

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.