



To: Chair & Members of the Safety Committee

The Arc
High Street
Clowne
S43 4JY

Monday 2nd December 2019

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Dear Councillor

SAFETY COMMITTEE

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 18th December, 2019 at 10:00.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 2 onwards.

Yours faithfully

A handwritten signature in black ink that reads "Sarah Steenberg".

Joint Head of Corporate Governance & Monitoring Officer



We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

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or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

**SAFETY COMMITTEE
AGENDA**

***Wednesday, 18th December 2019 at 10:00 hours in the Council Chamber, The Arc,
Clowne***

| Item No. | PART 1 – OPEN ITEMS | Page No.(s) |
|-----------------|---|------------------------|
| 1. | Apologies For Absence | |
| 2. | Urgent Items of Business 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. | Declarations of Interest 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 To consider the minutes of the last meeting held on 5 th September 2019 | 3 - 8 |
| 5. | Sickness Absence Quarter 2 - July - September 2019 | 9 - 15 |
| 6. | Health & Safety Update | 16 - 21 |

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 5th September 2019 at 1400 hours.

PRESENT:-

Members:- Councillors Nick Clarke, Tricia Clough, David Dixon and Andrew Joesbury.

UNISON:- Kevin Shillitto.

UNITE:- Steve Sambrooks.

Officers:- Steve Brunt (Joint Head of Streetscene), Sara Gordon (HR & OD Manager), Bronwyn MacArthur-Williams (Health and Safety Manager), Rebecca Hutchinson (Health and Safety Coordinator), Wayne Carter (Leisure Operations Manager), Mark Dungworth (Strategic Repairs Manager), Matt Cooper (Corporate Property Manager) and Alison Bluff (Governance Officer).

0236. APOLOGIES

Apologies for absence were received on behalf of Councillor Evonne Parkin and Chris McKinney (Unison).

0237. ELECTION OF CHAIR

Moved by Councillor Andrew Joesbury and seconded by Councillor Tricia Clough
RESOLVED that David Dixon be elected Chair of Safety Committee for the ensuing year.

Councillor David Dixon in the Chair

0238. APPOINTMENT OF VICE CHAIR (UNION SIDE)

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury
RESOLVED that Chris McKinney be appointed vice chair of the Safety Committee for the ensuing year.

0239. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0240. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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0241. MINUTES – 14TH FEBRUARY 2019

Moved by Kevin Shillitto (Unison) and seconded by David Dixon

RESOLVED that the Minutes of a Safety Committee held on 14th February 2019 be noted.

0242. MINUTES – 9TH JULY 2019

Moved by Kevin Shillitto (Unison) and seconded by Councillor Nick Clarke

RESOLVED that the Minutes of a Safety Committee held on 9th July 2019 be approved as a correct record.

0243. SICKNESS ABSENCE QUARTER 4 – (JANUARY 2019 – MARCH 2019)

Committee considered a report which provided sickness absence figures for the Quarter 4 period (January 2019 to March 2019), with comparative data from previous years 2015/16, 2016/17 and 2017/18.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for Quarter 4 was 2.09 days but this was lower than Quarter 4 in the previous year (2017/18) at 2.80 days. The annual outturn figure for the average number of days lost per employee for 2018/19 was 8.7 days against an annual target of 8.5 days.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

Sickness levels had reduced for the second consecutive year. Long term sickness accounted for a high proportion of days lost (63.75%) over the year. Stress/Depression featured in the top three reasons in all four quarters and muscular skeletal was featured in 3 out of the 4 quarters.

Managers had support from dedicated service area HR Link officers and were issued monthly sickness absence information. Managers were also able to access sickness information for their teams' on a daily basis via the HR21 Self Service portal.

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Operational concerns around management of sickness absence cases were raised with respective managers and dealt with as per standard practice and policy.

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

0244. SICKNESS ABSENCE QUARTER 1 – (APRIL 2019 – JUNE 2019)

Committee considered a report which provided sickness absence figures for the first Quarter period; April 2019 to June 2019, with comparative data from previous years, 2016/17, 2017/18 and 2018/19.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for the first Quarter of 2019/20 was 1.85 days. The 2019/20 predicted outturn figure for the average number of days lost per employee was 7.4 days. The annual target for the Local Performance Indicator to the end of March 2020 was 8.5 days. Committee was asked to note that sickness absence figures usually always rose during the winter months in comparison to the summer months.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

In response to a previous request for sickness absence figures in relation to shared staff with North East Derbyshire District Council, the following information was provided verbally to the meeting;

For the first quarter period ICT Services was 3.33 days and Environmental Health 2.41 days. Committee was advised that this information would be included on future sickness absence reports.

In response to a Member's query, the Human Resources & OD Manager advised the meeting that no significant comparison work had been carried out between BDC's and NEDDC's sickness absence figures. Some service areas at NEDDC differed in the number of staff compared to Bolsover and long term sickness absence had a huge impact on the figures. However, the support offered at NEDDC was the same as Bolsover.

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In response to further questions from Members, the Human Resources & OD Manager noted that there was a downward trend in sickness absence at the Authority compared to previous years. As the Authority had an ageing workforce, operations were a common feature. In most of the sickness absence cases regarding stress, these were related to incidents outside of work. Managers had been trained to identify stress at an early stage, to have conversations with staff and complete a questionnaire/analysis to enable tailored support to be put in place. Where appropriate, support for managers and employees was provided by Occupational Health, which included telephone referrals. Employees had access to a 24 hour, 7 days a week Employee Assistance Programme where confidential advice was provided on a range of issues. The Council also had a health and wellbeing programme for staff where healthy eating and exercise was encouraged and activities such as yoga and basic boxing sessions had been provided during lunch breaks or at the end of the working day, both of which had been well received and well attended. The Human Resources & OD Manager added that an employment health questionnaire was also carried out at job interview stage and potential employees had a responsibility to ensure they were aware of the expectations from them to carry out a job role.

A Member and the Unison representative acknowledged that the Council had put much in place to support staff, including training for managers and felt that this had contributed to the reduction in the level of stress related absence. The Unison representative added that the resources and tools now available to employers was evolving quickly and he hoped the Council would keep a watch on this.

Moved by Kevin Shillitto and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

0245. HEALTH AND SAFETY UPDATE QUARTER 4 (JANUARY 2019 – MARCH 2019) (2018/19)

Committee considered a report which provided information on health and safety performance during the 4th quarter of 2018/19.

The number of employee accidents recorded in the 4th quarter had fallen from 14 to 11. This was likely due to the absence of severe cold weather reducing slips, trips and falls. However, it was above the target figure of 9.5 and the nature of the incidents suggested that refresher training in Manual Handling techniques was required. This was due to be carried out in 2019/20.

The number of non-RIDDOR lost time accidents was the same as the previous year at 2 incidents but the number of RIDDOR reportable incidents had decreased from 2 to 1.

The main causes of employee incidents in the 4th 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%)

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- 1 no. Fall from Height (9%)

Total Number of Employee Incidents – 11

The number of lost days recorded in the 4th quarter had risen from 65 days in 2017/2018 to 81 days in 2018/2019. The majority of lost days in the 4th quarter were 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 was based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days).

Street Scene (45%), Housing (36%), Governance & Monitoring (9.5%) and HR & Payroll (9.5%) were the operational areas recording accidents during the 4th quarter.

Health and Safety training delivered during the 4th quarter had covered First Aid at Work (Requalification), Emergency First Aid and Asbestos Refresher training.

Moved by Kevin Shillitto and seconded by Andrew Joesbury
RESOLVED that the report be noted.

0246. HEALTH AND SAFETY UPDATE QUARTER 1 (APRIL 2019 – JUNE 2019) (2019/2020)

Committee considered a report which provided information on health and safety performance during the 1st quarter of 2019/20.

The number of employee accidents recorded in the 1st quarter had risen from 6 to 13. This figure included 2 near miss incidents and 1 road traffic collision – no personal injury was incurred in any of these incidents. This was a positive reporting trend as it showed an increase in the importance of reporting. With the 3 no injury incidents discounted, the actual figure was close to the target figure of 9.5 accidents per quarter.

The total number of lost time accidents recorded was 4.2 accidents - of these 4 had been RIDDOR reportable.

The main causes of employee accidents in the 1st 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

The number of lost days recorded in the 1st quarter had risen to 105. The majority of these lost days were attributable to a single accident which resulted in 71 days of absence due to a work related injury. This accident was 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

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days in the period also. (This was based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days).

Street Scene (54%), Housing (30%), Leisure (8%) and Customer Services (8%) were the operational areas recording accidents during the 1st quarter.

Health and Safety training delivered during the 1st quarter had been limited. Health & Safety officers were undertaking an exercise to ensure that Health & Safety training costs were consistent year on year and could be maintained within budget. As part of this, a lengthy procurement exercise had been undertaken to secure providers for 8 pieces of Health & Safety training.

In response to a Member's query, the Head of Streetscene advised the meeting that in relation to the road traffic collision, no action was to be taken by the Health & Safety Executive (HSE).

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

The meeting concluded at 1440 hours.

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 2 – July – September 2019

1. **Purpose of the Report**
 - 1.1 To report the sickness absence figures throughout the Council for Quarter 2, July to September 2019.
2. **Issues for Consideration**
 - 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months July - September 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 2 was 1.84 days
 - 2.4 The 2019/20 predicted outturn figure for the average number of days lost per employee is 7.38 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 | Current Year Costs |
|-----------------|----------------|------------|------------|-----------------------|--------------------|
| Quarter One | 1.92 | 2.00 | 2.23 | 1.85 | £79136.56 |
| Quarter Two | 2.74 | 2.12 | 1.86 | 1.84 | £69134.38 |
| 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% | 57% |
| Quarter Two | 47.4% | 52.6% | 35.5% | 64.5% | 35.0% | 65.0% | 54% | 46% |
| 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 | 87 | 11 |
| 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 18/19 |
|------------------------|---|--|---|---|
| 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/HoS |
| Quarter Two | 1. Democratic 2. Streetscene 3. Property & Estates | 1. Planning 2. Customer Services 3. Democratic | 1. Customer Services 2. Elections 3 .Revs & Bens | 1.Customer Services 2.Revs & Bens 3.Housing |
| 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 &Payroll | |

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 | 1.Legal 2.Governance 3.HR&Health& Safety |
| Quarter Three | 1. Comm Safety 2. Improvement 3. Planning | 1. Finance 2. Planning 3. Econ Growth | 1. Procurement 2 .CEPT 3. Finance | 1. 2. 3. |

| | | | | |
|------------------------|---|--|--|----------------|
| Quarter Four | 1. CEPT 2. Legal 3. Improvement | 1. Finance 2. CEPT 3. Legal | 1. Finance 2. Partnerships 3. Procurement | 1. 2. 3. |
| Overall Outturn | 1. CS&I 2. CEPT 3. Comm Safety | 1. Finance 2. Legal 3. CEPT | 1. Procurement 2. Finance 3. CEPT | 1. 2. 3. |

Table Five: Top Three Reasons for Absence

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

Key Trends

- The average number of days per fte Employee lost during Quarter 2 (1.84) is lower than the previous 3 corresponding Quarters.
- 6 Departments in total had nil sickness during Quarter 2, in comparison to only one Department with nil sickness in Quarter 1, the three Departments listed within the report were selected due to the highest number of FTEs.
- Other Muscular Skeletal and Stress/Depression continue to remain within the top three reasons for absence.

- There seems to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness

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 | 0 | 0 | 0 | 5 | 0 |
| Democratic | 3 | 2 | 0 | 0 | 3 | 5.51 | 0.54 |
| Elections | 0 | 0 | 0 | 0 | 0 | 4.2 | 0 |
| Human Resources/Payroll/H&S | 0 | 0 | 0 | 0 | 0 | 5.03 | 0 |

| | | | | | | | |
|-------------------------|-----|----|-------|---|-------|--------|------|
| Legal | 0 | 0 | 0 | 0 | 0 | 8.69 | 0 |
| | | | | | | | |
| Comms - Performance | 0 | 0 | 0 | 0 | 0 | 4 | 0 |
| | | | | | | | |
| Performance | 0 | 0 | 0 | 0 | 0 | 2.81 | 0 |
| | | | | | | | |
| Finance | 11 | 1 | 0 | 0 | 11 | 14.04 | 0.78 |
| | | | | | | | |
| Revenues & Benefits | 56 | 9 | 25 | 1 | 81 | 30.88 | 2.62 |
| | | | | | | | |
| Customer Services | 8 | 6 | 158 | 3 | 166 | 22.57 | 7.35 |
| | | | | | | | |
| Leisure | 20 | 6 | 0 | 0 | 20 | 44.32 | 0.45 |
| | | | | | | | |
| Partnerships Strategy | 14 | 1 | 0 | 0 | 14 | 7.7 | 1.82 |
| | | | | | | | |
| Streetscene | 102 | 24 | 66 | 2 | 168 | 82.01 | 2.05 |
| | | | | | | | |
| Econ Dev | 3 | 1 | 0 | 0 | 3 | 4.6 | 0.65 |
| | | | | | | | |
| Housing/ CS | 111 | 23 | 152.5 | 5 | 263.5 | 124.42 | 2.12 |
| | | | | | | | |
| Planning | 8 | 4 | 0 | 0 | 8 | 20.75 | 0.38 |
| | | | | | | | |
| Prop/Commercial/Estates | 6 | 3 | 0 | 0 | 6 | 17.59 | 0.34 |
| | | | | | | | |

FOR INFORMATION ONLY – NEDDC EMPLOYEES

| 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 |
|----------------------|-----------------|-------------------------|----------------|-------------------------|-----------------|--------------------|---------------------------|
| Environmental Health | 30 | 6 | 160 | 3 | 190 | 41.55 | 4.57 |
| ICT | 16 | 6 | 0 | 0 | 16 | 31.1 | 0.51 |

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 | 0 | 0 |
| People | 236.76 | 214 | 54 | 249 | 6 |
| Place | 167.36 | 128 | 33 | 152.5 | 5 |

Figure Three: Top Three Reasons for Absence per Directorate

| Directorate | No. of FTE Employees | Top 3 Reasons for Absences |
|----------------------------|----------------------|--|
| Directors/Heads of Service | 5 | Nil sickness |
| People | 236.76 | 1. Headaches/Chest Respiratory 2. Other Musc/Skeletal 3. Stress/Depression |
| Place | 167.36 | 1. Stress/Depression 2. Other Musc/Skeletal 3. Back Problems |

Bolsover District Council

Safety Committee

18th December 2019

| |
|-----------------------------------|
| Health & Safety Update |
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Report of the Health & Safety Manager

This report is public

Purpose of the Report

- To update the 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.
- 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. The number of employee accidents recorded in the quarter has risen from 7 to 9. This is in line with the target indicator.

The total number of lost time accidents recorded is 1. This 1 accident incurred over 7 days of lost time and as such is Riddor reportable.

The main causes of employee accidents in the quarter were:

- 3 Manual Handling (33.5%)
- 3 Slips, Trips and falls on Same Level (33.5%)
- 2 Striking Against Fixed Object (22 %)
- 1 Violence and Aggression (11%)

Total Number of Employee Accidents – 9

The number of lost days recorded in the quarter is 39 lost days. These are attributable to a single accident which resulted in 39 days of absence due to a work related injury, up to the end of the quarter. The injured party is still absent as a result of their injury.

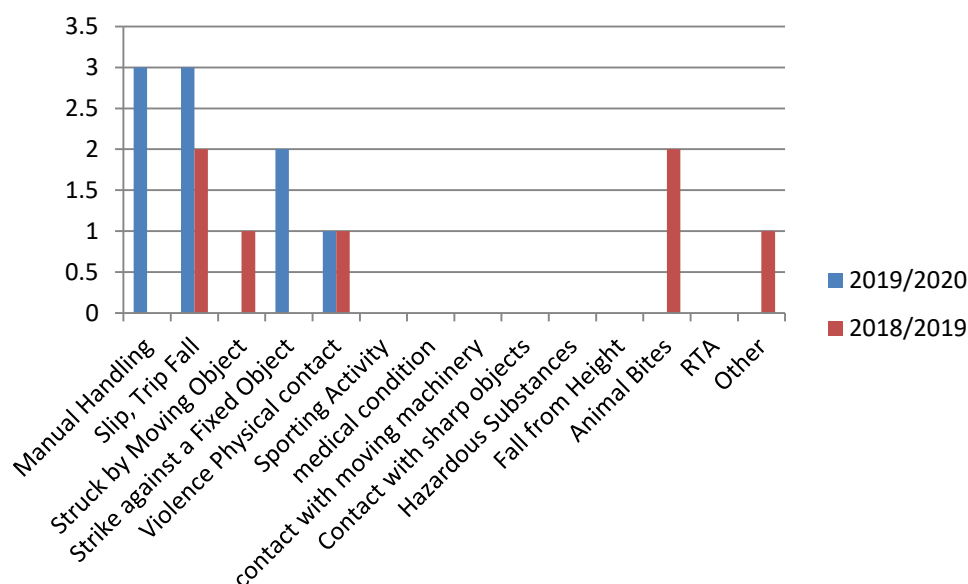
Housing (44%), Street Scene (22%), Governance (22%) and Planning (12%) are the operational areas recording accidents during the quarter.

No Health and Safety training has been delivered during the quarter – however the Health & Safety team have been undertaking a large planning and budgeting exercise to enable training to be allocated specifically where required and appropriately funded. No date thresholds for compliance have been missed as a result and Health and Safety training required in this financial year will be delivered during quarters 3 and 4.

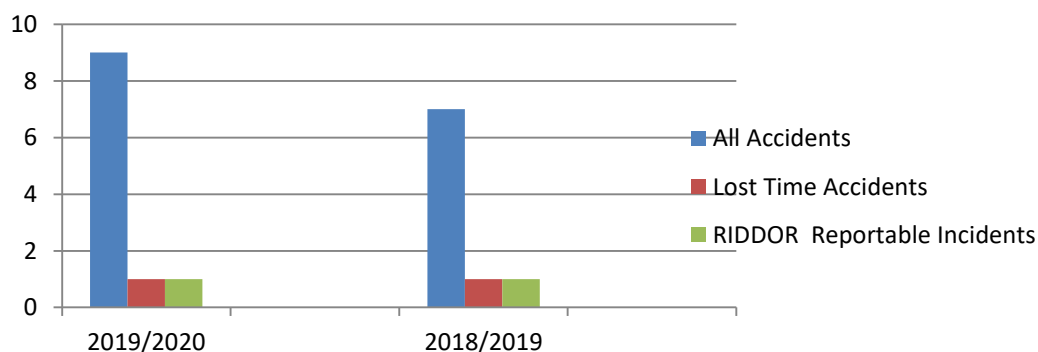
1.3 Employee Incident Breakdown

| ACCIDENTS FOR QUARTER (Jul - Sep 2019) | ACCIDENTS FOR QUARTER (Jul - Sep 2018) | YEARLY TOTAL (Apr 2019 – Sep 2019) | YEARLY TOTAL (Apr 2018 – Jun 2018) |
|--|--|--|---------------------------------------|
| 9 | 7 | 22 | 13 |

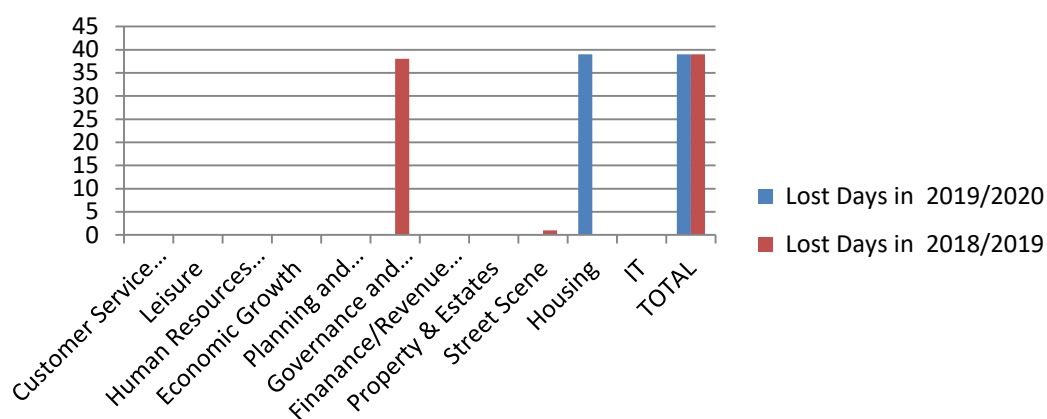
2nd Quarter Employee Accident Type Analysis



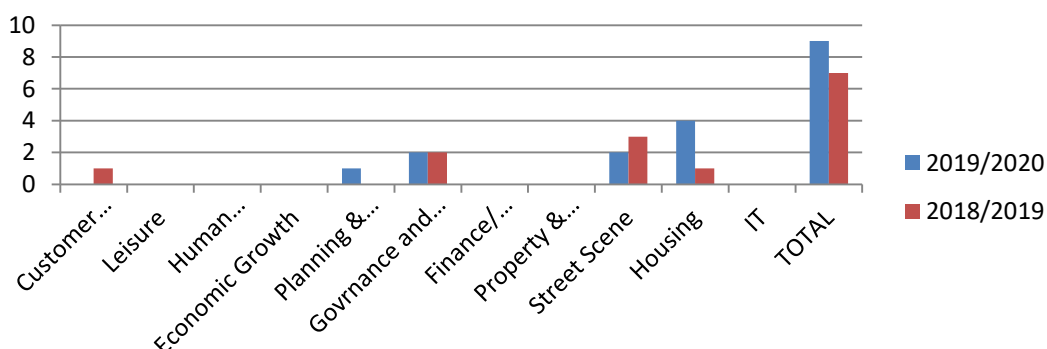
2nd Quarter Accident Category Analysis



2nd Quarter Lost Days Analysis



2nd Quarter Operational Area Accident Analysis



- 1.4 Details of employee incidents

| Date of Incident | Incident Details | Type of Incident | Incident Severity | Section | Lost Time Days (Actual) | Reportable? |
|------------------|--|-------------------------|-----------------------------|-------------|-------------------------|-------------|
| 03/07/19 | IP was punched in ribs by service user whilst trying to assist him off the floor | Violence and Aggression | Minor Injury – No lost days | Housing | 0 | No |
| 17/07/19 | IP was carrying out bulky collections and strained back | Manual Handling | Minor Injury – No lost days | Streetscene | 0 | No |

| | | | | | | |
|----------|---|-------------------------------------|-----------------------------|-------------|----|-----|
| 23/07/19 | IP had to break a glass pane to access service users property and cut arm on the glass shards | Striking against fixed object | Minor Injury – No lost days | Housing | 0 | No |
| 26/07/19 | IP cut ear and fainted due to the sight of blood | Striking against fixed object | Minor Injury – No lost days | Governance | 0 | No |
| 31/07/19 | IP pulled back when moving white goods | Manual Handling | Minor Injury – No lost days | Streetscene | 0 | No |
| | | | | | | |
| 19/08/19 | IP had a strain injury from repetitive movement | Manual Handling | Minor Injury – No Lost Days | Housing | 0 | No |
| 22/08/19 | IP tripped over a slightly raised cable cover that was traversing the floor | Slips Trips and Falls on same level | Lost Time – Over 7 days | Housing | 39 | Yes |
| | | | | | | |
| 16/09/19 | IP tripped on garden path whilst accessing a property for annual canvass | Slips Trips and Falls on same level | Minor Injury – No Lost Days | Governance | 0 | No |
| 16/09/19 | IP trod on a loose manhole cover, partially fell down the | Slips Trips and Falls on same level | Minor Injury – No Lost Days | Planning | 0 | No |

| | | | | | | |
|--|---|--|--|--|--|--|
| | drain and landed on a corner of the manhole cover | | | | | |
|--|---|--|--|--|--|--|

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 Recommendations

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

7 Decision Information

| | |
|--|--------|
| 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:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <i>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> | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | Yes/No |
| Has the relevant Portfolio Holder been informed? | Yes |
| District Wards Affected | All |
| Links to Corporate Plan priorities or Policy Framework | All |

8 Document Information

| Appendix No | Title | |
|--|-------|-----------------------|
| | | |
| 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 |
| Rebecca Hutchinson, Health & Safety Coordinator | | Extn 2564 |

Report Reference –