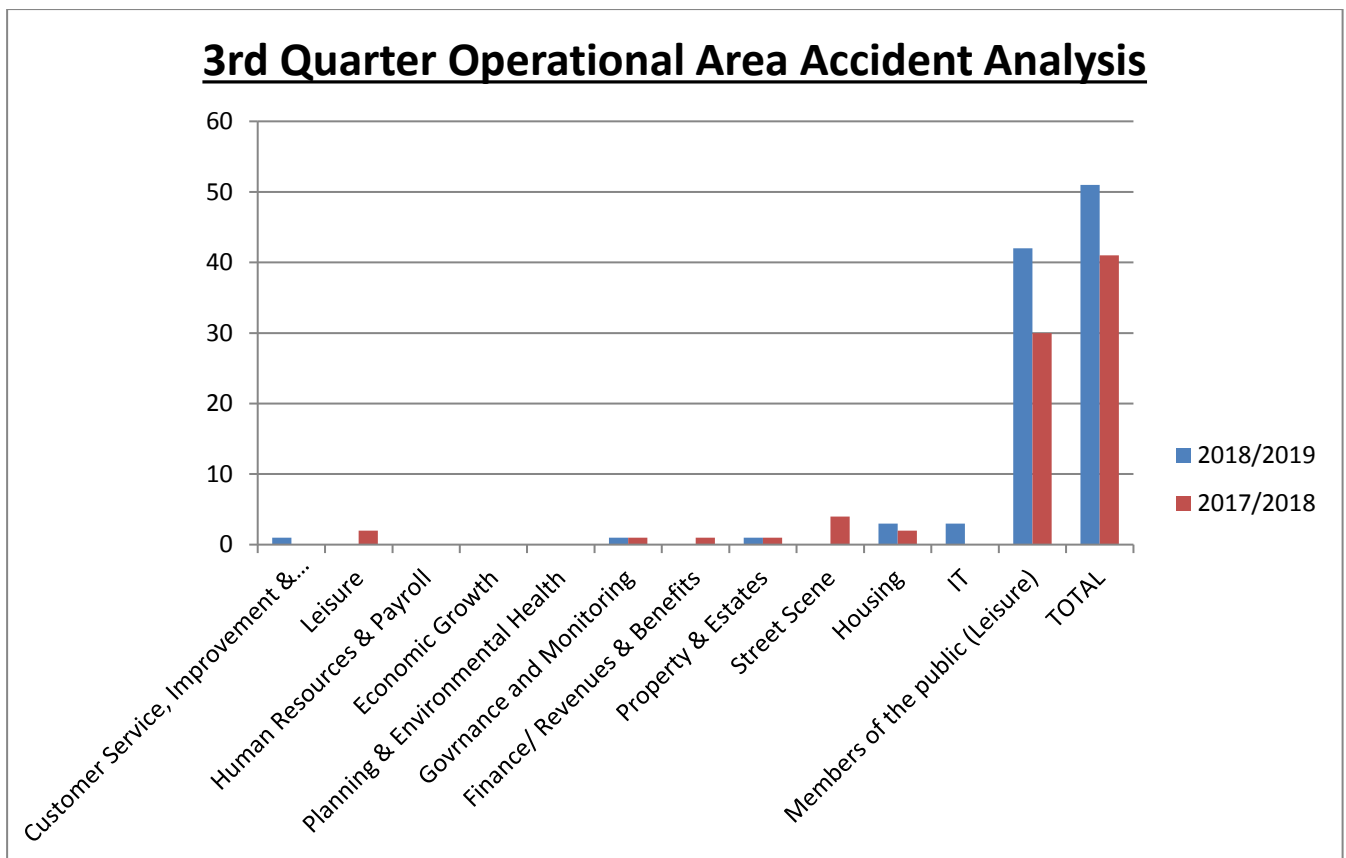
1.1.4 Accident Geographic

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	4	18	0	2	14	0
November	3	14	0	6	14	0
December	2	10	0	3	2	0
January	0	0	0	1	15	0
February	0	0	0	10	17	0
March	0	0	0	3	11	0
1 st Quarter	6	54	0	4	54	0
2 nd Quarter	7	49	0	12	58	0
3 rd Quarter	9	42	0	11	30	0
4 th Quarter	0	0	0	14	43	0
TOTALS	22	145	0	41	185	0



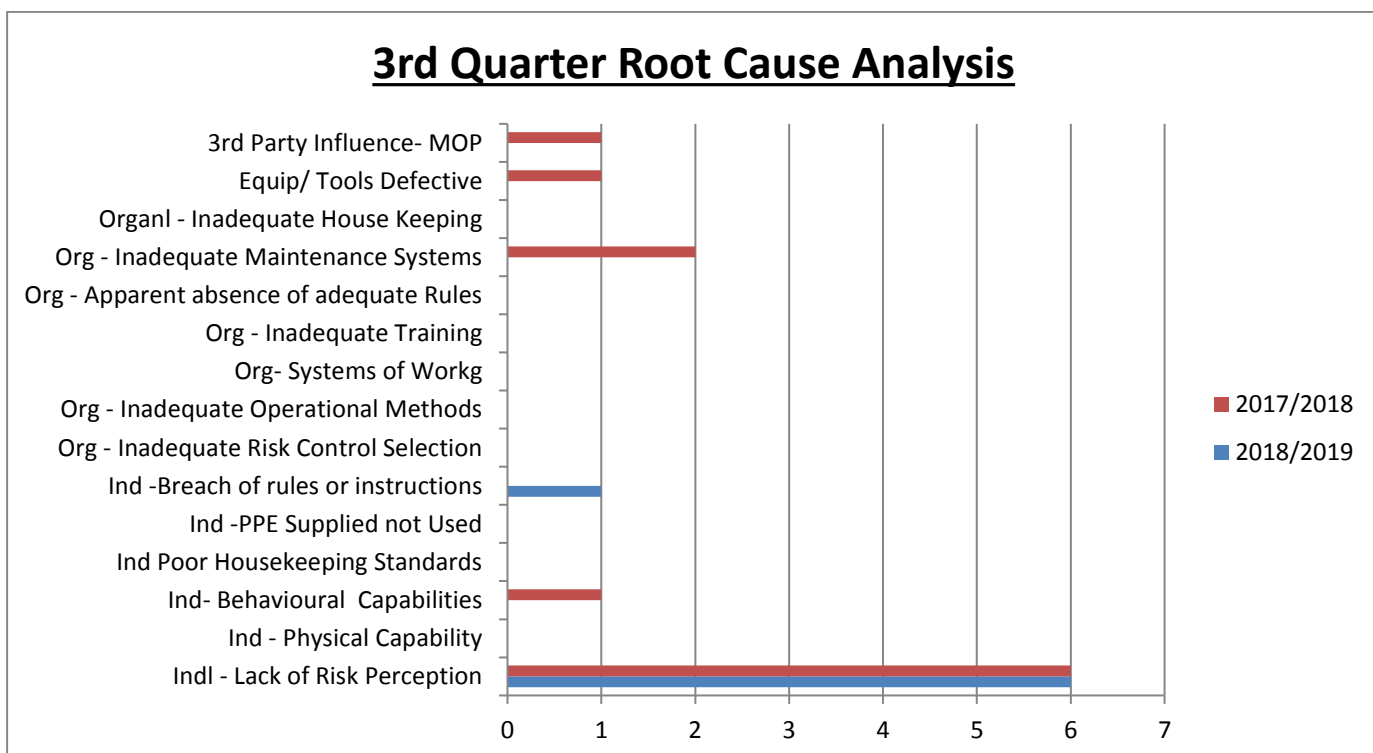
1.1.5 Operational Area Accidents

	3rd Quarter Accidents Totals 2018/2019	Yearly Accidents Totals to end of 3rd Quarter 2018/2019	3rd Quarter Accidents Totals 2017/2018	Yearly Accidents Totals to end of 3rd Quarter 2017/2018
Customer Service & Improvement	1	2		1
Leisure	0	1	1	1
Human Resources & Payroll	0			
Economic Growth	0			
Planning & Environmental Health	0			
Governance and Monitoring	1	2	1	1
Finance/ Revenues & Benefits	0			
Property & Estates	1			
Street Scene	3	10	3	5
Housing	3	5	7	8
IT				
Members of the Public (Leisure)	42	145	58	112
TOTAL	51	165	70	128



1.1.6 Incident Root Cause

3rd QUARTER EMPLOYEE ROOT CAUSE CATEGORIES	3rd Quarter 2018/2019	Yearly Total to end of 3rd Quarter 2018/2019	3rd Quarter 2017/2018	Yearly Total to end of 3rd Quarter 2017/2018
Ind. - Lack of Risk Perception	6	9	6	15
Ind. - Physical Capability		2	0	1
Ind.- Behavioural Capabilities			1	4
Ind. Poor Housekeeping Standards		1		
Ind. -PPE Supplied not Used				
Ind.- Breach of Rules or Instructions	1	1		
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			2	2
Org - Inadequate House Keeping		1		1
Equipment/ Tools Defective	2	3	1	1
3rd Party Influence- member of the public	0	4	1	
TOTAL	9	22	11	25



1.1.7 Key Issues Identified.

- The main causes of employee accidents in the quarter were:
 - Manual Handling (33.4%)
 - Slips, Trips and fall on Same Level (22.2%)
 - Striking Against a Fixed Object (22.2%)
 - Animal Bites (11.1%)
 - Contact with Moving Machinery (11.1%)

Total Number of Employee Accidents – 9

- The number of employee accidents recorded in the quarter has fallen by one from 10 to 9 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 risen by (33%) over the same period last year. There were 2 RIDDOR reportable accidents in this quarter.
- The number of lost days recorded in the quarter has risen from 37 days in 2017/2018 to 127 days in 2018/2019, 73 of these days related to one incident not occurring in this quarter but resultant from an accident at work. (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 3rd Quarter has decreased by a figure of 27% compared with the same period last year. This reduction is mostly due to the fact that the number of Member of the Public accidents has fallen from 58 to 42.
- Street Scene (33.35%), Housing (33.35%), Governance & Elections (11.1%), Property & Estates (11.1%) and Customer Services (11.1%) are the operational areas recording accidents during the quarter.
- The main root cause of employee accidents was down to lack of risk perception (67%). Risk perception Awareness Training is due for renewal this year but not yet scheduled in.

1.2 KEY PERFORMANCE INDICATORS

Accident Incident Rate (AIR)

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

$$= \frac{6 \times 100,000}{489}$$

$$= 1226 \text{ (As at 31st December 2018)}$$

This figure has risen from a figure of 1022 recorded at the end of the 2nd 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 a base figure) X Average Number of Permanent Employees.

$$= \frac{2 \times 100,000}{37 \times 50 \times 489}$$

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

$$= 0.22 \text{ (As at 31st December 2018)}$$

This figure has increased from a figure of 0.11 recorded at the end of the 2nd 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

$$\text{Date of Last Reportable Accident} - 5^{\text{th}} \text{ December 2018}$$

$$= (7.24 \times 470) \times 12$$

$$= 40,833 \text{ Hours (As at 31st December 2018)}$$

(This figure has been skewed by the Christmas closure period)

1.2 EMPLOYEE ACCIDENT RECORDS

Date of Incident	Incident Details	Type of Incident	Incident Severity	Section	Lost Time Days (Actual)	Reportable?
09/10/18	Went to empty green bin with branches stuck up when I took it to the wagon it caught me in the eye	Manual Handling	Minor Injury, No Lost Days	Streetscene	0	No
11/10/18	IP a time served joiner, was using an electric plane and scalloped off some skin to his middle finger on the left hand	Contact with Moving Machinery	Lost Time – Over 7 days	Housing Repairs	30	Yes
11/10/18	IP cut wrist on sharp edge of metal box that has the controls for the glass shutter, which is attached to the front Reception desk	Striking Against Fixed Object	Minor Injury, No Lost Days	Customer Services	0	No
29/10/18	Walked into the raised corner of the Dais in Council Chamber and grazed knee	Striking Against Fixed Object	Minor Injury, No Lost Days	Governance	0	No
07/11/18	Whilst picking up fridge freezer that was flat on the floor, incurred back strain	Manual Handling	Minor Injury, No Lost Days	Streetscene	0	No
16/11/18	IP, one of The Arc cleaners was car sharing and as the rear of the car was exited, IP tripped over the raised kerb adjacent car parking space	Slips, Trips, Falls – same level	Lost Time – Up To 7 days	Property and Estates	6	No
20/11/18	IP was conducting a gas service at the property. There was a dog in the room and it was barking whilst IP was in attendance. As IP turned his back to the dog, it attacked him and bit him on the right calf breaking the skin	Animal Bite	Minor Injury, No Lost Days	Housing Repairs	0	No
05/12/18	Whilst picking up a 3 seater settee, didn't realise it was a recliner. When lifted the bottom opened up and trapped 2 fingers on right hand	Manual Handling	Lost Time – Over 7 days	Streetscene	18	Yes

11/12/18	Lost footing on the ground as dismounted from hop up	Slips, Trips and Falls – same level	Minor Injury, No Lost Days	Housing Repairs	0	No
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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
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

14th February 2019

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 15th November 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 30thSeptember)

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)	HoS Property & Estates	20/09/18	20/03/19	28/09/18	54% Medium Priority actions closed out	2 nd Review Conducted
Unit A3 Mill 1, Pleasley Mill	HoS, Governance & Monitoring Officer	25/09/18	25/03/19	28/09/18	High priority actions closed out 75% Medium actions closed out	2 nd Review conducted
DEPOT						
Riverside Depot, Doe Lea	HoS Street Scene	12/09/18	12/03/19	14/09/18	87% of Medium priority actions closed out	2 nd Review completed
LEISURE FACILITIES						
Go Active at the Arc Leisure Centre	HoS Transformation & Partnerships	20/09/18	20/03/19	28/09/18	Medium actions closed out	2 nd Review Conducted

Pleasley Vale (OAC)	HoS Transformation & Partnerships	19/10/18	19/04/19	21/10/18	67% High actions Closed Out	Awaiting 2nd Review
Castle Leisure Park Pavilion, Carr Vale, Bolsover	HoS Transformation & Partnerships	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	HoS Transformation & Partnerships	25/01/18	25/07/18	07/02/19	All actions closed out	Inspection overdue
Bolsover Contact Centre		25/01/18	25/07/18	07/02/19	All actions closed out	Inspection overdue
Shirebrook Contact Centre		25/01/18	25/07/18	07/02/19	All actions closed out	Inspection overdue
South Normanton Contact Centre / Hub		25/01/18	25/07/18	07/02/19	All actions closed out	Inspection overdue

SHOP UNITS AND GROUP DWELLINGS						
Ashbourne Court, Shirebrook	HoS Housing	25/01/19	25/07/19	pending		
Jubilee Court, Pinxton		16/08/18	23/01/19	26/08/18	Medium Priority Actions Closed Out	2nd Review Conducted
Mill Lane, Whitwell		23/01/19	22/07/19	pending		
Parkfields, Clowne		25/01/19	25/07/19	pending		
Park View, Barlborough		23/01/19	22/07/19	pending		
Queens Court, Creswell		23/01/19	22/07/19	pending		
Valley View, Hillstown, Bolsover		16/08/18	23/01/19	26/08/18	Medium Priority Actions Closed Out	2nd Review Conducted
Victoria House, Creswell		25/01/19	25/07/19	pending		
Woburn house, Blackwell		16/08/18	23/01/19	26/08/18	Medium Priority Actions Closed Out	2nd Review Conducted

COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	HoS Property & Estates	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	Medium actions outstanding	2 nd Review Conducted

1.2.4 Near Miss/ Learning Events

There have been 0 near miss incidents reported during the reporting period. H&S will continue to work on instilling the need to report no injury incidents.

1.2.5 Health and Safety Training

COURSE DETAILS	Course Duration	TRAINING DELIVERED IN 3rd 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	8
Asbestos Awareness (Annual Refresher)	½ Day	0
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	2
First Aid At Work (Refresher)	2 Days	4
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	5
Ladder Inspection	½ Day	0
Scaffold Appreciation	1 Day	0
Scaffold Inspection	1 Day	0

Corporate Safety Induction	1 Hour	9
Trainee Safety Induction	1 Hour	0
Coshh Awareness Training	1 Hour	108
Abrasive Wheels	½ Day	43

Summary: 179 Employees trained on 6 courses

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
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<p>Not applicable for this report</p>	
Report Author	Contact Number
<p>Health and Safety Manager</p>	<p>242403</p>