



To: Chair & Members of the Safety Committee

The Arc  
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3<sup>rd</sup> February 2021

Dear Councillor

### **SAFETY COMMITTEE**

You are hereby summoned to attend a meeting of the Safety Committee of Bolsover District Council to be held as a Virtual Meeting on Thursday, 11th February, 2021 at 11:30 hours.

Members will be sent the details on how to access the Virtual Meeting by email.

#### Virtual Attendance

I have provided **all Members** with advice that all meetings **must** be held virtually during the National Lockdown. The Council Chamber will not be available for Members to attend the meeting physically during this time, **Should you decide to disregard this advice and potentially be in breach of the law, you will be deemed to have accepted the risk assessments listed for the Arc.**

**The Governance and ICT teams supporting the meeting will be working remotely, and can provide assistance to you for joining virtually.**



**We speak your language**

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

**If you require this agenda in large print  
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.

## Risk Assessment Disclaimer

The following risk assessments are available on the Modern.Gov App library:

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001
- Meetings – EM001 - Committee and Council Meetings during the Covid-19 pandemic

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 3 onwards.

Yours faithfully

A handwritten signature in black ink, reading "Sarah Steenberg". The signature is written in a cursive, flowing style with a large initial 'S'.

Solicitor to the Council & Monitoring Officer

## **SAFETY COMMITTEE AGENDA**

***Thursday, 11th February, 2021 at 11:30 hours taking place as a Virtual Meeting***

<b>Item No.</b>	<b>PART 1 – OPEN ITEMS</b>	<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies For Absence</b>	
<b>2.</b>	<b>Urgent Items of Business</b>  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.	
<b>3.</b>	<b>Declarations of Interest</b>  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.	
<b>4.</b>	<b>Minutes</b>  To consider the minutes of the last meeting held on 17 <sup>th</sup> September 2020.	<b>4 - 6</b>
<b>5.</b>	<b>Sickness Absence Quarter 3 (October - December 2020)</b>	<b>7 - 16</b>
<b>6.</b>	<b>Health &amp; Safety Update</b>	<b>17 - 23</b>

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Virtual Meeting and Meeting Room TBC, The Arc, Clowne on Thursday, 17 September 2020 at 11:30 hours.

### **PRESENT:-**

Members:-

Councillor David Dixon in the Chair

Councillors Allan Bailey, Nick Clarke, Tricia Clough, and Andrew Joesbury

UNISON:- Chris McKinney, Kevin Shillitto and Liz Robinson

UNITE:- None present.

Officers:- Steve Brunt (Joint Head of Streetscene), Sarah Gordon (Human Resources and OD Manager), Mark Dungworth (Strategic Repairs Manager), Bronwen MacArthur – Williams (Health & Safety Manager), Rebecca Hutchinson (Health & Safety Coordinator), Ian Clay (Health and Safety Advisor (Housing)), Matt Cooper (Corporate Property Manager), Jayne Stokes (Health and Safety Apprentice), Tom Scott (Governance Officer) and Alison Bluff (Governance Officer).

### **SAF1-20/21      APOLOGIES FOR ABSENCE**

An apology for absence was received from Wayne Carter (Leisure Operations Manager)

### **SAF2-20/21      URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **SAF3-20/21      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **SAF4-20/21      MINUTES - 18TH DECEMBER 2019**

Moved by Councillor Andrew Joesbury and seconded by Councillor Nick Clarke

**RESOLVED** that the Minutes of a Safety Committee held on 18<sup>th</sup> December 2019 be approved as a correct record.

### **SAF5-20/21      SICKNESS ABSENCE QUARTER 1 (APRIL - JUNE 2020).**

The Human Resources and OD Manager presented to members of the Safety Committee a report on Sickness Absence for Quarter 1. The average number of days lost for April to June was 1.5 days which over the course of the year would equate to approximately 6 days per employee.

Table one of the report detailed a comparison of days lost over the past three years with this quarter being lower than it had previously been. The figures showed that there had been a reduction in short term absence but a slight increase for long term absence. A

## **SAFETY COMMITTEE**

breakdown for departments experiencing the highest level of absence was shown in table 4 of the report with table five showing the departments that had experienced the lowest levels of absence over quarter 1.

A further table in the report showed a breakdown of the most common reasons for sickness absence with stress and depression being the main factor followed by headaches and migraines, this followed a similar pattern to reports from previous quarters. Appendix 1 to the report also detailed a breakdown of where services were split between the two Authorities such as Environmental Health and Service Desk and the days lost in those areas.

At the time of the meeting collation of data specifically regarding Covid-19 and the impact on individual service areas was still ongoing. Prior to this meeting a request had been made at the Union / Employee Consultation Committee (UECC) regarding individual employees had tested positive for Covid-19 and if there was any concerns that there had been transmission within the workplace. The Human Resources and OD Manager advised that the requested information had already been provided informally to the Senior Management Team for monitoring purposes. Currently a majority of those displaying symptoms had not returned a negative test and it had been a seasonal cold / allergy but it was an ever changing situation with such a close overlap of symptoms.

A question arose from Members requiring clarity on the breakdown of service areas as to whether or not Councillors fell under the category of Leaders and Executive as in table 4 this showed the highest area of absence for the quarter. The Human Resources and OD Manager confirmed that Councillors sickness absence wasn't recorded under that heading and it was based just on the department employees. It was noted that areas such as Customer Services had gone from being in the highest three for absence to one of the lowest three departments in the last quarter and members queried the reasons behind this. Further discussions outlined various different factors for the change in figures with the most likely being that a large percentage of staff were able to work from home where they previously hadn't been. Specifically relating to Customer Services the ability to work from home hadn't been available due to the nature of their roles and being customer facing however, ways to access the systems from home had started to be implemented prior to the lockdown.

A representative of Unison questioned how assessments of things such as lighting could be assessed for those working from home that would normally be carried out in the workplace as headaches and migraines were a common cause of absence. Senior Managers had been requested to regularly make contact with employees working from home to assess any areas of concern with working from home setups. At the next service managers meeting the Human Resources and OD Manager advised that she would be reminding managers to take appropriate action and follow up any observations and concerns. Guidance would also be circulated to employees working from home reminding them of best practice and also actions they could take to work from home comfortably and efficiently.

Members also questioned whether or not people who had been instructed by the Government to shield had had a significant impact on the figures detailed in the report and how much it had effected each department. In response to the query the Human Resources and OD Manager advised that a large percentage had been able to work from home and continue to carry out their normal role and all those that had been long term shielding had remained on full pay so there had been no financial implication for them. If

## **SAFETY COMMITTEE**

employees were shielding and working from home they had been classed as fit for work so hadn't been counted in the figures detailed in the report.

Moved by Councillor Trisha Clough and seconded by Councillor Nick Clarke

**RESOLVED** that the Quarter 1 Sickness Absence report be noted with all members voting in favour.

### **SAF6-20/21      HEALTH & SAFETY UPDATE QUARTER 1 (APRIL 2020 - JUNE 2020).**

The Health and Safety Coordinator presented the report on Health & Safety for Quarter 1 (April 2020 - June 2020). In terms of accidents, very few had been recorded which was largely down to Covid-19 and the Country being in lockdown. Out of the five accidents reported three of them had resulted in lost time and two had resulted in absences of over 7 days which had been reported to the HSE under RIDDOR. Two accidents were slips, trips or falls, one was a manual handling incident and one was struck by a moving object with the final being a medical incident. In the quarter the total number of days lost had been 51. From the two reported to the HSE one was for Streetscene and the other was Housing repairs, both of which were essential services and continued to work throughout the lockdown. A further more detailed breakdown was given for the two accidents that were reported under RIDDOR. The first incurred 30 days absence after the employee was struck with a moving bin. The medical incident incurred 18 lost days for the Housing Repairs team.

Due to the lockdown and Covid-19 restrictions no Health and Safety training could be undertaken in this quarter, the programme was due to resume shortly and alternate ways to carry out the required training was being considered. A Member questioned whether the use of podcasts had been considered to deliver the training so they could be undertaken at a convenient time and report back to the Health and Safety team once completed. In response the Committee was advised that a lot of training was carried out by external providers and it would depend if that was something they could provide.

A representative from Unison referenced how effective the Risk Assessment, guidance and measures put in place for working at The Arc had been as there had been no mention within the Quarter 1 report. It was noted that the Health and Safety team should be commended for the work they had done in altering the layout of officers to ensure there was sufficient distance between desks etc. for people who still needed access to the building. Covid secure inspections had been carried out to identify any areas of concern and where amendments needed to be made, the team were happy to add an extra part into future reports to discuss this area further as it was still early to assess its effectiveness. It still remained a personal responsibility to follow the guidance and was very hard to fully enforce but any concerns should be reported to Health and Safety.

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

**RESOLVED** that the Quarter 1 Health and Safety report be noted.

The meeting concluded at 11:45 hours.



## **Bolsover District Council**

### **Report of HR & OD Manager**

#### **Sickness Absence Quarter 3 (October – December 2020)**

##### 1. Purpose of the Report

- 1.1 To report the sickness absence figures throughout the Council for Quarter 3, (October – December 2020).

##### 2. Issues for Consideration

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October to December 2020.
- 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. For other employees the absences included are for the employing authority only.
- 2.3 The **average number of days lost per employee** for Quarter Three was **1.14 days**
- 2.4 The projected **2020/21** outturn figure for the **average number of days lost per employee** is **5.32 days**
- 2.5 The annual target for the Local Performance Indicator to the end of March 2021 is **8.5 days**.
- 2.5 For the purposes of sickness reporting, following recent restructures Senior Management is split as follows
- 1 x Joint Director (2 x 0.5 fte), 1 x Director (BDC), 4 x Joint Heads of Service and 2 x Heads of Service and 1 x Assistant Director (BDC only). No sickness was experienced during Quarter 3.

### 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

	2017/18	2018/19	2019/20	Current Year 20/21	Current Year Costs
<b>Quarter One</b>	2.00	2.23	1.85	1.50	£51,292.61
<b>Quarter Two</b>	2.12	1.86	1.84	1.35	£52,351.59
<b>Quarter Three</b>	2.38	2.52	2.43	1.14	£46,411.80
<b>Quarter Four</b>	2.80	2.09	1.68		
<b>Overall Outturn</b>	<b>9.3</b>	<b>8.7</b>	<b>7.8</b>		

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

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short Term	Long Term
<b>Quarter One</b>	31.4%	69.6%	34.0%	66.0%	43%	57%	33%	67%
<b>Quarter Two</b>	35.5%	64.5%	35.0%	65.0%	54%	46%	37%	63%
<b>Quarter Three</b>	50.3%	49.7%	32.4%	67.6%	44.8%	55.2%	47.1%	52.9%
<b>Quarter Four</b>	49.4%	50.6%	43.6%	56.4%	60.1%	39.9%		
<b>Overall Outturn</b>	<b>37.4%</b>	<b>62.6%</b>	<b>36.25%</b>	<b>63.75%</b>	<b>48.1%</b>	<b>51.9%</b>		



Table Three: Number of Long Term/Short Term Cases

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	69	16	104	18	94	15	48	15
<b>Quarter Two</b>	96	18	85	14	87	11	50	11
<b>Quarter Three</b>	112	18	98	21	102	14	48	6
<b>Quarter Four</b>	144	18	103	14	90	9		
<b>Overall Outturn</b>	<b>421</b>	<b>70</b>	<b>390</b>	<b>67</b>	<b>373</b>	<b>49</b>		

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

	2017/18	2018/19	2019/20	Current Year 2020/21
<b>Quarter One</b>	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	1. Leaders/Exec.Team 2. Legal 3. Revs. & Bens.
<b>Quarter Two</b>	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing	1.Dev/Business Growth 2.Elections 3.Housing Repairs
<b>Quarter Three</b>	1. Customer Services 2. ICT 3. Democratic	1. Elections 2..HR/Payroll/H&S 3 CEO/Dir/HoS	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. Elections 2. Streetscene 3. Democratic Services
<b>Quarter Four</b>	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	1.Legal 2.Revs & Bens 3.Partnership	1. 2. 3.
<b>Overall Outturn</b>	<b>1. Cust Services</b> <b>2. Housing</b> <b>3. Revenues</b>	<b>1. Cust Services</b> <b>2 .CEO/Dir/HoS</b> <b>3. HR &amp;Payroll</b>	<b>1.Customer Services</b> <b>2.Comms</b> <b>3.Housing/CS</b>	<b>1.</b> <b>2.</b> <b>3.</b>

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

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Current Year 20/21</b>
<b>Quarter One</b>	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3. Procurement	1. Performance 2. HR& HS 3. Econ Dev	1. Elections Health&Safety, HR Comms Performance & Finance 2. Democratic 3. Customer Services
<b>Quarter Two</b>	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	1. Legal 2. Governance 3. HR&Health& Safety	1. Finance 2. Revs & Bens 3. Directors/HofS
<b>Quarter Three</b>	1. Finance 2. Planning 3. Econ. Dev	1. Procurement 2. Partnerships 3. Finance	1. Elections 2. Performance 3. Econ Dev	1. Finance 2. Customer Services 3. Property & Estates
<b>Quarter Four</b>	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1. Elections 2. Econ Dev 3. Legal	1. 2. 3.
<b>Overall Outturn</b>	<b>1. Finance</b> <b>2. Legal</b> <b>3. CEPT</b>	<b>1. Procurement</b> <b>2. Finance</b> <b>3. CEPT</b>	<b>1. Performance</b> <b>2. Econ Dev</b> <b>3. Planning</b>	<b>1.</b> <b>2.</b> <b>3.</b>

Table Six: Top Three Reasons for Absence

	2017/18	2018/19	2019/20	Current Year 20/21
<b>Quarter One</b>	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	1.Stress/Depression 2.Other 3.Headaches/Migraines
<b>Quarter Two</b>	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	1.Operations/Hospital 2.Other-Musculo-skeletal 3.Stress/Depression
<b>Quarter Three</b>	1 Stress/Dep 2 Operations/Hosp 3 Other Musc Skeletal	1 Other Musc. Skeletal 2 Operations/Hosp 3 Stress/Dep	1. Stress/Depression 2. Chest/Respiratory 3.Other Musc. Skel	1.Other Musc. Skel 2.Stress/Depression 3.COVID 19 Symptoms
<b>Quarter Four</b>	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	1.Stress/Depression 2.Coronavirus Symptoms 3.Other Musc. Skel	1. 2. 3.
<b>Overall Outturn</b>	<b>1 Stress/Dep</b> <b>2 Other Musc Skeletal</b> <b>3 Operations/Hosp</b>	<b>1 Other Musc Skeletal</b> <b>2 Stress/Depression</b> <b>3 Back Problems</b>	<b>1.Stress/Depression</b> <b>2.Other Musc. Skel</b> <b>3.Operations/Hosp</b>	<b>1.</b> <b>2.</b> <b>3.</b>

#### Key Trends

- Other muscular/skeletal has been in the top reason for employees being absent from work for the last 5 quarters and stress/depression remains consistently in the top 3, a significant proportion of these are as a result of non-work related issues.
- Mental health awareness sessions have been rolled out across staff and delivered via Zoom in January
- An additional 95 days were lost in Quarter 3 due to COVID19 symptoms (employees reporting unfit for work).
- Long Term Sickness absence cases for Quarter 3 (2020/21) are lower than Quarter 3 (2018/19 and 2019/20).
- 9 Departments experienced zero sickness in Quarter 3 and 6 Services have experienced less than 1 days per FTE employee.
- Sickness levels have decreased further following Quarter 2 and are the lowest recorded on the report to date.

- Analysis work has also been undertaken on whether the lockdown period has increased specific sickness issues, such as stress and depression, headaches and migraines and back problems. It would appear that the proportions of the days lost for these types of sickness has remained relatively static.
- This is the lowest quarter reported over the last 4 financial years – possible factors which may be impacting on attendance include:
  - Customer Services, Streetscene & Housing frontline services have continued to operate throughout the lockdown period
  - Due to limited personal interaction, increased remote working, school closures and social distancing practices has resulted in less infections being transmitted
  - Leisure Services have not been operating as normal therefore less sickness has been experienced

## 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 a 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**

<b>Service</b>	<b>Short term days</b>	<b>No. of Employees absent</b>	<b>Long term days</b>	<b>No. of Employees absent</b>	<b>Total Days lost</b>	<b>FTE No. in Section</b>	<b>Average days lost per FTE</b>
Directors and Heads of Service	0	0	0	0	0	9	0
Democratic	12.5	2	0	0	12.5	7.52	1.66
Elections	0	0	66	1	66	4	16.5
Health & Safety	0	0	0	0	0	4	0
Human Resources	0	0	0	0	0	2.43	0
Legal	0	0	0	0	0	7.7	0
Communications	0	0	0	0	0	5	0
Performance	0	0	0	0	0	2.81	0
Finance	0	0	0	0	0	12.42	0
Revenues & Benefits	21	6	0	0	21	28.42	0.74
Customer Services	5	3	0	0	5	21.91	0.23
Leisure	5	1	27	1	32	41.59	0.77
Leaders/Executive Team	0	0	0	0	0	5.81	0
Streetscene	51	15	106	2	157	77.85	2.01
Development/Business Growth	2	1	0	0	2	7.22	0.28
Housing Management (including CS)	41	6	21	1	62	65.19	0.95
Housing Repairs (BDC)	74	12	22	1	96	63	1.52
Planning	0	0	0	0	0	20.04	0
Prop/Commercial/Estates	4	2	0	0	4	16.09	0.25

**FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC**

<b>Service</b>	<b>Short term days</b>	<b>No. of Employees absent</b>	<b>Long term days</b>	<b>No. of Employees absent</b>	<b>Total Days lost</b>	<b>FTE No. in Section</b>	<b>Average days lost per FTE</b>
Environmental Health	11	2	153	4	164	39.18	4.19
ICT	20	5	0	0	20	31.45	0.64

Figure Two: Directorate Breakdown Short/Long Term Split

<b>Directorate</b>	<b>No. of FTE Employees</b>	<b>Short term days</b>	<b>No of employees absent</b>		<b>Long term Days</b>	<b>No of employees absent</b>
Directors/Heads of Service	9	0	0		0	0
Corporate Services	143.61	43.5	12		93	2
Development BDC	106.35	70	14		22	1
Env/Enforcement	143.04	102	22		127	3

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	9	Zero Sickness
Corporate Services	143.61	1. Stress/Depression 2. Viral Infections/COVID19 Symptoms 3. Chest/Respiratory
Development	106.35	1. COVID19 Symptoms 2. Other Musc. Skeletal 3. Back Problems
Env/Enforcement	143.04	1. Other, Musc. Skeletal 2. COVID19 Symptoms 3. Viral Infection

Four: Stress Cases During Quarter Three

Work Related	Outside of Work Related	Total
1	3	4

Figure Five: COVID-19 During Quarter Three

	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	12	26	5	1	44
No Shielding	0	1	0	2	3
No of confirmed cases	2	10	2	0	14
No of Covid symptoms related absence days	9	73	0	13	95



## **Bolsover District Council**

### **Safety Committee**

**11<sup>th</sup> February 2021**

<b>Health &amp; Safety Update</b>
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### **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.
- 1.2 The graphs show information on 4 key areas for Quarter 3, namely accident type, accident category, number of lost days, and operational areas where accidents occurred.
- 1.2.1 The total number of employee accidents recorded in the quarter is 5
- 1.2.2 There were no lost time accidents reported in quarter 3 and therefore the number of lost days was nil.
- 1.2.3 The main causes of employee accidents in the quarter were:
  - 2 Struck by Moving Object (40%)
  - 2 Falls from Height (40 %)
  - 1 Slips, Trips and Falls on Same Level (20%)

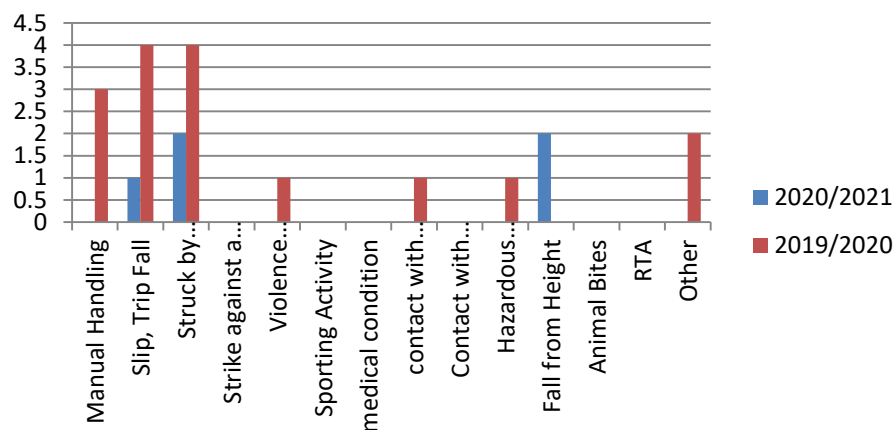
Total Number of Employee Accidents - 5

- 1.2.5 Streetscene (80%) and Housing (20%), are the operational areas recording accidents during the quarter. It should be noted that the overall number of accidents is significantly lower than the same period last year. This is due to Covid-19 lockdown restrictions limiting work activities.

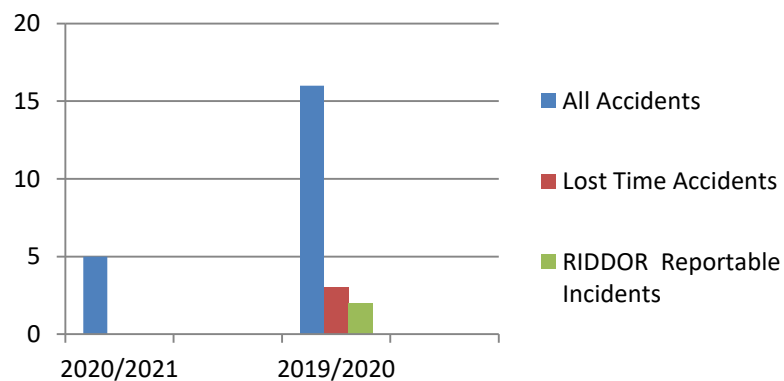
- 1.3 Employee Incident Breakdown

ACCIDENTS FOR QUARTER (Oct 2020 - Dec 2020)	ACCIDENTS FOR QUARTER ( Oct 2019 – Dec 2019)	YEARLY TOTAL (Apr 2020 – Dec 2020)	YEARLY TOTAL (Apr 2019 – Dec 2019)
5	16	14	38

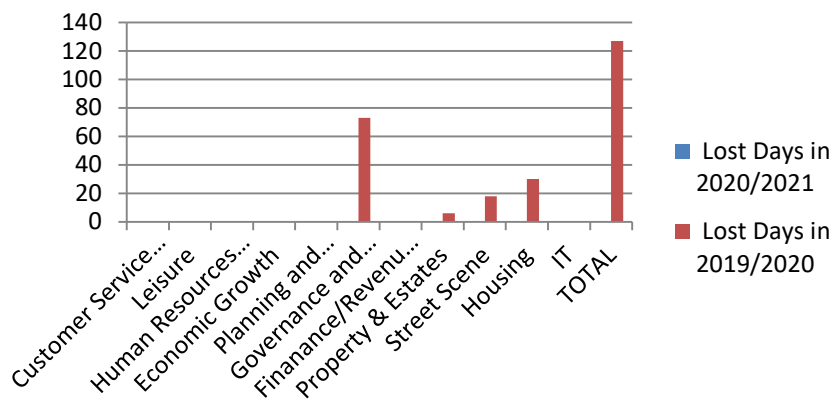
### 3rd Quarter Employee Accident Type Analysis



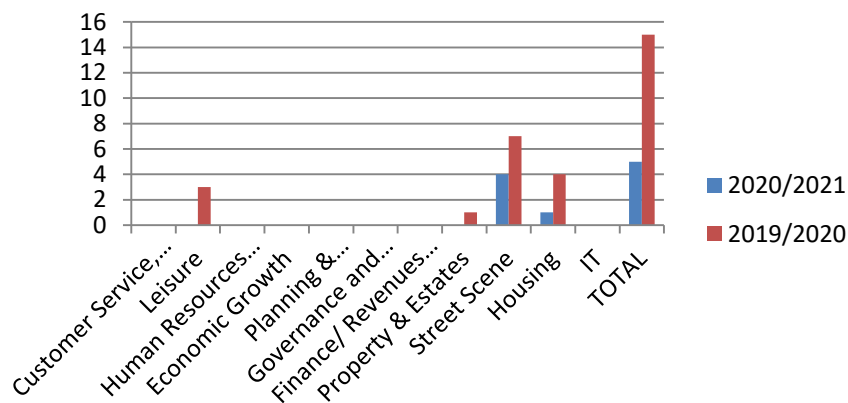
### 3rd Quarter Accident Category Analysis



### 3rd Quarter Lost Days Analysis



### 3rd 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?
05/10/20	IP slipped on the floor at The Arc, crashed into the door and landed heavily onto the floor. A member of staff from leisure helped IP up. IP suffered from a scuffed elbow and knee.	Slips, Trips and Falls on same level	Minor Injury – No lost days	Housing	0	No

	Reported that forearm and neck are quite sore.					
20/10/20	IP reducing conifer hedge with chainsaw. Climbing and using ropes and harness. Manoeuvred to a new position and branch snapped under foot. Fell a few feet and hit back on some branches and fence before the harness stopped him	Fall From Height	Minor Injury – No lost days	Street scene	0	No
02/11/20	IP was cutting hedges in Train Station car park. Getting fuel can off back of flat bed transit van. Slipped off back (approx. 1M) and hit the floor. Hit side of face and ribs on left side. Also landed on wrist. Finished shift and came in the next day with discomfort in side and wrist. Called in sick on 04/11/2020	Fall From Height	Minor Injury – No lost days	Street scene	0	No
04/11/20	IP was knocking bin lids off the spent bins with a claw hammer, by whacking the lids. A handle snapped and hit IP in the nose	Struck by Moving Object	Minor Injury – No lost days	Street scene	0	No
21/12/20	Felling conifer. Two other operatives on team pulling tree using a rope to direct it into the garden and away from other properties. Was cutting through trunk of tree and as it started to fall a side branch was caught on adjacent shed. Instead of falling straight into garden tree twisted on stump and	Struck by Moving Object	Minor Injury – No lost days	Street scene	0	No

	rolled off onto left foot. Hit IP on top of foot, in area of boot laces. Was unable to move away quick enough. Did not need any medical attention and felt well enough to finish shift					
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- 1.5 Details of employee Health & Safety Training

The Health and Safety training programme continued cautiously during Quarter 3 with further Covid-19 lockdown restrictions occurring during November. 10 employees completed a 2 day First Aid refresher. 6 employees participated in asbestos awareness training. Training was delivered in a Face to Face setting following Covid-19 secure guidelines.

- 1.6 Covid-19 update

Risk assessments for The Arc and Riverside Depot were updated at the end of January and remain relevant. Coronavirus Protective Measures Guidance Note has been reviewed and version 6 recently issued.

The Health & Safety Team are maintaining a presence across sites during lockdown. This is more frequent at Riverside Depot due to the numbers of people in attendance and the nature of activities there.

The Arc remains reassuringly quiet as colleagues continue to work from home. Informal walk rounds are conducted on each visit to note for compliance with Covid-19 risk assessments. These checks are periodically recorded for compliance purposes. The assistance of the Facilities team must be acknowledged and is invaluable in maintaining these standards.

The Health and Safety DSE presentation has also been reviewed during this period and remains current. With the introduction of the agile working policy at Bolsover District Council, work has begun on a DSE training video to further inform colleagues.

The Housing Health & Safety Adviser and Housing management meet weekly to assess the impact of Covid-19 on service provision and review arrangements.

Where possible, office based employees are undertaking relevant training via Zoom – e.g. Lone worker. This is not a method that engages operational employees and as such the training programme remains largely stalled.

## **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

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

## 7 Decision Information

<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>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	Yes/No
<b>Has the relevant Portfolio Holder been informed?</b>	Yes
<b>District Wards Affected</b>	All
<b>Links to Corporate Plan priorities or Policy Framework</b>	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)		
<b>Report Author</b>		<b>Contact Number</b>
Rebecca Hutchinson, Health & Safety Adviser		Extn 2564