



The Arc
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Clowne
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To: Chair & Members of the Safety
Committee

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Thursday, 6 January 2022

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 Thursday, 20th January, 2022 at 11:30 hours.

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



Solicitor to the Council & Monitoring Officer



Bolsover
District Council

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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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**

***Thursday, 20 January 2022 at 11:30 hours taking place 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 30 th September 2021.	3 - 5
5.	Health and Safety Update - Quarter 2	6 - 15

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, 30 September 2021 at 11:30 hours.

PRESENT:-

Members:-

Councillors Allan Bailey, Maxine Dixon and Andrew Joesbury.

UNISON:- Jessica Clayton and Kevin Shillitto.

Officers:- Sara Gordon (Human Resources and OD Manager), Mark Dungworth (Strategic Repairs Manager), Steve Brunt (Assistant Director of Street Scene), Matthew Cooper (Corporate Property Manager), Ian Clay (Health and Safety Advisor (Housing)), Hannah Southey – (Health & Safety Adviser (Streetscene)), Tom Scott (Governance Officer) and Hannah Douthwaite (Democratic Services Assistant).

SAF13-20/21 APPOINTMENT OF CHAIR 2021/22

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury

RESOLVED that Chris McKinney be elected as Chair of the Safety Committee for the ensuing year.

SAF14-20/21 APPOINTMENT OF VICE-CHAIR 2021/22

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

RESOLVED that Councillor Andrew Joesbury be elected as Vice-Chair of the Union/Employee Consultation Committee for the ensuing year.

Councillor Andrew Joesbury in the Chair

SAF15-20/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nick Clarke, Councillor Tricia Clough, Bronwen MacArthur-Williams (Health and Safety Manager) and Rebecca Hutchinson (Health and Safety Advisor).

SAF16-20/21 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

SAFETY COMMITTEE

SAF17-20/21 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

SAF18-20/21 MINUTES

Moved by Councillor Allan Bailey and seconded by Kevin Shillitto (Unison)

RESOLVED that the minutes of a meeting of the Safety Committee held on 11th February 2021 be approved as a true and correct record.

SAF19-20/21 SICKNESS ABSENCE QUARTER 1 (APRIL – JUNE 2021)

The Human Resources and Organisational Development Manager presented the Sickness Absence report for quarter one (April 2021 – June 2021). The average number of days lost per employee for Quarter 1 was 1.91 days therefore, the projected 2021/22 outturn figure for the average number of days lost per employee was 7.64 days.

Table one in the report showed the comparison of data to previous years with 2021/22 on track to be slightly higher than last year for average days lost per employee. An extra column had now been added to show the financial implication of the number of days lost.

Table four compared the three highest departments for sickness absence per quarter over the last three years and table five showed the departments with the lowest sickness absence levels. The Directorates would be updated to reflect the new structure for forthcoming quarters.

Key trends were detailed within the report which noted that stress/depression remained consistently high but the Council had taken steps to support employees which included Mental Health awareness sessions and resilience training. In addition, it was highlighted that 70 days were lost in quarter 1 due to employees experiencing Covid 19 symptoms and reporting as unfit for work.

Moved by Councillor Allan Bailey and seconded by Kevin Shillitto (Unison)

RESOLVED that the update be noted.

SAF20-20/21 HEALTH AND SAFETY UPDATE - QUARTER 1

The Health and Safety Advisor - Housing presented the Committee with a Health and Safety update for Quarter 1 and detailed the incidents that had occurred. The total number of employee accidents recorded was nine. These included two falls from height, one contact with electricity, one slip, trip or fall, one hit by a moving object, one contact with a moving machinery and one other incident which related to a dislocation of a finger end.

Of these accidents six occurred in Streetscene, two occurred in Housing and one was in Leisure. None of the above accidents were reportable under RIDDOR however, two of the accidents incurred lost time of up to seven days. The appendix to the report broke down each accident into more detail which included the severity and the number of days lost.

SAFETY COMMITTEE

A query was raised on the accident dated 14.04.21 which related to contact with electricity and it was confirmed that there were relevant procedures in place to prevent a more severe situation from occurring in the future.

A member questioned how often the Council owned garage sites were checked. The Committee was advised that they were checked annually and if any faults were identified others would be checked an example was a recent fault noted on a metal garage door, other sites that also had this door were then assessed in addition to the annual checks.

The Committee was also advised that push tests on gravestones were carried out as standard but the incident on the 29th June 2021 was an unfortunate accident that couldn't have been avoided as voids in the ground often can't be seen.

Face to face training has now been resumed following the relaxation of Covid safety measures but sessions were being undertaken with reduced numbers to maintain social distancing. Some sessions were still being carried out on Zoom where required and essential and refresher training would soon be undertaken.

Moved by Councillor Allan Bailey and seconded by Kevin Shillitto (Unison)
RESOLVED that the update be noted.

Meeting concluded at 11:50

Bolsover District Council

Safety Committee

20th January 2022

Quarter 2 Accident Statistics

Report of the Health and Safety Manager

Classification: This report is public

Report By: Bronwen MacArthur-Williams

Contact Officer: Rebecca Hutchinson

PURPOSE / SUMMARY

To report on accident statistics as a key measure of the Authority's overall Health and Safety performance.

RECOMMENDATIONS

1. The Committee note the contents of the accident reporting statistics and consider the impact on Bolsover District Council's overall corporate performance.

Approved by the Portfolio Holder – Corporate Governance

IMPLICATIONS

Finance and Risk: Yes ☒ No ☐

Details:

Poor performance can lead to compensation claims, increasing the cost of insurance.

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

Details:

Good performance is an indicator of compliance with Health and Safety legislation.

On Behalf of the Solicitor to the Council

Staffing: Yes ☒ No ☐

Details:

Accidents resulting in injury can impact on staffing levels.

On behalf of the Head of Paid Service

DECISION INFORMATION

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: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	No Details:

Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.

REPORT DETAILS

1 Background *(reasons for bringing the report)*

- 1.1 To confirm how Bolsover District Council is performing from a Health and Safety perspective. Good Health and Safety performance is indicative of good management control and vice versa.

2. Details of Proposal or Information

- 2.1 The total number of accidents in the quarter is 9. The accident breakdown is as follows:

4 Manual handling, 1 Slip, trip and fall, 1 Struck by a moving object, 1 Struck against a fixed object and 2 Other. The Other incidents relate to 1 small electrical shock and 1 scolding.

Of these accidents, 6 occurred in Streetscene, 2 occurred in Leisure and 1 in Housing.

- 2.2 None of these incidents were reportable under RIDDOR.
- 2.3 The accidents have been broken down into accident category, to show lost time accidents, lost days incurred by service area and to show the distribution of accidents between services. A brief synopsis of each accident and the graphical representation has been included at Appendix 1.
- 2.4 Training has resumed. First aid certificates suspended during the pandemic were brought up to date before the end of March 2021.
Ladders – 3 employees trained so far
Lone worker – 29 employees trained so far
Sharps Awareness – 47 employees trained so far
First Aid – 3 employees trained so far

3 Reasons for Recommendation

- 3.1 To ensure good Health and Safety management remains a key performance priority for Bolsover District Council.

4 Alternative Options and Reasons for Rejection

- 4.1 No alternative options available

DOCUMENT INFORMATION

Appendix No	Title
1	Graphical representation of accident breakdown and descriptions.
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.	

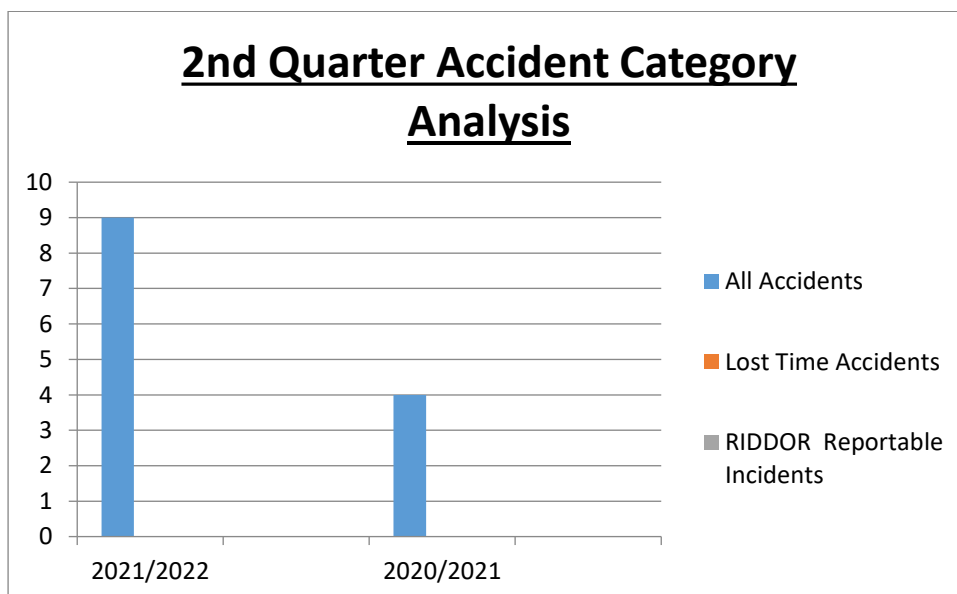
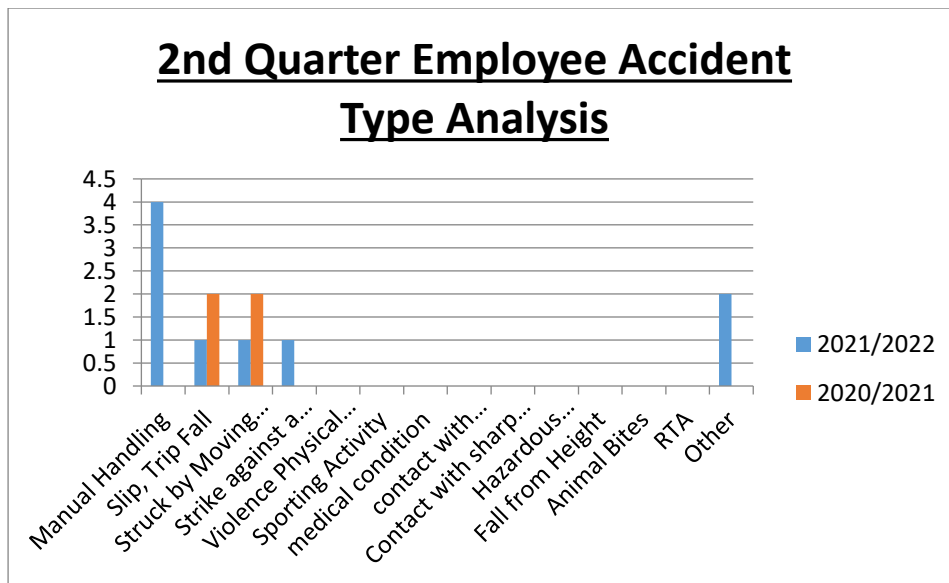
If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)

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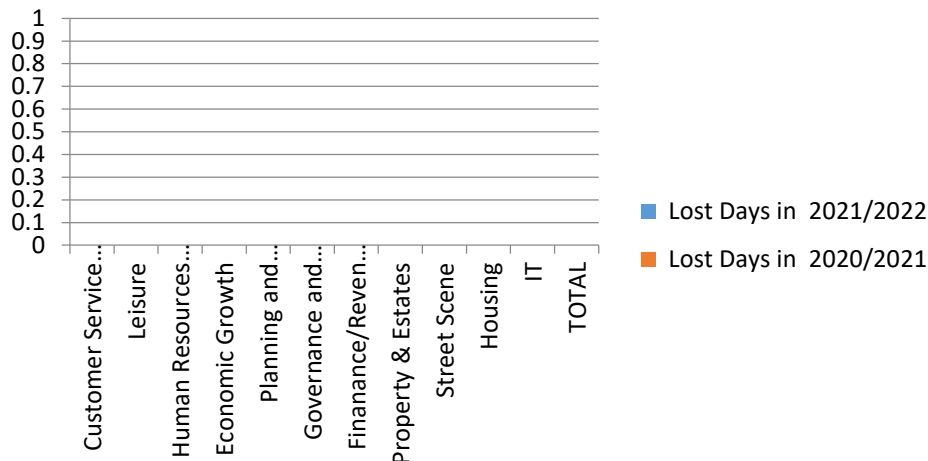
Health and Safety Appendix 1

ACCIDENTS FOR QUARTER (Jul 2021 to Sept 2021)	ACCIDENTS FOR QUARTER (Jul 2020 to Sept 2020)	YEARLY TOTAL (Apr 2021 – Sept 2021)	YEARLY TOTAL (Apr 2020 – Sept 2020)
9	4	18	9

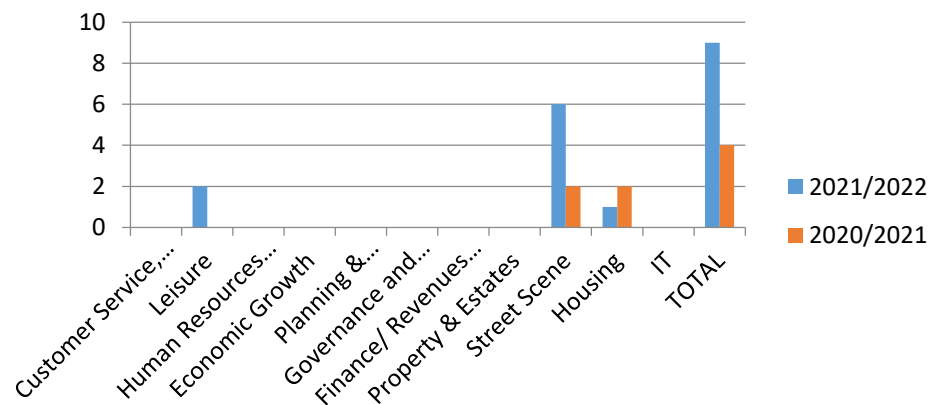
Below are graphical representations of hazard category causing the accident, incidences of lost time, days lost and service areas where accidents have occurred.



2nd Quarter Lost Days Analysis



2nd Quarter Operational Area Accident Analysis



Section	Date of Incident	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
Street Scene	15/07/2021	Manual Handling	Minor Injury - No Lost Days	No	While removing fly tipping IP lifted a pallet to carry to wagon, as he twisted to bring it to his shoulder he felt a pain in lower back.	0

OFFICIAL-[SENSITIVE]

Housing	06/08/2021	Other	Minor Injury - No Lost Days	No	IP went to make a cup of tea in the kitchen, whilst holding the lever the ball socket was perished, snapped off completely, the hot water blew out of the boiler up IP's right hand and arm consequently scolding the hand and arm.	0
Leisure	18/08/2021	Electrical	Minor Injury - No Lost Days	No	IP switched on the shower control switch which had condensation on which caused a small electrical shock to right hand index finger.	0
Street Scene	08/09/2021	Manual Handling	Minor Injury - No Lost Days	No	Emptying litter bin on Green. IP lifted bin liner out and seemed heavier than normal. Lowered it to the ground to tie the top and something metal was sticking out of the bottom. Caught left shin and got a gash a couple of inches long. Cut through trousers.	0
Street Scene	15/09/2021	Manual Handling	Minor Injury - No Lost Days	No	IP was operating a walk behind self-drive Toro mower in the churchyard where one of front jockey wheels went into a divot and the movement of the mower jolted his back.	0

OFFICIAL-[SENSITIVE]

Leisure	25/09/2021	Struck by Moving Object	Minor Injury - No Lost Days	No	IP sliced toe on inflatables trolley glass/plastic as they lifted the inflatable off.	0
Street Scene	29/09/2021	Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	No	Collecting a fridge/freezer on bulky collection. IP dropped tail lift to get trolley. Opened right hand door, went to open left hand door, turned round to come off tail lift and slipped on wet surface. Landed on kerb edge of pavement on right shoulder	0
Street Scene	29/09/2021	Manual Handling	Minor Injury - No Lost Days	No	Collecting three fridge freezers from a property on bulky collection. Loaded large fridge freezer onto trolley. Dropped down kerb and freezer slid off trolley and banged on IP's head. Started to fall into the road so tried to stop it before it hit a car and pulled left shoulder.	0

Accident Investigation Information:

The Electronic Accident Reporting System (EARS) requests that Managers and Supervisors investigate each accident. These reports are automatically sent via email to the Health & Safety team who monitor for severity, frequency and trends.

As a result of this Quarter's reporting, a detailed investigation has been carried out into the collection of white goods within Streetscene. An action plan has been formulated as a result of investigation findings and shared with the Streetscene management team. These actions are currently being worked through and resolved by Streetscene.

Employee Protection Register Update

There are currently 49 inclusions on the register. A review is carried out annually to ensure inclusions remain appropriate. The ICT Development team are working on the production of an electronic form that integrates with the register to simplify the reporting process and keep appropriate records of departmental recommendations.

Covid-19 Secure Update

During Quarter 2, all legal mandates imposing restrictions were lifted (end of July 2021). The current position (December 2021) remains the same in that there are no specific restrictions. The need has remained throughout to risk assess the workplace in line with the Management of Health and Safety Regulations. Risk assessments and Council guidance have been updated and reissued. Control measures remain the same – avoid close contacts and distance yourself, disinfect surfaces, wash hands, good ventilation - and all are asked to take individual responsibility for compliance.

Health & Safety Training

During this Quarter, 14 employees received Ladder Awareness training. 39 employees received Needle stick and Sharps Awareness Training. 34 employees received Lone Worker Awareness training.

In addition Face Fit sensitivity tests were carried out on approximately 67 employees across Bolsover Housing and Streetscene teams.

Workplace Inspection update:

Please note, this is retrospective up until the end of September 2021. Where there are no actions closed out but no outstanding actions, it is because the first action review date has not been met.

(Please see table below for details)

OFFICIAL-[SENSITIVE]

LOCATION	Responsible Service	Last Workplace Inspection	1st Action Review Date	Actions Closed Out	Actions Outstanding	Status
CORPORATE						
The Arc and Go! Active	P&CS / Leisure shared	03/09/2021	03/10/2021	0	0	
Pleasley Vale Mills 1 to 3	P&CS	21/09/2021	21/10/2021	0	0	
The Tangent	P&CS	21/09/2021	21/10/2021	0	0	
DEPOT						
Riverside Depot	SS / Housing shared	21/04/2021	21/05/2021	28	0	
LEISURE						
PV Outdoor Activity Centre	Extreme wheels	29/07/2021	29/08/2021	2	0	
Broadmeadows Pavilion	Sports Dev	29/03/2021	29/04/2021	3	0	
Castle Leisure – Football, Bowls and Cricket	Sports Dev	29/03/2021	29/04/2021	3	7	
Clune Street	Sports Dev	29/03/2021	29/03/2021	2	4	

End of Document.