

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

Contact: Lindsay Harshaw
Telephone: 01246 242276
Email: lindsay.harshaw@bolsover.gov.uk

Wednesday, 13th July 2022

Dear Councillor

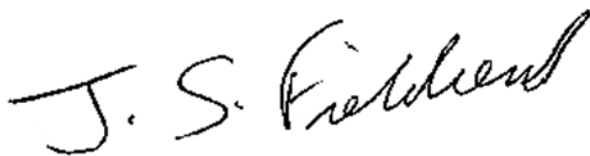
SAFETY COMMITTEE

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, 28th July, 2022 at 10:00 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 on page 2.

Yours faithfully



Solicitor to the Council & Monitoring Officer



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.

**SAFETY COMMITTEE
AGENDA**

***Thursday, 28th July, 2022 at 10:00 hours taking place in the Council Chamber, The Arc,
Clowne***

Item No.		Page No.(s)
1.	Election of Chair for 2022/23	
2.	Appointment of Vice-Chair for 2022/23	
3.	Apologies For Absence	
4.	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.	
5.	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.	
6.	Minutes	3 - 5
	To consider the minutes of the last meeting held on 5 th May, 2022.	
7.	Sickness Absence - Quarter 1 (April - June 2022)	TO FOLLOW
8.	Health and Safety Update - Quarter 1 (April - June 2022)	6 - 14

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 May 2022 at 11:00 hours.

PRESENT:-

Members:-

Chris McKinney (UNISON) in the Chair

Councillors Allan Bailey, Nick Clarke and Andrew Joesbury.

UNISON: Liz Robinson (UNISON).

Officers:- Grant Galloway (Executive Director of Strategy and Development), Steve Brunt (Assistant Director – Streetscene), Bronwen MacArthur-Williams (Health & Safety Manager), Rebecca Hutchinson (Health & Safety Adviser), Ian Clay (Health and Safety Advisor - Housing), Wayne Carter (Leisure Operations Manager), Matthew Cooper (Corporate Property Manager), Helen Mitchell (H.R. Link Officer - Advisory & Systems), and Tom Scott (Governance Officer).

SAF14-21/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tricia Clough and Maxine Dixon, and Sara Gordon (HR & OD Manager).

SAF15-21/22 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF16-21/22 DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAF17-21/22 MINUTES – 20TH JANUARY 2022

The Health and Safety Manager referred to the paragraph in the Health and Safety Update Quarter 2 item, which included the words: “*The Health & Safety Manager explained that COVID19 had interrupted the training programme so staff undertaking training had not been recorded,*” and felt the wording suggested that the issue had been Health and Safety officers not recording training. She clarified that no training had occurred as the programme had been suspended due to COVID 19.

Moved by Councillor Andrew Joesbury and seconded by Chris McKinney (UNISON)
RESOLVED that the minutes of a meeting of the Safety Committee held on 20th January 2022 be approved as a correct record.

SAFETY COMMITTEE

SAF18-21/22 SICKNESS ABSENCE - QUARTER 4 (JANUARY 2022 – MARCH 2022)

The Human Resources Link Officer presented the Sickness Absence report for Quarter 4 (January – March 2022) and explained that one of the key trends of Quarter 4 had been sickness increasing due to the easing of national COVID 19 restrictions.

Of the thirteen long term sickness absence cases, eleven had returned to work and two were still outstanding.

Mental health awareness sessions had been recently held and the Human Resources Link Officer advised the meeting that these were now being undertaken quarterly. Throughout 2021/22, 107 members of staff had attended the sessions. Resilience training to help with mental and physical health had received 40 attendees.

Six members of staff had taken up the Council's promotion of a cycle to work scheme which was helping to reduce carbon emissions associated with travelling to and from work. Committee was also reminded that the Go! Active leisure facility was available to all employees at a discounted rate and to date, 40 members of staff had taken up the offer.

The report summarised how:

- The average number of days lost per employee for Quarter 4 was 2.19 days.
- The actual 2021/22 outturn figure for the average number of days lost per employee was 8.7 days.
- The 2021/22 outturn figure for the average number of days lost per employee, (discounting COVID 19 related symptoms) was 6.5 days.

The Union representative raised Unison's concern regarding stress and mental health issues remaining the top reasons for staff absence. The HR Link Officer noted that HR already had a number of measures in place but this was being looked into further.

In relation to the ongoing financial crisis, Members queried if the Council had put anything in place to support employees with their mental health, such as counselling for financial difficulties. The Human Resources Link Officer confirmed that the Employee Assistance Programme offered different strands of counselling and advice, including advice on debt and finance, and both Unions also offered support mechanisms. She added that the HR Team were proactive in supporting employees as much as possible and were open to further suggestions and ideas from Members and officers

Moved by Councillor Nick Clarke and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

SAF19-21/22 HEALTH AND SAFETY UPDATE – QUARTER 4 - (JANUARY 2022 – MARCH 2022)

The Health and Safety Manager presented the Quarter 4 (January 2022 – March 2022) Health and Safety update.

SAFETY COMMITTEE

The report noted 11 employee related accidents during the quarter. One was a leisure visitor accident and had been reported under RIDDOR. There were thirty nine incidents involving Members of the public of which one had been RIDDOR reportable.

The Health and Safety Manager explained that a total of 75 employees had missed Health and Safety training in the 2021/22 year. Councillor Andrew Joesbury requested that for future Safety Committee meetings, the Health and Safety Update report include information on the reasons for employees not attending training.

The Assistant Director – Streetscene explained that a number of Streetscene employees had not been able to take up the Health and Safety training due to a large backlog of training.

In response to a Member's question, the Health and Safety Manager explained that Health and Safety would be moving to the same system as HR, which would allow them to automatically notify all employees of training sessions. Committee was also informed that Health and Safety officers retained details of all training undertaken by staff.

Councillor Andrew Joesbury suggested that staff training information should be transferred onto a system via HR. The Executive Director of Strategy and Development agreed.

Moved by Councillor Andrew Joesbury and seconded by Chris McKinney
RESOLVED that the report be noted.

The meeting concluded at 11.35 hours.



Bolsover District Council

Meeting of the Safety Committee 28th July 2022

Quarter 1 Health & Safety Update (01.04.22 – 30.06.22)

Classification	This report is Public
Report By	Bronwen MacArthur-Williams, Health & Safety Manager, Tel: 07980 933 990 Email: Bronwen.macarthur-williams@bolsover.gov.uk
Contact Officer	Rebecca Hutchinson, Health & Safety Adviser, Tel: 0798 0973 053 Email: Rebecca.hutchinson@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To provide an overview of the Authority’s overall Health & Safety performance as indicated by:

- Accident statistics, trends and lost time.
- Training numbers including reports of non-attendance and associated costs.
- An overview of progress against the workplace inspection programme.

REPORT DETAILS

1. Background

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 ACCIDENT STATISTICS:

A breakdown below includes accident type, a brief description of the incident and lost time details. There are no obvious trends indicated.

2.2 The total number of accidents reported by Members of the Public is **53**. None of these were RIDDOR reportable.

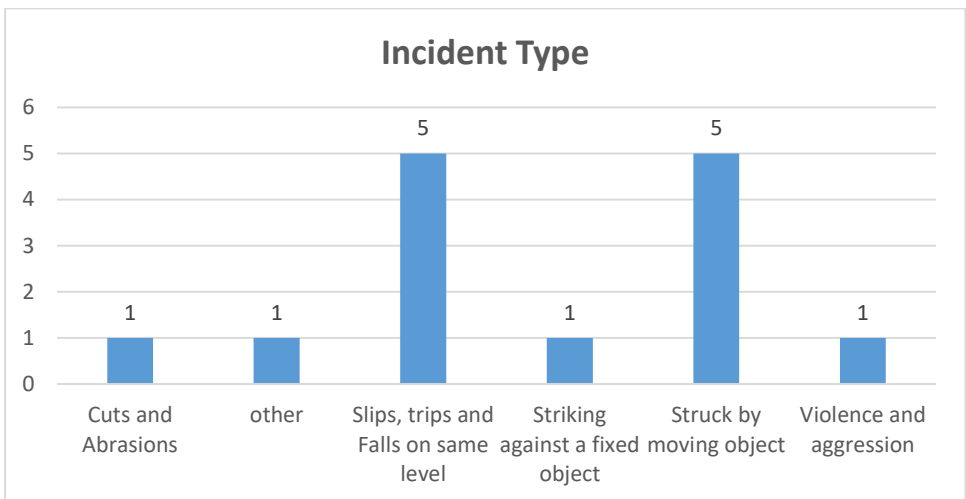
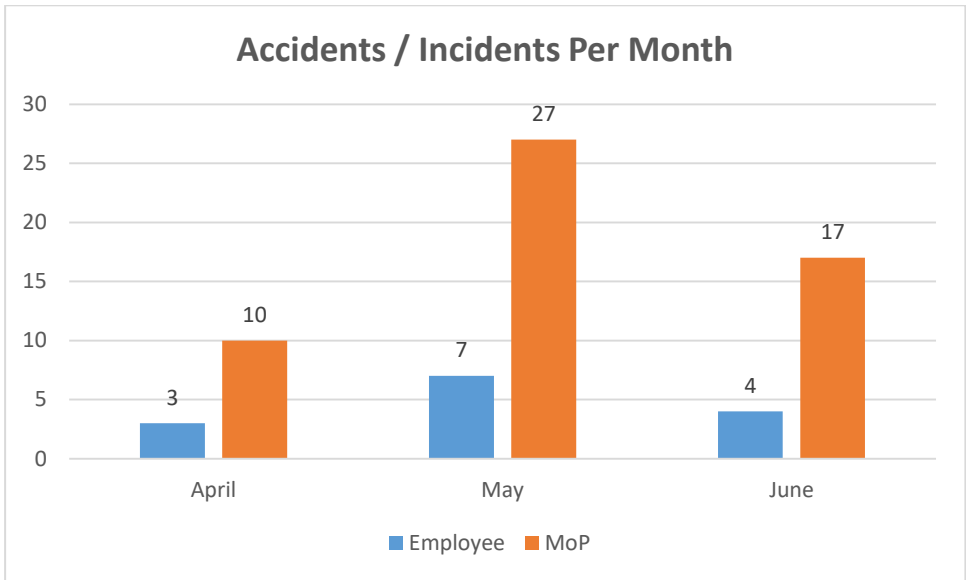
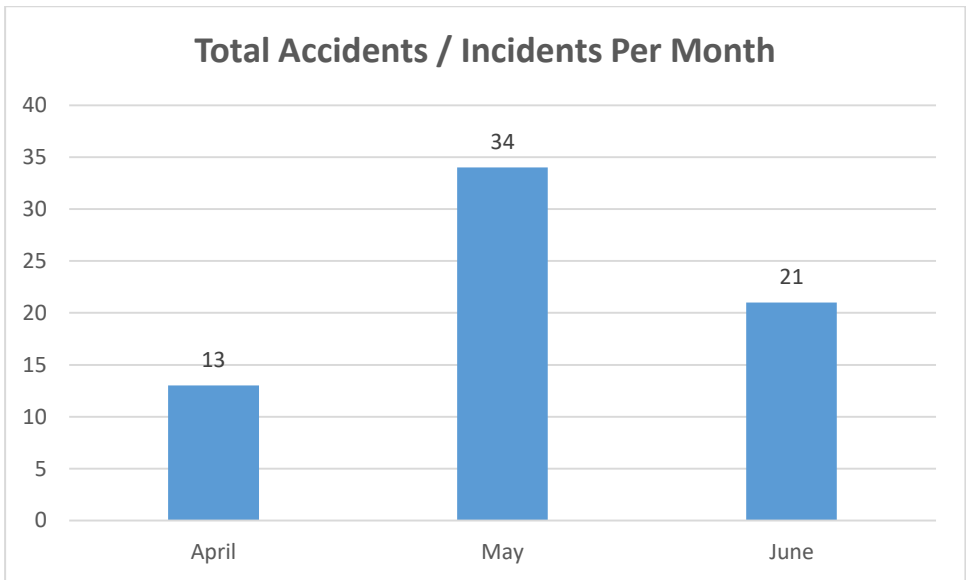
2.3 Quarter 1 of 2022/23 has seen **14 employee accidents** compared to Quarter 1 of 2021/22 which saw 9 accidents reported. These 14 accidents took place in the following service areas: **Streetscene - 10 Leisure - 2 Housing - 2**

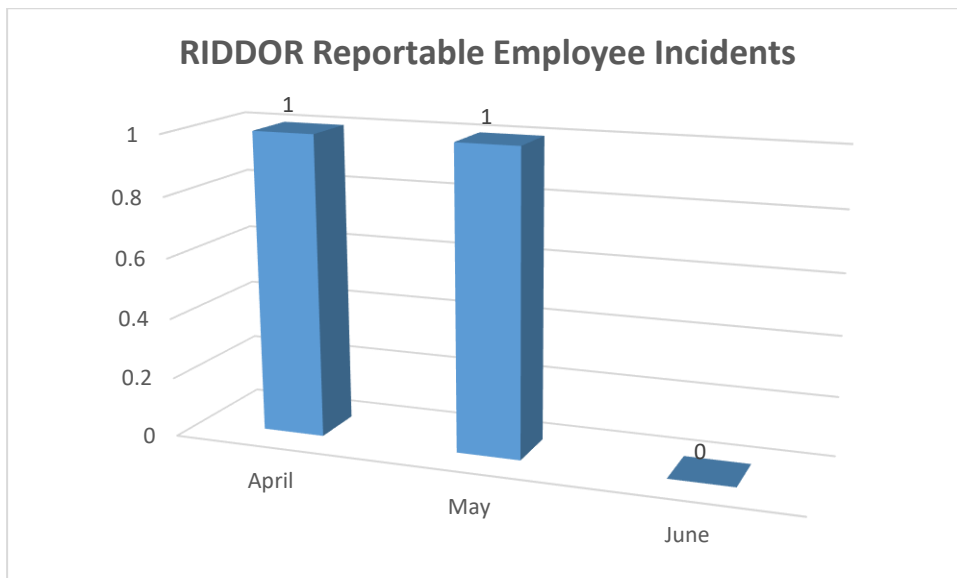
	Date of Incident	Service Area	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
1	05/04/2022	Streetscene	Struck by moving object	Lost time – up to 7 days	No	IP was riding on his ride on flail mower when an object flicked into his eye	1
2	11/04/2022	Housing	Violence and Aggression	Minor injury – no lost days	No	Support Officer has visited a client who has a large friendly dog who has jumped up the warden. It has not broken skin but has left a mark on her skin	0
3	14/04/2022	Streetscene	Slips, trips and falls on same level	Major injury	Yes	Walking along to collect an assisted bin when foot gave away due to the gradient of the pavement.	30
4	09/05/2022	Streetscene	Striking against fixed object	Minor injury – no lost days	No	Litter picking to grass verge, turned round from looking backwards and banged head on road sign	0
5	11/05/2022	StreetScene	Slips, trips and Falls on same level	Minor injury – no lost days	No	Strimming in a closed churchyard, tripped on kerb edging (which was covered with long grass). Jarred foot and twisted back	0
6	09/05/2022	Housing	Struck by moving object	Minor injury – no lost days	No	Knelt down digging hole. Spade hit rock and caused handle to shoot up and hit in face below left eye.	0
7	09/05/2022	StreetScene	Slips, trips and Falls on same level	Minor injury – no lost days	No	Moving leisure trailer to access container, didn't realise there was no hitch brake, moved wheel blocks and weight shift caused me to lose balance. Banging my right leg.	0

	Date of Incident	Service Area	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
8	24/05/2022	StreetScene	Struck by moving object	Minor injury – no lost days	No	Operating a Toro ride on flail mower and piece of wall brick was discharged from the flail unit flicked up into operatives face	0
9	17/05/2022	StreetScene	Slips, trips and Falls on same level	Lost time – up to 7 days	No	Strimming a grass bank. Descending bank and slipped. Fell forwards onto trimmer hitting under chin with handle	2
10	18/05/2022	StreetScene	Other	Lost time over 7 days	Yes	2 dogs broke free from the garden. One of the dogs bit IP's finger. IP had 9 stiches in his finger. The incident was reported to the Police by his supervisor.	43
11	06/06/2022	Leisure	Cuts and Abrasions	Minor injury – no lost days	No	Staff training. Jumped in from deep end of the pool, upon surfacing felt a stinging pain in toe	0
12	14/06/2022	Leisure	Struck by moving object	Minor injury – no lost days	No	Went to use the toastie press and the lid fell down onto wrist	0
13	21/06/2022	StreetScene	Slips, trips and falls on same level	Lost time – up to 7 days	No	Unloading equipment from trailer at start of shift, caught thumb	1
14	23/06/2022	StreetScene	Struck by moving object	Minor injury – no lost days	No	Loading conifer cuttings from ground level onto lorry and debris caught left hand arm and cut	0

2.4 Graphs overleaf show the:

- number of monthly accidents / incidents
- employee and member of the public accidents
- combined incident types for both employees and members of the public
- monthly number of RIDDOR reports





2.5 TRAINING:

The Health & Safety Team have recently completed evaluation of a triennial procurement exercise involving the evaluation of 19 courses (130 submissions). Thus the 2022-2025 Health & Safety programme is now being compiled using specific requirements supplied by Service Managers to prepare a robust plan.

Meanwhile during Quarter 1, training delivery continued with the following courses taking place:

- 3 sessions of Accident Investigation training for 15 people. This achieved an attendance rate of 81%
- 4 employees attended a 2 day First Aid refresher. This achieved an attendance rate of 50% (everyone who was invited attended)
- 7 employees attended an Emergency First Aid course. This achieved an attendance rate of 83%

2.6 An email sent on the 06.05.22 to all Executive Directors, Assistant Directors and Service Managers, detailed that Elected Members discussed the number of cancelled/missed training places and the associated cost at Safety Committee on 05.05.22. As a result, all future Safety Committee reports beyond July 2022 will contain details of service areas with non-attendees, reasons provided and that Health & Safety will be looking to recharge the costs if reasons for non-attendance are not reasonable.

Service managers are reminded that reasonable excuses for non-attendance are considered on their own merits but routinely include:

- Informing of non-availability to attend at least 2 weeks before the training
- Medical emergency for self or dependants
- Absence from work due to sickness

Substitution is acceptable at the last minute, if this fills necessary spaces and avoids incurring the cost of unfilled places.

Limited training was required during Quarter 1 but the table below shows joint losses across the 3 accident investigation courses.

For BDC data refers to a loss of £95 (involving 3.5 employees).

Training Course	Date	Cost per Delegate	Number of non attendees	Cost of non attendees
Accident Investigation	21.04.22, 26.05.22,			
Training	15.06.22	£27.00	7	£189.58

2.7 All future training courses will be advertised to the Derbyshire Safety group where spare places are anticipated to achieve best value for money where possible.

2.8 As directed at the previous meeting, arrangements for monitoring adequate training availability for all employees have been initiated – commencing with the collation of all mandatory training requirements as supplied by Service Managers. This has been completed, a corporate record compiled and the following actions are now being taken to move this initiative forward:

1. A training schedule to be produced to plug any gaps in training
2. Regular report to SLT to monitor progress
3. SLT to take a lead role in ensuring managers and staff attend training sessions
4. A system is put in place to ensure records are kept up to date and that there is a mechanism to ensure employees attend training the required training.

2.9 INSPECTIONS:

Two inspections have been undertaken during this Quarter – the resume below details the outcomes:

2.10 The Arc – 12.04.22

1 outstanding action remained unaddressed from the previous inspection (30.09.21) which involved a housekeeping issue, where the Caretakers store under the stairs had become overwhelmed with spare parts and debris. It was requested that the store be rationalised and cleared out once new post holder is in place. The action was due to be completed by 30.05.22

During the same inspection (12.04.22), 16 high risks were noted. With a close-down date of 10.05.22, 1 fire item remains unaddressed. This states that directions for an emergency must be specific / clear to avoid confusion and to ensure safe evacuation away from site.

2.11 Riverside Depot – 12.05.22

1 outstanding action remained unaddressed from the previous inspection (20.10.21) which involved a housekeeping issue, where Community Safety, Elections and Extreme Wheels had considerable amounts of equipment, documents etc. stored in the Transport mezzanine section. It was requested that all areas be tidied as there was insufficient access and egress to the area and equipment was not stored neatly. The action was due to be completed by 10.06.22 – however the inspection report has not been updated by relevant officers so it is unclear whether this has been closed down.

During the same inspection (12.05.22), 7 high risks were noted. With a close-down date of 11.06.22, 1 environmental item remains unaddressed. The report noted a strong odour from gents' urinals on middle floor, with a request that Facilities Management investigate possible drainage issues - however a delivery of parts was awaited from the contractor at the time of Safety Committee report preparation so the action currently remains open.

2.12 Inspection Programme

In order to balance inspection timeframes, it is proposed that the biannual programme is recalculated to spread inspections across all quarters and include a mix of locations from both BDC and NEDDC. This will still require each premise to be visited twice per year – however dividing the programme across two consecutive quarters and then repeating this in the remaining 2 quarters, should always allow an update to be included at each Council's Safety Forum. Currently there are occasions when an update is not available at a meeting.

This change should also improve the current arrangement of undertaking all 15 inspections biannually, across 2 months at a time – as this subsequently results in less Health & Safety availability / flexibility to meet additional work requests during this time. The proposed arrangement is as follows:

Quarter 1	<ul style="list-style-type: none">• The Arc• Riverside Depot• Sharley Park Leisure Centre• Dronfield Leisure Centre• Mill Lane & Pioneer House (ICT)• Coney Green Business Park• Midway Business Centre
Quarter 2	<ul style="list-style-type: none">• 3 Pleasley Vale Mills• Pleasley Vale Archive Store• Pleasley Outdoor Activity Centre• Pleasley Vale Boat House• The Tangent• Eckington Depot• Killamarsh Leisure Centre• Eckington Leisure Centre

Quarter 3	As Quarter 1
Quarter 4	As Quarter 2

3. Reasons for Recommendation

3.1 The Health & Safety Manager asks the committee to consider the report as a reflection on the corporate commitment to and continued awareness of the importance of good Health & Safety performance.

4 Alternative Options and Reasons for Rejection

4.1 None

RECOMMENDATION(S)

1. N/A

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 and costs attributed to manager time, sickness absence and replacement labour

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p>District Wards Significantly Affected</p>	N/A
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/></p>	<p>Details: Trade Union Safety Representatives</p>

<p>Links to Council Ambition: Customers, Economy and Environment.</p>

DOCUMENT INFORMATION	
Appendix No	Title

<p>Background Papers</p>
<p><i>(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 Executive you must provide copies of the background papers).</i></p>