

SAFETY COMMITTEE

AGENDA

Thursday 5th September 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>Election of Chair (Management Side)</u>	
3.	<u>Appointment of Vice Chair (Union Side)</u>	
4.	<u>Urgent Items</u> To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
5.	<u>Declarations of Interest</u> Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
6.	Minutes of a meeting held on 14 th February 2019.	3 to 5
7.	Minutes of a meeting held on 9 th July 2019.	6
8.	Sickness Absence Quarter 4 (January 2019 – March 2019).	7 to 16
9.	Sickness Absence Quarter 1 (April 2019 – June 2019).	17 to 23
10.	Health & Safety Update Quarter 4 (January 2019 – March 2019).	24 to 29
11.	Health & Safety Update Quarter 1 (April 2019 –June 2019).	30 to 37

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, 14 February 2019 at 1400 hours.

PRESENT:-

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

UNISON:- L Robinson.

UNITE:- No representatives present.

K Shillitto (UNISON) in the Chair

Officers:- H Mitchell (HR Link Officer – Advisory & Systems), S Brunt, (Joint Head of Streetscene), R Hutchinson (Health and Safety Co-ordinator), M Dungworth (Strategic Repairs Manager), M Cooper (Corporate Property Manager), B MacArthur-Williams (Health & Safety Manager) and A Maher (Governance & Civic Officer) .

0653. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J E Bennett and W Carter (Leisure Operations Manager).

0654. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0655. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0656. MINUTES – 15 NOVEMBER 2018

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

RESOLVED that the Minutes of the meeting of the Standards Committee held on 15th November 2018 be approved as a true record.

SAFETY COMMITTEE

0657. SICKNESS ABSENCE QUARTER 3: OCTOBER 2018 – DECEMBER 2018

The report to Committee set out the sickness absence figures for the third quarter of 2018/19 (October to December 2018).

The Committee learned that on average 2.52 days per employee had been lost due to sickness during the quarter. For the year as a whole, it was projected that an average of 8.8 days per employee would be lost due to sickness absence.

Members noted that the expected outturn for 2018/19 compared favourably to what had been recorded in 2017/18, when an average of 9.3 days had been lost for each employee.

The Committee discussed sickness absences, and especially the impact of long term illnesses. The Committee noted that muscular and skeletal problems, along with stress/depression continued to drive many sickness absences. The meeting discussed the reasons for stress and depression related absences – and whether there was a trend for more of them to be due to work related rather than domestic reasons. Analysis showed that there was no particular prevalence of stress cases in one department / section compared with another. What was notable was the level of personal issues impacting on wellbeing and attendance at work. Several support avenues have been facilitated, including AXA Employee Assistance Programme, Occupational Health, Training and Awareness, signposting to Counselling etc.

Members noted that the information in the report only covered those services managed by the Council. There was a consensus that the Committee should also receive information about those services provided by NEDDC to Bolsover DC under the terms of the Strategic Alliance. It was agreed, therefore, consideration be given to future reports including sickness absence levels for the NEDDC Environmental Health Service.

Moved by Councillor R Bowler and seconded by Councillor H Gilmour.

RESOLVED that the report be noted.

(Human Resources & Organisation Development Manager)

0658. ACCIDENT STATISTICS REPORT

The Committee considered information on accidents experienced by employees during the third quarter of 2018/19. The Committee was informed that nine employees had accidents during the quarter. Six of these, it was explained, had been due to a “lack of risk perception”, one accident had occurred because “rules or instructions” had not been followed and two were due to the use of the wrong equipment or defective tools.

The number of accidents recorded during the quarter had been below the targeted figure of 9.5 days per quarter. However, the number of days lost due to accidents had risen significantly. Members were informed that the increase had been caused

SAFETY COMMITTEE

by an ongoing absence of an employee, as a result of an injury which had occurred at an earlier date.

The Committee discussed the reasons for accidents and especially those caused by a lack of risk perception. They were told that a further programme of training would be launched shortly to help highlight the importance of understanding and mitigated risks. The Committee also asked for and received an explanation of the circumstances in which an employee had been bitten by a dog. Members were told about the risk management arrangements which were in place to protect employees from animal attacks, such as this. These arrangements were welcomed.

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

RESOLVED that the report be noted.

0659. HEALTH & SAFETY REPORT

The report gave details of the Council's Health and Safety performance during the third quarter of 2018/19. This included information about when the last work place inspections had taken place and what progress had been made on implementing the actions which had been agreed following on from them.

The Committee was informed that work was underway to try and refine the inspection process, so that managers can take greater responsibility for the inspections in their service areas.

Members noted that the planned inspections of the Contact Centres had now taken place. No significant health and safety problems were identified.

The Committee noted that nine names had been added to the Employee Protection Register and four had been removed. The number of employees on the Register, it was explained, now stood at 57. No underlying reasons for the ongoing increase had been identified.

Finally, concern was raised about whether appropriate safety and high visibility clothing was being provided for staff. The Chair and Vice Chair agreed to discuss this with the relevant Service Managers in order to determine whether there any specific issues which the Committee should consider.

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

RESOLVED that the report be noted.

The meeting concluded at 1430 hours.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, the Arc, Clowne, on Tuesday 9th July 2019 at 1000 hours.

PRESENT:-

Council Representatives:- Councillor Nick Clarke.

Union Representatives:- Kevin Shillitto (Unison), Chris McKinney (Unison), Steve Sambrooks (Unite).

Officers:- Sara Gordon (Human Resources and OD Manager), Bronwyn MacArthur Williams (Health & Safety Manager), Rebecca Hutchinson (Health & Safety Coordinator), Matt Cooper (Corporate Property Manager) Steve Jowett (Joint Streetscene and Waste Services Manager) and Alison Bluff (Governance Officer).

0122A. APOLOGIES

Apologies for absence were received on behalf of Councillors Tricia Clough, Andrew Joesbury, Steve Brunt (Joint Head of Streetscene) and Wayne Carter (Leisure Operations Manager).

0123A. ADJOURNMENT OF MEETING

At the appointed hour and after waiting the statutory fifteen minutes there was no quorum of members present at the meeting. The meeting was therefore adjourned.

Bolsover District Council

Safety Committee

5th September 2019

Sickness Absence Quarter 4 (January 2019 – March 2019)

Report of the HR & OD Manager

This report is public

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 4, January to March 2019.

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January to March 2019.

2.2 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.

2.3 The **average number of days lost per employee** for the Quarter 4 was **2.09 days**.

2.4 The **2018/19** actual outturn figure for the **average number of days lost per employee** is **8.7 days**

2.5 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	2.09
Overall Outturn	**6.28	**10.75	9.3	8.7

**** 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%	43.6%	56.4%
Overall Outturn	47.6%	52.4%	27.0%	73.0%	37.4%	62.6%	36.25%	63.75%

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	103	14
Overall Outturn	390	42	369	92	421	70	390	67

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 Housing/CS
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 CEO/Dir/HoS 2 Democratic 3 Customer Services
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	1Cust Services 2CEO/Dir/HoS 3HR&Payroll

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 Elections 3 Procurement
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 Finance 2 Partnerships 3 Procurement
Overall Outturn	1 CEPT 2 Comm Safety 3 Improvement	1 CS&I 2 CEPT 3 Comm Safety	1 Finance 2 Legal 3 CEPT	1 Procurement 2 Finance 3 CEPT

Table Five: Top Three Reasons for Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 Musc Skeletal 2 Other 3 Stomach/digestion	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Operations/Hosp 2 Stress/Dep 3 Musc Skeletal	1 Stress/Dep 2 Musc Skeletal 3 Other
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 Other MuscSkeletal 3 Other
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 3Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep 4

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 Ops/Hospital 2 Stress/Depression 3 Viral
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 Other Musc Skel 2 Stress/Depression 3 Back Problems

Key Trends

- The average number of days per fte Employee lost during Quarter 4 (2.09) is lower than Quarter 4 (2.80) from the previous year (2017/18)
- The Council's sickness levels have reduced for the second consecutive year.
- The long term sickness accounted for a high proportion of days lost (63.75%) over the year.
- Stress/Depression features as a top three reason in all four quarters and muscular skeletal is featured in three out of the four quarters.

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 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per standard practice and policy.

Recommendations

- 6.1 That Safety Committee note the contents of the 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	0	0	32	1	32	6	5.33
Democratic	1	1	27	1	28	5.51	5.08
Elections	5	1	0	0	5	3.2	1.56
Human Resources/Payroll/H&S	14	1	0	0	14	7.83	1.79
Legal	10	2	0	0	10	8.69	1.15
Perf/Comms - Performance	4	3	0	0	4	6.81	0.59
Finance	0	0	0	0	0	7.43	0
Revenues & Benefits	56.5	13	22	1	78.5	32.8	2.39
Customer Services	8	4	78	2	86	22.62	3.80
ICT (Service Desk)	0	0	0	0	0	0	0
Leisure	67	25	0	0	67	41.72	1.61

Partnerships Strategy	0	0	0	0	0	8.5	0
Streetscene	65	24	96	3	161	69.75	2.31
Econ Dev	1	1	0	0	1	3.6	0.28
Housing/ CS	87.5	19	192	6	279.5	123.72	2.26
Procurement	0	0	0	0	0	2	0
Planning	10	1	0	0	10	18.72	0.53
Prop/Commercial/Estates	10	8	24	1	34	17.96	1.89

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	6	0	0	32	1
People	216.86	230.5	74	223	7
Place	164	108.5	29	216	7

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of Employees	Top 3 Reasons for Absences
Directors/Heads of Service	(6 fte Employees)	1.Stress/Depression
People	(216.86 fte Employees)	1. Ops/Hospital 2. Viral 3. Chest/Respiratory
Place	(164 fte employees)	1. Other Musc. Skeletal 2. Stress 3. Ops. Hospital

7 Decision Information

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

8 **Document Information**

Appendix No	Title
	N/A
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)	
Report Author	Contact Number
Sara Gordon, HR and OD Manager	217677

Report Reference –

Bolsover District Council

Safety Committee

5th September 2019

Report of HR & OD Manager

Sickness Absence Quarter 1 – April – June 2019

This report is public

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 1, April to June 2019.

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April - June 2019.

2.2 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.

2.3 The **average number of days lost per employee** for the Quarter 1 was **1.85 days**.

2.4 The **2019/20** predicted outturn figure for the **average number of days lost per employee** is **7.4 days**.

2.5 The annual target for the Local Performance Indicator to the end of March 2020 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

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1.92	2.00	2.23	1.85
Quarter Two	2.74	2.12	1.86	
Quarter Three	3.05	2.38	2.52	
Quarter Four	3.14	2.80	2.09	
Overall Outturn	**10.75	9.3	8.7	

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

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

	2016/17		2017/18		2018/19		2019/20	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
Quarter One	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%	43.0%	57%
Quarter Two	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%		
Quarter Three	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%		
Quarter Four	34.0%	66.0%	49.4%	50.6%	43.6%	56.4%		
Overall Outturn	27.0%	73.0%	37.4%	62.6%	36.25%	63.75%		

Table Three: Number of Long Term/Short Term Cases

	2016/17		2017/18		2018/19		2019/20	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	78	18	69	16	104	18	94	15
Quarter Two	69	24	96	18	85	14		

Quarter Three	112	25	112	18	98	21		
Quarter Four	110	25	144	18	103	14		
Overall Outturn	369	92	421	70	390	67		

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

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1. Legal 2. Finance 3. Democratic	1. Customer Services 2. Housing 3.Planning	1.Customer Services 2.Property/Estates 3.Housing/CS	1.Elections 2.Customer Services 3.CEO/Dir/HofS
Quarter Two	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. 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. Property & Estates 3. Housing	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	
Overall Outturn	1. Democratic 2. Property & Estates 3. Streetscene	1. Cust Services 2. Housing 3. Revenues	1. Cust Services 2 .CEO/Dir/HoS 3. HR&Payrol	

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

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1. CEPT 2. Economic Growth 3. HR & Payroll	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3.Procurement	1. Performance 2. HR& HS 3. Econ Dev
Quarter Two	1. CEPT 2. Improvement 3. Planning	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	

Quarter Three	1. Comm Safety 2. Improvement 3. Planning	1. Finance 2. Planning 3. Econ Growth	1. Procurement 2. CEPT 3. Finance	
Quarter Four	1. CEPT 2. Legal 3. Improvement	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	
Overall Outturn	1. CS&I 2. CEPT 3. Comm Safety	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	

Table Five: Top Three Reasons for Absence

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Operations/Hosp 2 Stress/Dep 3 Musc Skeletal	1 Stress/Dep 2 Musc Skeletal 3 Other	1.Viral Infection 2.Musc Skeletal 3.Other
Quarter Two	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other	
Quarter Three	1 Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Dep 2 Operations/Hosp 3 Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	
Quarter Four	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	
Overall Outturn	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Musc Skeletal 3 Operations/Hosp	1 Other Musc Skel 2 Stress/Depression 3 Back Problems	

Key Trends

- The average number of days per fte Employee lost during Quarter 1 (1.85) is lower than the previous 3 corresponding Quarters.

- The number of long and short term cases have reduced in comparison to Quarter 1 in the previous year (2018/19).
- Muscular Skeletal continues to remain within the top three reasons for absence.

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 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per standard practice and policy.

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	0	0	15	1	15	5	3
Democratic	3	2	0	0	3	5.51	0.54
Elections	0	0	28	1	28	3.2	8.75
Human Resources/Payroll/H&S	1	1	0	0	1	5.03	0.2

Legal	3	1	0	0	3	8.69	0.34
Comms - Performance	2	1	0	0	2	4	0.5
Performance	0	0	0	0	0	2.81	0
Finance	4	1	0	0	4	13.04	0.3
Revenues & Benefits	30	14	49	2	79	31.89	2.48
Customer Services	9	6	134	4	143	22.07	6.48
Leisure	57	12	0	0	57	45.18	1.26
Partnerships Strategy	3	1	0	0	3	8.5	0.35
Streetscene	91	24	151.6	4	242.60	83.16	2.92
Econ Dev	1	1	0	0	1	3.6	0.28
Housing/ CS	71	18	42	3	113	125.67	0.9
Planning	18	4	0	0	18	19.76	0.91
Prop/Commercial/Estates	36	8	0	0	36	18.09	1.99

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	0	0		15	1
People	233.08	203	61		362.6	11
Place	167.12	126	31		42	3

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of Employees	Top 3 Reasons for Absences
Directors/Heads of Service	1	1.Operations/Hospital
People	72	1.Viral Infection 2.Other 3.Other Musc Skeletal & Operations/Hospital
Place	34	1.Stress/Depression 2. Back Problems 3.Other/Musc Skeletal

Bolsover District Council

Safety Committee

5th September 2019

Health & Safety Update – Quarter 4 (January 2019 - March 2019)

Report of the Health & Safety Manager

This report is public

Purpose of the Report

- To update Safety Committee on the Health and Safety performance of the Council in the key areas of incidents occurred and Health and Safety training conducted in the preceding quarter.

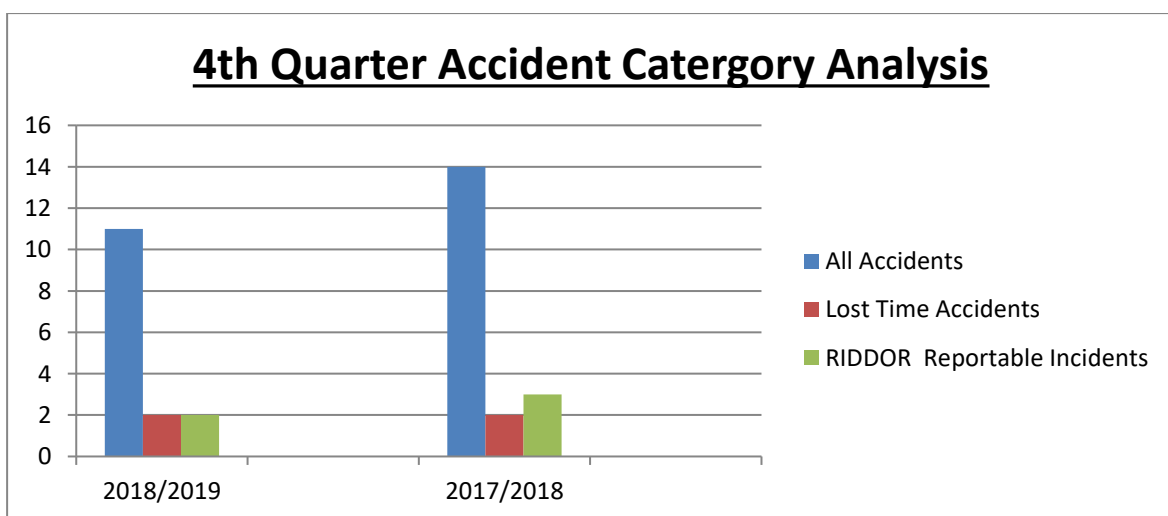
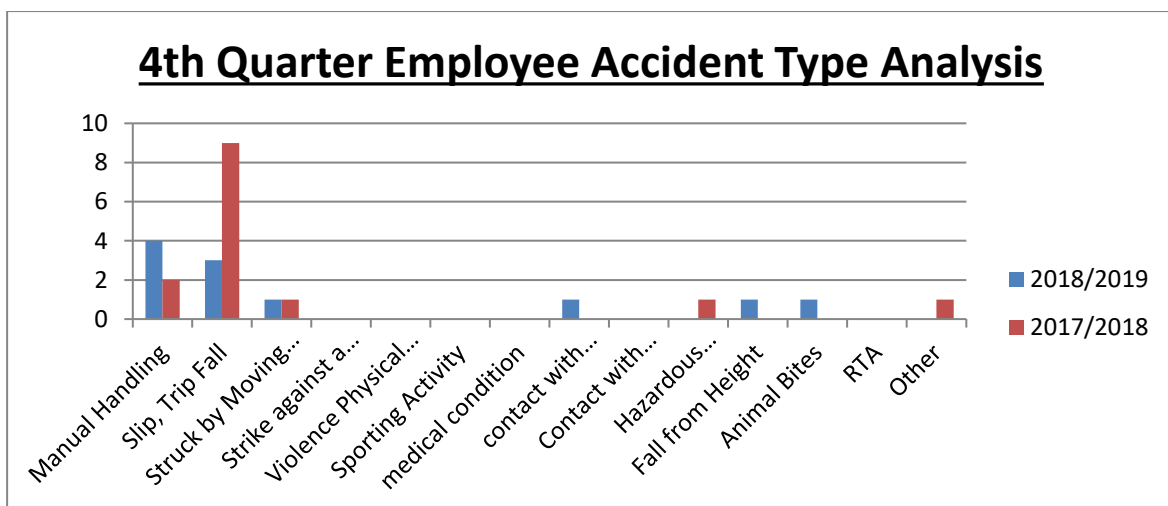
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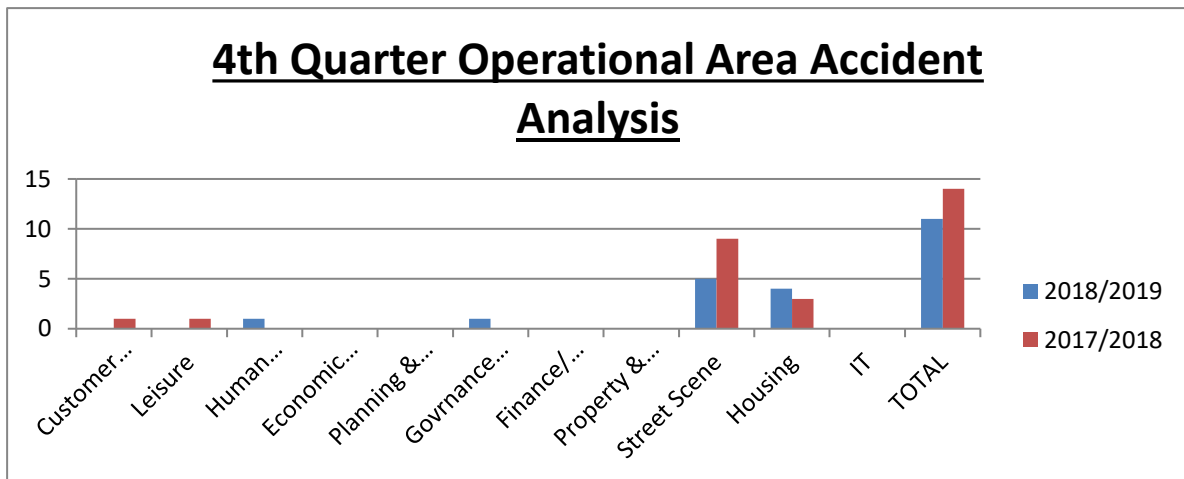
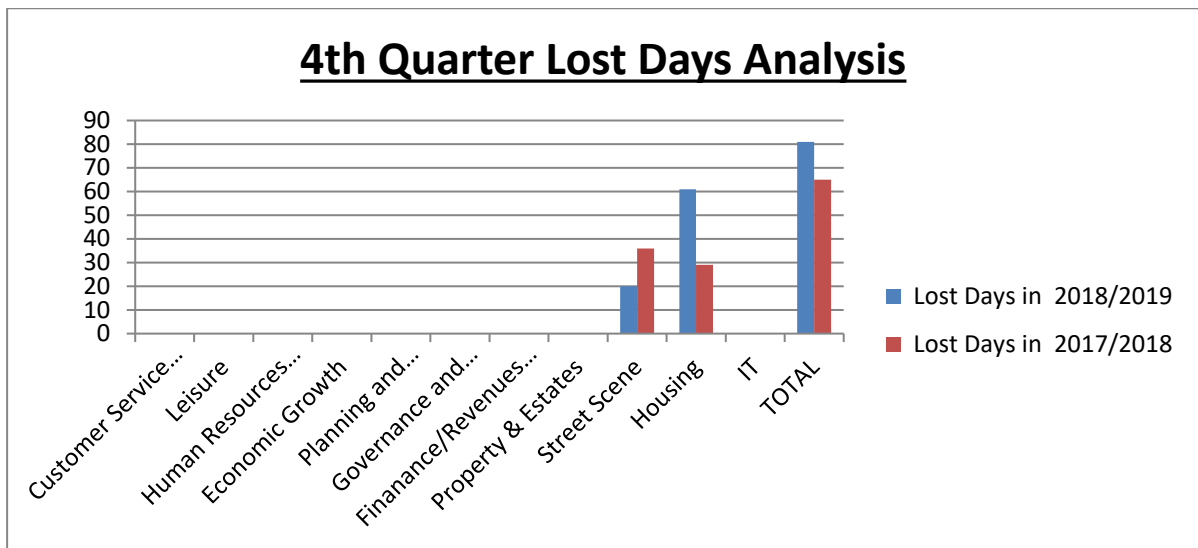
- 1.1 Health and safety performance is a critical element in the Authority's overall success and the report outlines key accident performance information along with details of all employee accidents occurring. Information on the health and safety training delivered during the quarter is also outlined. The figures represent actual training carried out between 01/01/19 and 31/03/19.
- 1.2 The graphs show information on 4 key areas namely accident type, accident category, number of lost days, and operational areas where accidents occurred.
- 1.3 The number of employee accidents recorded in the quarter has fallen from 14 to 11. This is likely due to the absence of severe cold weather reducing slips, trips and falls. It is above the target figure of 9.5 and the nature of the incidents suggest that refresher training in Manual Handling techniques is required. This is due to be carried out in the year 2019/20.
- 1.4 The number of non-RIDDOR lost time accidents is the same as the previous year at 2 incidents but the number of RIDDOR reportable incidents has decreased from 2 to 1.
- 1.5 The main causes of employee incidents in the quarter were:
 - 4 no. Manual Handling (36%)
 - 3 no. Slips, Trips and falls on Same Level (28%)
 - 1 no. Struck by Moving Object (9%)
 - 1 no. Animal Bites (9%)
 - 1 no. Contact with Moving Machinery (9%)
 - 1 no. Fall from Height (9%)

Total Number of Employee Incidents – 11

- 1.6 The number of lost days recorded in the quarter has risen from 65 days in 2017/2018 to 81 days in 2018/2019. The majority of lost days in this quarter are attributable to a single incident which resulted in 61 days of absence due to a work related injury. There were two shorter absences – one of 3 days and one of 17 days in the period also. (This is based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days.)
- 1.7 Street Scene (45%), Housing (36%), Governance & Monitoring (9.5%) and HR & Payroll (9.5%) are the operational areas recording accidents during the quarter.
- 1.8 The scope of Health and Safety training delivered during the quarter has covered First Aid at Work (Requalification), Emergency First Aid and Asbestos Refresher training.
- 1.9 Employee Incident Breakdown

ACCIDENTS FOR QUARTER (Jan – Mar 2018)	ACCIDENTS FOR QUARTER (Jan - Mar 2019)	YEARLY TOTAL (Apr 2017 - Mar 2018)	YEARLY TOTAL (Apr 2018 – Mar 2019)
14	11	40	33





1.10 Details of Employee incidents

Date of Incident	Incident Details	Type of Incident	Incident Severity	Section	Lost Time Days (Actual)	Reportable?
08/01/19	IP fell from hop up when floorboard collapsed under one leg. IP fell down onto frame of hop up.	Fall from Height	Lost Time – over 7 days	Housing	61	Yes
15/01/19	IP bent down to pick up a fallen bin and pulled his lower back	Manual Handling	Minor Injury – No lost days	Streetscene	0	No

Date of Incident	Incident Details	Type of Incident	Incident Severity	Section	Lost Time Days (Actual)	Reportable?
18/01/19	IP was edging out on frozen ground and jarred knee	Manual Handling	Minor Injury – No lost days	Streetscene	0	No
24/01/19	IP using hedge cutters which caught on brambles and pulled to release it. Cutter rebounded and hit IP on the knee	Contact with moving machinery	Minor Injury – No lost days	Streetscene	0	No
30/01/19	IP was removing boiler casing and caught finger resulting in a cut	Manual Handling	Minor Injury – No lost days	Housing	0	No
30/01/19	IP slipped on black ice in car park	Slips Trips and Falls on same level	Minor Injury – No lost days	Governance and Monitoring	0	No
07/02/19	IP slipped in toilet and banged arm	Slips Trips and Falls on same level	Minor Injury – No lost days	HR & Payroll	0	No
07/02/19	IP was bitten by a dog when attending property	Animal Bite	Minor Injury – No lost days	Housing	0	No
26/02/19	IP slipped off last rung of ladder and jarred shoulder and hit elbow	Slips Trips and Falls on same level	Minor Injury – No lost days	Housing	0	No
01/03/19	IP stepped back from bin lift into the road and car came close and caught IP on the back	Struck by moving object	Lost Time – Up to 7 days	Streetscene	3	No
01/03/19	IP was handling bins on the back of a cage lorry	Manual Handling	Lost Time – over 7 days	Streetscene	17	Yes

	and felt a pull in his back					
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1.11 Details of Employee Health & Safety Training

4 courses were delivered in the last quarter to 80 employees

COURSE DETAILS	Course Duration	TRAINING DELIVERED IN 4th QUARTER
Asbestos Awareness (Annual Refresher)	½ Day	31
Asbestos Non Licensed works (Refresher)	½ Day	39
First Aid At Work (Refresher)	2 Days	6
Emergency First Aid	1 Day	4

2 Conclusions and Reasons for Recommendation

2.1 All Items – It is recommended that the Safety Committee consider and note the information provided.

3 Consultation and Equality Impact

3.1 The report will be formally reviewed at the Health and Safety Committee. Any issues highlighted will then be referred to the Equalities and Diversities' Officer for guidance and resolution.

4 Alternative Options and Reasons for Rejection

4.1 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 managers with accident performance data to enable them to effectively monitor the authorities overall health and Safety performance and that of their operational areas and any financial outlays in connection to training have been included as part of the corporate training plan.

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 1999.8

5.3 Human Resources Implications

There are no initial human resources implications connected with this report however should accident investigation findings show that an 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

That Safety Committee considers and notes the information provided in the report.

7 Decision Information

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

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
Rebecca Hutchinson, Health & Safety Coordinator	Extn 2564

Bolsover District Council

Safety Committee

5th September 2019

Health & Safety Update – Quarter 1 (April 2019 – June 2019)

Report of the Health & Safety Manager

This report is public

Purpose of the Report

- To update Safety Committee on the Health and Safety performance of the Council in the key areas of incidents occurred and Health and Safety training conducted in the preceding quarter.

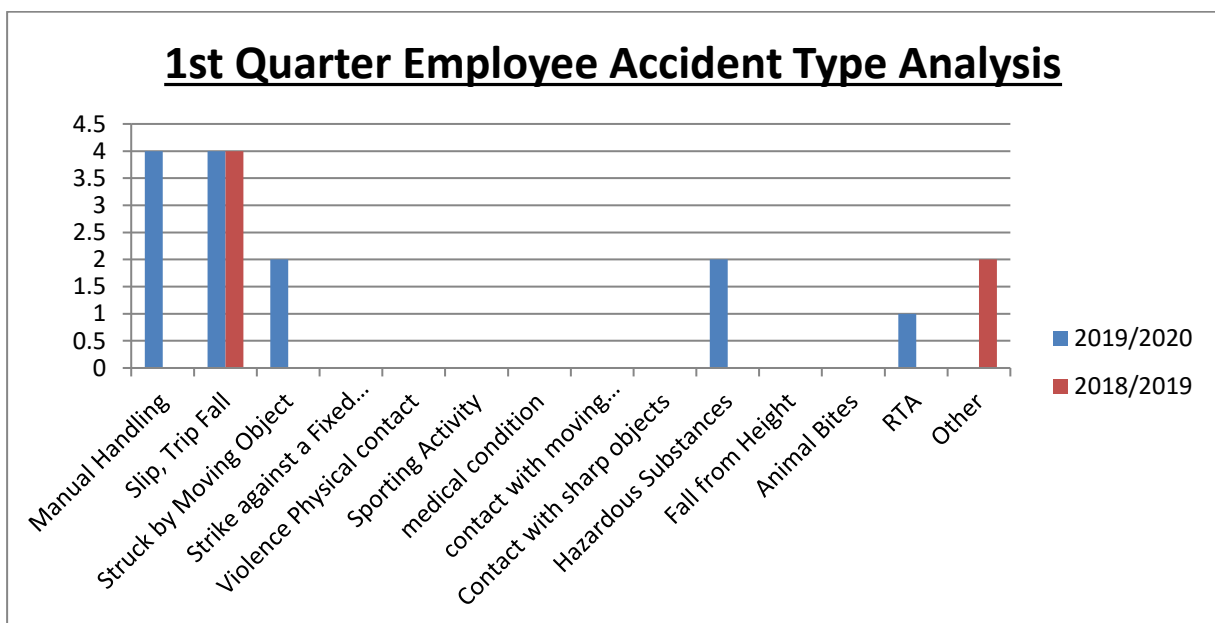
1 Report Details

- 1.1 Health and safety performance is a critical element in the Authority's overall success and the report outlines key accident performance information along with details of all employee accidents occurring. Information on the health and safety training delivered during the quarter is also outlined. The figures represent actual training carried out between 01/04/19 and 30/06/19.
- 1.2 The graphs show information on 4 key areas namely accident type, accident category, number of lost days, and operational areas where accidents occurred.
- 1.3 The number of employee accidents recorded in the quarter has risen from 6 to 13. This figure includes 2 near miss incidents and 1 road traffic collision – no personal injury was incurred in any of these incidents. This is a positive reporting trend as it shows an increase in the importance of reporting. With the 3 no injury incidents discounted, the actual figure is close to the target figure of 9.5 accidents per quarter.
- 1.4 The total number of lost time accidents recorded is 4. 2 accidents of these 4, have been Riddor reportable.
- 1.5 The main causes of employee accidents in the quarter were:
- 4 Manual Handling (31%)
 - 4 Slips, Trips and falls on Same Level (31%)
 - 2 Struck by Moving Object (15%)
 - 2 Exposure to Hazardous Substances (15%)
 - 1 Road Traffic Collision (8%)

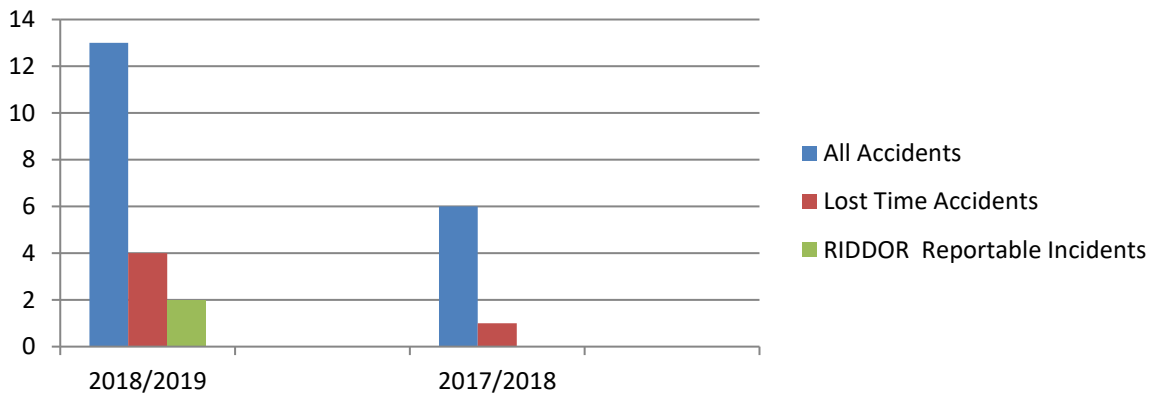
Total Number of Employee Accidents – 13

- 1.6 The number of lost days recorded in the quarter has risen to 105 lost days. The majority of lost days in this quarter are attributable to a single accident which resulted in 71 days of absence due to a work related injury. This accident is 1 of the Riddor reportable accidents mentioned above. The second Riddor reportable accident resulted in an absence of 25 days. There were two shorter absences – one of 5 days and one of 4 days in the period also. (This is based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days).
- 1.7 Street Scene (54%), Housing (30%), Leisure (8%) and Customer Services (8%) are the operational areas recording accidents during the quarter.
- 1.8 The scope of Health and Safety training delivered during the quarter has been limited. Health & Safety are undertaking an exercise to ensure that Health & Safety training costs are consistent year on year and can be maintained within budget. As part of this, a lengthy procurement exercise has been undertaken to secure providers for 8 lots of Health & Safety training.
- 1.9 Employee Incident Breakdown

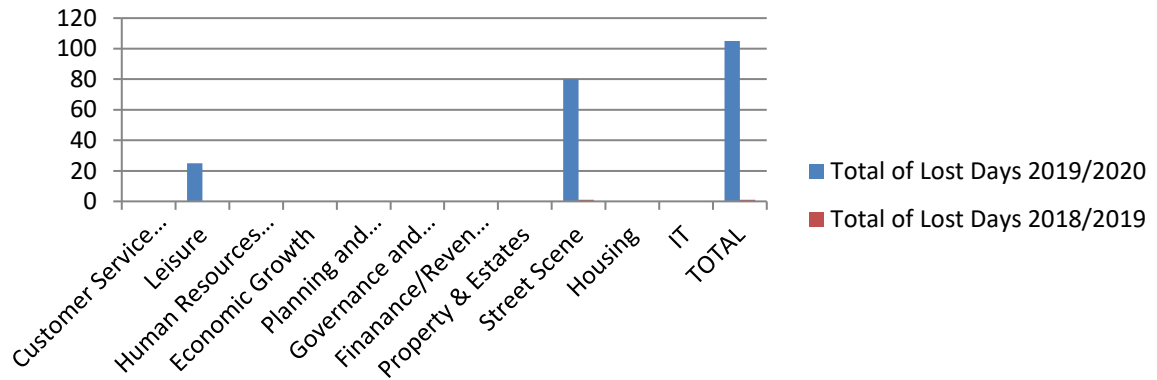
ACCIDENTS FOR QUARTER (Apr – Jun 2019)	ACCIDENTS FOR QUARTER (Apr – Jun 2018)	YEARLY TOTAL (Apr 2019 - Jun2019)	YEARLY TOTAL (Apr 2018 – Jun 2018)
13	6	13	6



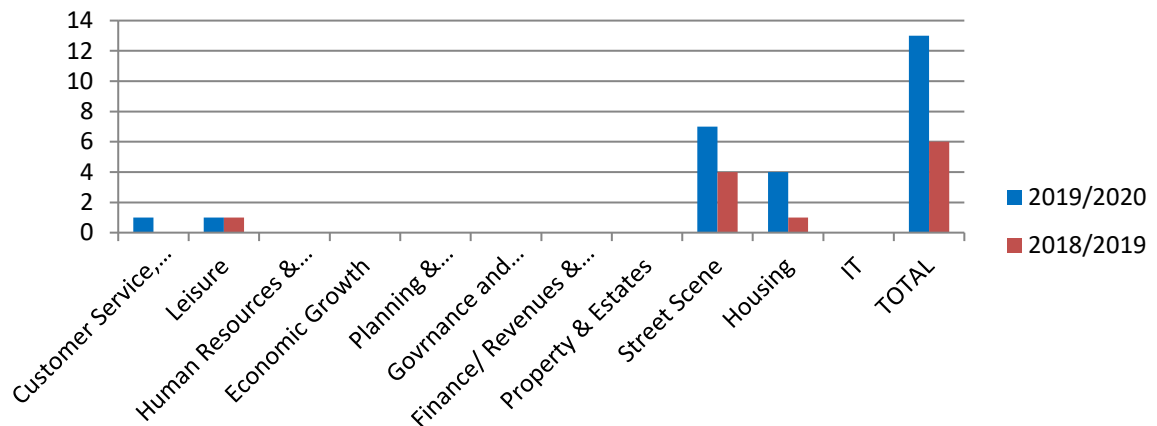
1st Quarter Accident Category Analysis



1st Quarter Lost Days Analysis



1st Quarter Operational Area Accident Analysis



1.10 Details of Employee incidents

Date of Incident	Incident Details	Type of Incident	Incident Severity	Section	Lost Time Days (Actual)	Reportable?
09/04/19	Driving for work and Taxi bumped into back of vehicle	RTC	Near Miss Incident – no injury	Housing	0	No
17/04/19	IP was on Refuse round collecting bin between parked car and RCV. RCV moved and ran over foot.	Struck by Moving Object	Lost Time - Over 7 days	Streetscene	71	Yes
18/04/19	IP working on steep, uneven ground to fill a skip. Caused aggravation to existing condition in knee.	Manual Handling	Minor Injury – No lost days	Housing	0	No
25/04/19	IP on bulky collecting a piano to load onto van. Van on sloping ground. Piano slipped on tailift. IP went to stop movement and pulled back.	Manual Handling	Lost Time – Up to 7 days	Streetscene	4	No
01/05/19	IP loaded bin onto lift and some debris / grit escaped and flew into eye.	Exposure to Hazardous Substance	Minor Injury – No Lost Days	Streetscene	0	No

09/05/19	IP in office environment, turned from filing and caught foot in a display board cover handle and fell.	Slips Trips and Falls on same level	Minor Injury – No Lost Days	Streetscene	0	No
17/05/19	Pulled box away from a set of lockers. As IP moved, lockers fell narrowly missing her.	Struck by Moving Object	Near Miss Incident – no injury	Customer Services	0	No
21/05/19	IP was immersed in leaked air con gas	Exposure to Hazardous Substance	Near Miss Incident – no injury	Streetscene	0	No
24/05/19	IP was demonstrating a push up on TRX suspension equipment when she fell, landing on shoulder.	Slips Trips and Falls on same level	Lost Time – Over 7 days	Leisure	25	Yes
04/06/19	IP went to empty a bin which was heavier than expected. Pulled back and couldn't move properly next day.	Manual Handling	Lost Time – Up to 7 days	Streetscene	5	No
05/06/19	IP dropped car keys and bent over to pick them up, experienced dizziness and fell over.	Slips Trips and Falls on same level	Minor Injury – No Lost Days	Housing	0	No
06/06/189	IP cutting grass on a	Slips Trips and Falls	Minor Injury – No Lost Days	Streetscene	0	No

	slope. Lost footing and slipped down bank grazing arm on a post.	on same level				
13/06/19	IP lifting crawler onto roof and pulled lower stomach muscle	Manual Handling	Minor Injury – No Lost Days	Housing	0	No

1.11 Details of Employee Health & Safety Training

3 courses were delivered in the last quarter to 80 employees

COURSE DETAILS	Course Duration	TRAINING DELIVERED IN 1st QUARTER
First Aid At Work (Refresher)	2 Days	5
First Aid at Work (Initial)	3 Days	2
Corporate Safety Induction	1 Hour	8
TOTAL NUMBER OF EMPLOYEES TRAINED		15

2 Conclusions and Reasons for Recommendation

2.1 All Items – It is recommended that the committee consider and note the information provided.

3 Consultation and Equality Impact

3.1 The report will be formally reviewed at the Health and Safety Committee. Any issues highlighted will then be referred to the Equalities and Diversities' Officer for guidance and resolution

4 Alternative Options and Reasons for Rejection

4.1 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 managers with accident

performance data to enable them to effectively monitor the authorities overall health and Safety performance and that of their operational areas and any financial outlays in connection to training have been included as part of the corporate training plan.

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6 Recommendation

- 6.1 It is recommended that the meeting considers and notes the information provided.

7 Decision Information

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