

**Bolsover District Council**

**Safety Committee**

**5<sup>th</sup> 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.

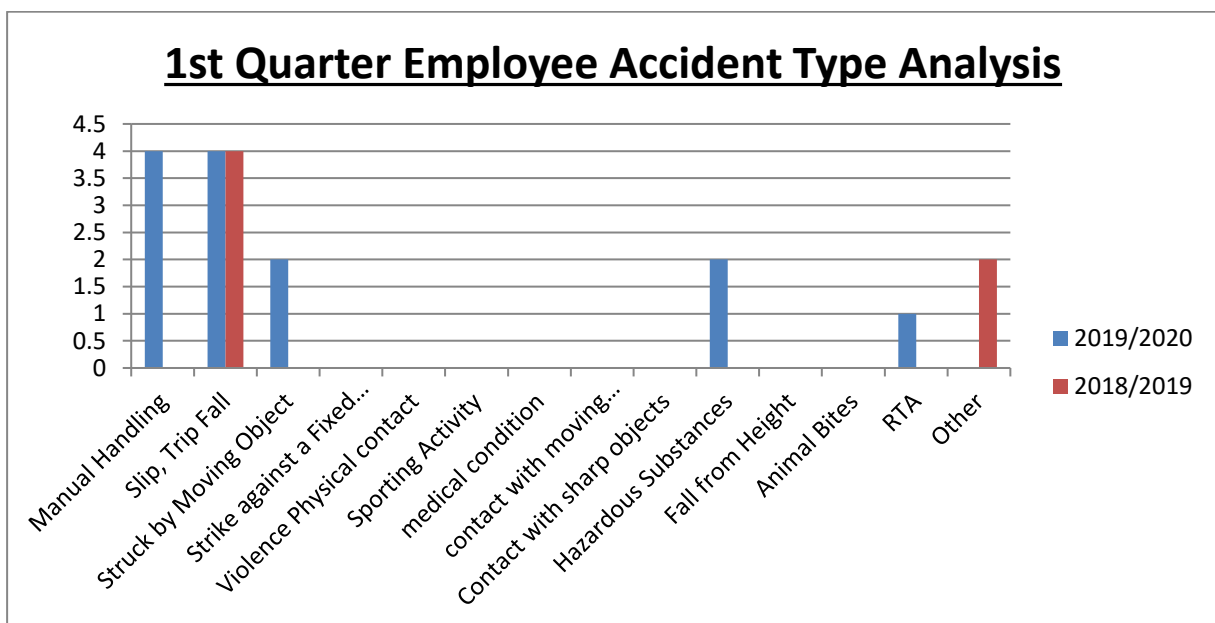
**1 Report Details**

- 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%)

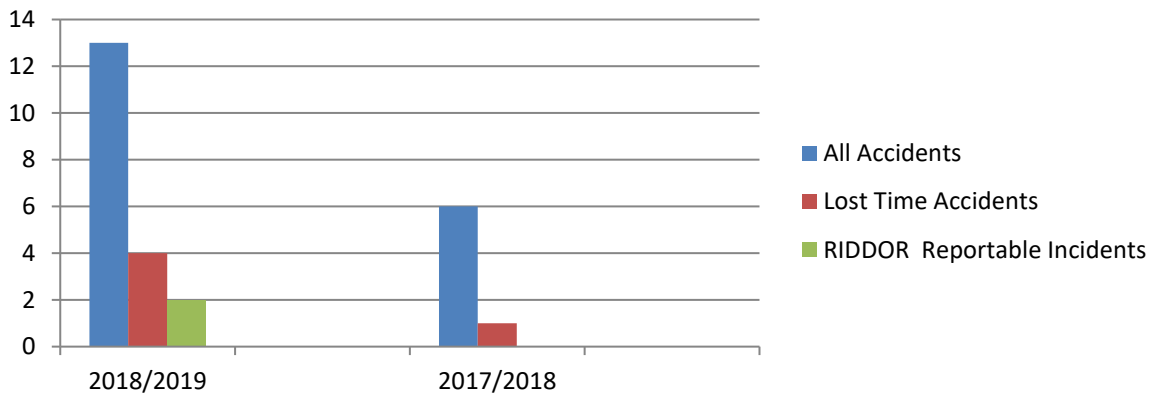
Total Number of Employee Accidents – 13

- 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

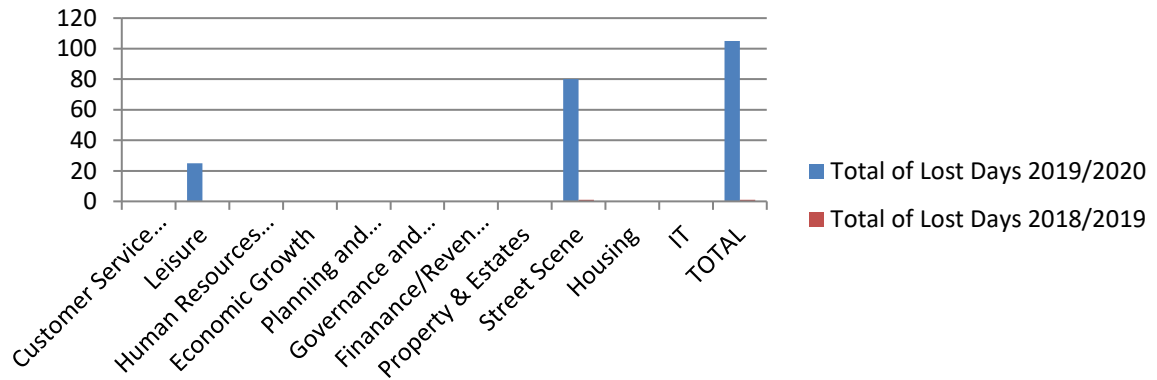
ACCIDENTS FOR QUARTER (Apr – Jun 2019)	ACCIDENTS FOR QUARTER (Apr – Jun 2018)	YEARLY TOTAL (Apr 2019 - Jun2019)	YEARLY TOTAL (Apr 2018 – Jun 2018)
13	6	13	6



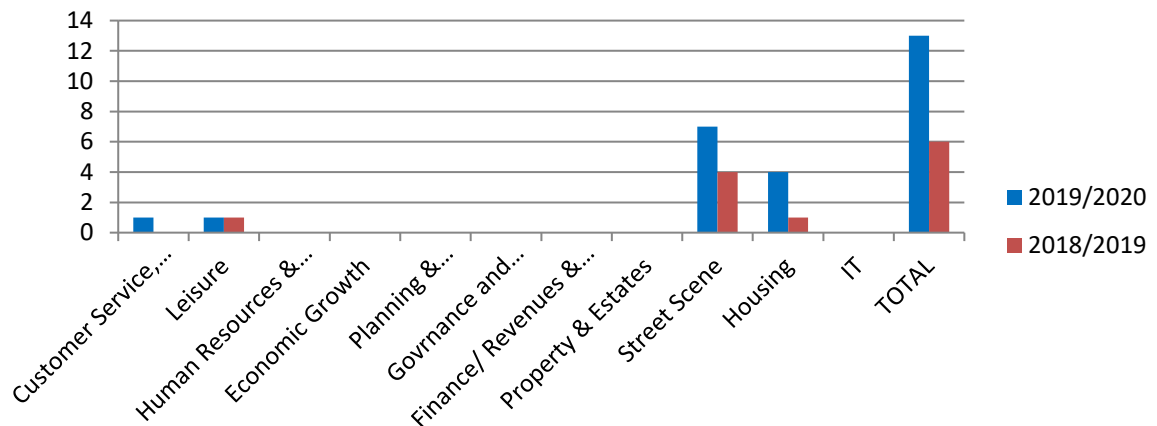
## 1st Quarter Accident Category Analysis



## 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

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

## **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.

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 Recommendation**

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

**7 Decision Information**

<p><b>Is the decision a Key Decision?</b>  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>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>Has the relevant Portfolio Holder been informed?</b></p>	Yes
<p><b>District Wards Affected</b></p>	All
<p><b>Links to Corporate Plan priorities or Policy Framework</b></p>	All

**8 Document Information**

Appendix No	Title
<b>Background Papers</b> (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
Rebecca Hutchinson, Health & Safety Coordinator	Extn 2564