

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

Contact: Lindsay Harshaw
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Tuesday, 17 January 2023

Dear Councillor

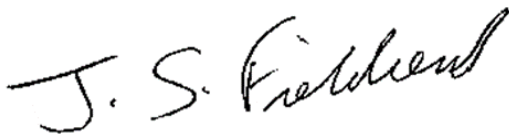
SAFETY COMMITTEE

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, 2nd February, 2023 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 3.

Yours faithfully

A handwritten signature in black ink, appearing to read "J. S. Fielden".

Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**SAFETY COMMITTEE
AGENDA**

***Thursday, 2nd February, 2023 at 10:00 hours taking place in the
Council Chamber, The Arc, Clowne***

Item No.		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 3 rd November, 2022.	4 - 6
5.	Sickness Absence - Quarter 3 (October - December 2022)	7 - 20
6.	Health & Safety Update - Quarter 3 (October - December 2022)	21 - 27

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, 3rd November, 2022, at 10:00 hours.

PRESENT:-

Members:-

Councillor Andrew Joesbury in the Chair

Councillors: Allan Bailey and Maxine Dixon.

UNISON: Jessica Clayton, Chris McKinney and Liz Robinson

Officers: Steve Brunt (Assistant Director of Streetscene), Bronwen MacArthur-Williams (Health & Safety Manager), Peter Wilmot (HR Business Partner), Jayne Stokes (Corporate Health & Safety Adviser), Wayne Carter (Leisure Operations Manager) and Lindsay Harshaw (Governance & Civic Officer).

SAF09-22/23 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Sara Gordon (HR & OD Manager) and Ian Clay (Health & Safety Adviser & Housing).

SAF10-22/23 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF11-22/23 DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAF12-22/23 MINUTES – 28TH JULY 2022

Moved by Chris McKinney and seconded by Jessica Clayton

RESOLVED that the Minutes of a Safety Committee meeting held on 28th July, 2022, be approved as a correct record.

SAF13-22/23 SICKNESS ABSENCE – QUARTER 2 (JULY – SEPTEMBER 2022)

The HR Business Partner presented the Sickness Absence report for Quarter 2 (July – September 2022) and highlighted that the average number of days lost per employee was 2.02 days and the average number of days lost per employee, if COVID related symptoms were discounted was 1.65 days. The 2022/23 forecast figure for the average number of days lost per employee was 8.62 days.

SAFETY COMMITTEE

It was noted that there had been a fairly even split between short term and long term absence which was indicative of the first quarter.

The key trends for sickness absence were highlighted as follows:-

- The overall average days lost due to sickness had reduced from 2.29 in Quarter 1 to 2.02 for Quarter 2
- 157.5 days had been lost in Quarter 2 due to Covid19 symptoms (employees unfit for work) compared with 283 days lost in the last quarter, this decrease may have been due to the summer period and warmer climate
- 5 services had experienced zero sickness in Quarter 2 and a further 5 services had experienced less than 1 day per FTE employee
- 3 cases of absence had been due to Stress/Depression during Quarter 2, 1 of which was personal/work related and 2 were not work related
- There had been 17 long term cases in Quarter 2, 14 of which were due to physical health ailments and 3 were related to stress/depression. Appropriate support had been provided to those who had returned to work and those planning to do so
- Covid19 sickness remained in the top three reasons for sickness

A Member queried the guidelines for staff experiencing ill health due to Covid. The HR Business Manager advised that employees would be encouraged to remain off work until they had tested negative. It was suggested that staff be reminded of the Covid guidelines.

A Member referred to the availability of flu vaccinations for staff. The HR Business Manager stated that the Council had offered flu vaccination vouchers to all members of staff.

Another Member queried the length of time an employee could receive sick pay. The HR Business Manager advised that sick pay was usually six months full pay and six months half pay, however, this was dependent on the length of service and was over a rolling 12 month period.

A Member stressed the importance of continuing to provide mental health support.

Moved by Councillor Andrew Joesbury and seconded by Liz Robinson

RESOLVED that (1) the report be noted,

(2) the Covid19 guidelines be re-issued to staff for information.

(HR Business Manager)

SAF14-22/23 HEALTH AND SAFETY UPDATE – QUARTER 2 (JULY – SEPTEMBER 2022)

The Health & Safety Manager presented the Quarter 2 (July – September 2022) Health and Safety update.

It was noted that the total number of accidents reported involving members of the public was 73, however, none of these were RIDDOR reportable.

SAFETY COMMITTEE

Quarter 2 of 2022/23 had seen 18 employee accidents reported, compared to Quarter 2 of 2021/22 which had seen 9 accidents reported. The 18 accidents had taken place in the following service areas:-

- Streetscene – 10
- Housing – 5
- Planning – 1
- Property Services – 1
- Leisure – 1

None of the above 18 accidents were RIDDOR reportable and only 1 lost time day was recorded.

It was highlighted that the 18 accidents represented a significant increase on the same quarter last year. A number of changes had happened which may have resulted in the increase. The Streetscene Health & Safety Adviser had now been in post for 18 months and was having a positive impact on the accident reporting culture. Additionally, the new EARS accident reporting system had been launched which was much simpler to use and was embedding well.

Training had continued to be delivered during Quarter 2, with the following courses taking place:-

- Fire Warden training x 1 session with 16 attendees. All those invited had attended the training
- Health and Safety Awareness for Caretakers x 1 session. The employee invited from Bolsover had attended the training

In relation to safety inspections, the Health & Safety Manager highlighted that all sites would be visited every six months, spread over the four quarters and that there was nothing to report at this moment in time. It was intended to provide regular safety inspection updates from April 2023.

A Unison representative thanked the Health & Safety Manager for the report and commented that the union had been involved in discussions regarding training and the safety inspection programme.

A Member requested that the safety inspection updates only provide details of any problems.

The Health & Safety Manager mentioned that discussions had been taking place with Human Resources regarding training and it had been suggested that additional administration support be recruited to manage training across the Council.

The Assistant Director of Streetscene mentioned that Streetscene Operatives would be encouraged to attend any mandatory training during the winter months when some services had been suspended.

Moved by Chris McKinney and seconded by Councillor Maxine Dixon
RESOLVED that the report and comments be noted.

The meeting concluded at 10:32 hours.

Bolsover District Council

Meeting of the Safety Committee on 2nd February 2023

Sickness Absence - Quarter 3 (October – December 2022)

Report of the Portfolio Holder for Portfolio Holder - Corporate Governance

Classification	This report is Public
Report By	Oliver Fishburn, HR and Payroll Manager Tel 01246 242525 oliver.fishburn@bolsover.gov.uk
Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

1. **Purpose of the Report**

- 1.1 To report the sickness absence figures throughout the Council for Quarter 3, (October - December 2022).

REPORT DETAILS

2. **Background**

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October - December 2022.
- 2.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Joint 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 3 was 2.27 days.
- 2.3.1 The 2022/23 forecast figure for the average number of days lost per employee is 8.76 days.
- 2.3.2. The Quarter 3 figure for the average number of days lost per employee if COVID related symptoms were discounted was 1.89 days.
- 2.4 The annual target for the Local Performance Indicator to the end of March 2023 is 8.5 days.
- 2.7 For the purposes of sickness reporting, Senior Management is accounted for as follows:-
- 1 Joint Assistant Director Post (0.5 fte).

3. Details of Proposal or Information

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3.1 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
(Average sickness days per fte employee)

	2019/20	2019/20 Costs	2020/21	2020/21 Costs	2021/22	2021/22 Costs	2022/23	2022/22 Costs
Quarter One	1.85	£79,136.56	1.50	£51,292.61	1.91	£81,917.94	2.29	£84,309.63
Quarter Two	1.84	£69,134.38	1.35	£52,351.59	2.31	£91,025.58	2.02	£84,144.83
Quarter Three	2.43	£84,863.87	1.14	£46,411.80	2.29	£85, 306.37	2.27	£93954.00
Quarter Four	1.68	£56,257.50	1.58	£66,731.07	2.19	£84,857.65		
Overall Outturn	7.8	£289,392.31	5.57	£216,787.07	8.7	£343,107.54		

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

	2019/20		2020/21		2021/22		2022/23	
	Short term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	43%	57%	33%	67%	40%	60%	48%	52%
Quarter Two	54%	46%	37%	63%	67%	33%	46%	54%
Quarter Three	45%	55%	47%	53%	48%	52%	46%	54%
Quarter Four	60%	40%	43%	57%	69%	31%		
Overall Outturn	48%	52%	41%	59%	57%	43%		

6

Table Three: Number of Long Term/Short Term Cases
(long and short term occurrences of sickness in the quarter)

	2019/20		2020/21		2021/22		2022/23	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	94	15	48	15	90	15	116	14
Quarter Two	87	11	50	11	115	12	99	17
Quarter Three	102	14	48	6	105	13	122	16
Quarter Four	90	9	57	10	126	13		
Overall Outturn	373	49	203	42	436	53		

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

(The three service areas who have the highest average fte employee sickness absence days in the quarter)

	2019/20	2020/21	2021/22	Current Year 2022/23
Quarter One	1.Elections 2.Customer Services 3.CEO/Dir/HoS	1. Leaders/Exec. Team 2. Legal 3. Planning	1. Elections 2.Democratic Services 3.Streetscene	1. LEPT 2. Property & Estates 3. Finance
Quarter Two	1.Customer Services 2.Revs & Bens 3.Housing	1. Dev/Bus. Growth 2. Elections 3. Housing Repairs	1.Elections 2.DemocraticServices 3.Customer Services	1. Streetscene 2. Housing Mgt. 3. Housing Repairs
Quarter Three	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. Elections 2. Streetscene 3. Democratic Services	1.DemocraticServices 2.Health & Safety 3. Housing Mgt.	1. 2. 3.
Quarter Four	1.Legal 2.Revs & Bens 3.Partnership	1. Elections 2. Governance 3. Customer Services	1.Leisure 2. Customer Services 3. Streetscene	1. 2. 3.
Overall Outturn	1.Customer Services 2.Comms 3.Housing/CS	1. Elections 2.DemocraticServices 3. LEPT	1. Elections 2. Governance 3. Streetscene	1. 2. 3.

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

(The three service areas who have the lowest average fte employee sickness absence days in the quarter)

	2019/20	2020/21	2021/22	Current Year 2022/23
Quarter One	1. Performance 2. HR& HS 3. Econ Dev	1. Finance 2. Democratic Services 3. Customer Services	1. Human Resources 2. Revs. & Bens 3. Customer Services	1.Dirs/Heads of Service 2. Governance 3. Planning
Quarter Two	1.Legal 2.Governance 3.HR&Health& Safety	1. Finance 2. Revs & Bens 3. Directors/HofS	1. Legal 2. Communications 3. Revs & Bens	1. Finance 2. Comms. 3. Governance
Quarter Three	1. Elections 2. Performance 3. Econ Dev	1. Finance 2. Customer Services 3. Property & Estates	1. Dirs/HofS 2. Legal 3. Communications	1.Dirs/HofS 2.HR & Payroll 3.Governance
Quarter Four	1.Elections 2.Econ Dev 3.Legal	1. Finance 2. Planning 3. LEPT	1. Dirs/HofS 2. Legal 3. Communications	1.Performance 2.Housing Mgt 3.Streetscene
Overall Outturn	1.Performance 2.Econ Dev 3.Planning	1. Finance 2. Directors/HofS 3. Property & Estates	1. Performance 2.Communications 3.Human Resources	1. 2. 3.

Table Six: Top Three Reasons for Absence
(Top 3 reasons based on sickness days lost)

	2019/20	2020/21	2021/22	Current Year 2022/23
Quarter One	1. Viral Infection 2. Other Musc. Skeletal 3. Other	1. Stress/Depression 2. Other 3. Headaches/Migraines	1.Stress/Depression 2. Other Musc Skeletal 3.Operations/Hospital	1. COVID Symptoms 2. Other Musc. Skeletal 3.Stress/Depression
Quarter Two	1. Stress/Depression 2. Other Musc. Skeletal 3. Chest/Respiratory	1. Operations/Hospital 2. Other Musc Skeletal 3. Stress/Depression	1. COVID 19 Symptoms 2. Other Musc. Skeletal 3.Stress/Depression	1. Stress/Depression 2. COVID 19 Symptoms 3. Other Musc. Skeletal
Quarter Three	1. Stress/Depression 2. Chest/Respiratory 3. Other Musc. Skel	1. Other Musc. Skel 2. Stress/Depression 3. COVID 19 Symptoms	1.Stress/Depression 2.COVID19 Symptoms 3.Other Musc. Skeletal	1.Stress/Depression 2.COVID 19 Symptoms 3.Other Musc.Skeletal
Quarter Four	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skel	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1.COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1. 2. 3.
Overall Outturn	1. Stress/Depression 2. Other Musc. Skel 3. Operations/Hospital	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital	1.COVID19 Symptoms 2. Stress/Depression 3. Other Musc. Skeletal	1. 2. 3.

4. Key Trends

- The overall average days lost due to sickness has increased to 2.27 in Quarter Three, this has increased from Quarter 2 (2.02 days) but is marginally lower Quarter One (2.29 days)
- 160 days were lost in Q3 due to Covid19 symptoms (employees unfit for work) compared with 157.5 days lost in the last quarter.
- The short term sickness has increased from Q2, however long term sickness has slightly reduced.
- There is a direct correlation between employees undertaking physically demanding work and high levels of sickness. This is reinforced by Muscular/Skeletal absences regularly being in the top three reasons for sickness absence.
- 4 Services experienced zero sickness in Q3 and a further 6 Services experienced less than 1 day per FTE employee.
- Stress /Depression has remained in the top three reasons for absence since Q2 of 2019/20.
- There were 6 cases of absence due to Stress/Depression during Q3, one of which was work related, and 5 were not work related.

- There are 16 long term cases in this quarter, 7 are due to physical health ailments and 1 is related to stress/depression (work related), appropriate support and assistance has/is being provided to facilitate support for those who have returned to work and those planning to do so. 7 have returned to work and 1 has chosen to resign (the absence was not work related).
- Covid19 sickness remains in the top 3 reasons for sickness, continuing from Q1 (2021/2). Covid19 has remained a significant factor for the Council's sickness absence, this may be as a result of the Government relaxing restrictions and mutations of the Virus. This is also a reflection of an increase nationally and locally with the number of Covid cases.

5. **Actions**

- 13
- 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 Steps the Council has taken to support employees include:
- Mental Health awareness sessions are being delivered across the Council as part of the Council's quarterly corporate training programme the number of attendees will be reported at year end.
 - Awareness training explains that colleagues and managers are not specialists in mental health and their role is to listen to employees and signpost them to appropriate support.
 - Resilience Training was rolled out and made available to managers and employees to support workforce mental and physical health.
 - Cycle to Work Scheme is also available to encourage health and wellbeing and to address carbon emissions, the number of employees subscribing to this will reported at year end.
 - The number of Employees subscribing to the Gym during 2022/23 will be reported at year end.
 - Health and Wellbeing Bulletins are produced every three months.
 - Managers and Employees have accessed Occupational Health, Counselling, Physiotherapy, the Council's Employee Assistance Programme and other support.
 - Employees are signposted to incentives which are available via Leisure i.e.:-
 - To encourage health and wellbeing staff can take up membership for Go! Active which includes gym, swim and classes for only £15 per month.
 - There is a Health Referral Programme (Physical Activity & Lifestyle Support) which is available to Employees residing within the BDC Area – This is a programme aimed at changing behaviours and finding solutions to assist people facing daily challenges resulting in a concentrated approach regarding service users health and wellbeing.
- 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.

6. Reasons for Recommendations

6.1 The report contains data relating to employees absence levels.

7. Alternative Options and Reasons for Rejection

7.1 N/A

RECOMMENDATION(S)

↑
↓ For the Committee to consider and note the report.

Approved by Councillor McGregor Portfolio Holder for Corporate Governance

IMPLICATIONS:**Finance and Risk:** Yes ☒ No ☐**Details:** High absence levels can contribute to poor service levels, low morale and higher costs for the Council.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒**Details:**

On behalf of the Solicitor to the Council

Environment:

→ Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:**Staffing:** Yes ☒ No ☐**Details:** The report's topic relates to employees and their absence levels.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <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)	No

District Wards Significantly Affected	(please state which wards or state All if all wards are affected)
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
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DOCUMENT INFORMATION	
Appendix No	Title
1	Summary Figures for the Quarter by Directorate/Service

Background Papers
<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>

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
Directors and Assistant Directors	0	0	0	0	0	9	0
Governance	0	0	0	0	0	5.1	0
Elections	0	0	0	0	0	2	0
Health & Safety	4	1	0	0	4	5	0.8
Human Resources & Payroll	0	0	0	0	0	5.43	0
Legal	2	2	0	0	2	5.02	0.4
Communications	5	1	0	0	5	5	1
Procurement	0	0	0	0	0	3.34	0
Performance	0	0	20	1	20	2.81	7.12
Finance	5	1	0	0	5	7	0.71
Revenues & Benefits	23	7	0	0	23	27.58	0.83
Customer Services	26	9	0	0	26	22.95	1.13
Leisure	83	21	20	1	103	43.99	2.34
Leaders/Executive Team	4	1	0	0	4	7.8	0.51
Streetscene	114	34	154	6	268	100.61	2.66
Development/Business Growth	27	4	0	0	27	10.86	2.48
Housing Management (including CS)	77	18	289	7	366	67.42	5.43
Housing Repairs (BDC)	41.5	13	41	1	82.5	59	1.40
Planning	4	3	0	0	4	19.96	0.20
Property/Commercial/Estates	30	7	0	0	30	17.09	1.75

FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC

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	44	16	65	1	109	43.48	2.51
ICT	17	6	119	3	136	30.45	4.47

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
Executive Directors/Assistant Directors	9	0	0	0	0
Strategy & Development	151.42	117.5	32	61	2
Resources	266.54	328	90	463	14

Figure Three: Top Three Reasons for Absence per Directorate

(Top 3 reasons based on sickness days lost – Also include the number of employees in brackets in each directorate)

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Executive Directors/Assistant Directors.	9	1. N/A
Strategy and Development	151.42	1. Operations/Hospital 2. Viral Infection 3. COVID 19 Symptoms
Resources	266.54	1. Other Musc./Skeletal 2. Stress/Depression 3. COVID 19 Symptoms

Figure Four: Stress Cases During Quarter Three

Work Related	Outside of Work Related	Total
1	5	6

Figure Five: COVID-19 Cases During Quarter One

Quarter 1	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	0	0	0	0
No Shielding	0	0	0	0	0
No of confirmed cases	41	17	0	0	58
No of Covid symptoms related absence days	209	74	0	0	283

Quarter 2	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	0	0	0	0
No Shielding	0	0	0	0	0
No of confirmed cases	21	15	0	1	37
No of Covid symptoms related absence days	64	91.5	0	2	157.5

Quarter 3	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	0	0	0	0
No Shielding	0	0	0	0	0
No of confirmed cases	13	19	0	1	33
No of Covid symptoms related absence days	59	100	0	1	160

Accumulative Total for the year	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	0	0	0	0
No Shielding	0	0	0	0	0
No of confirmed cases	75	51	0	2	128
No of Covid symptoms related absence days	332	265.5	0	3	600.5



Bolsover District Council

Meeting of the Safety Committee

Quarter 3 Health & Safety Update (01.10.22 – 31.12.22)

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	Jayne Stokes, Health and Safety Advisor Tel: 07971 924 972 Email: Jayne.Stokes@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 involving Members of the Public is **30**. None of these were RIDDOR reportable.
- 2.3 Quarter 3 of 2022/23 has seen **11 employee accidents**. These 11 accidents took place in the following service areas:

StreetScene - 4
Housing - 3
Property Services - 2
Leisure - 2

None of these were RIDDOR reportable and **8 lost time days** were recorded.

The total number of near misses / hazards reported during this quarter was: **3**

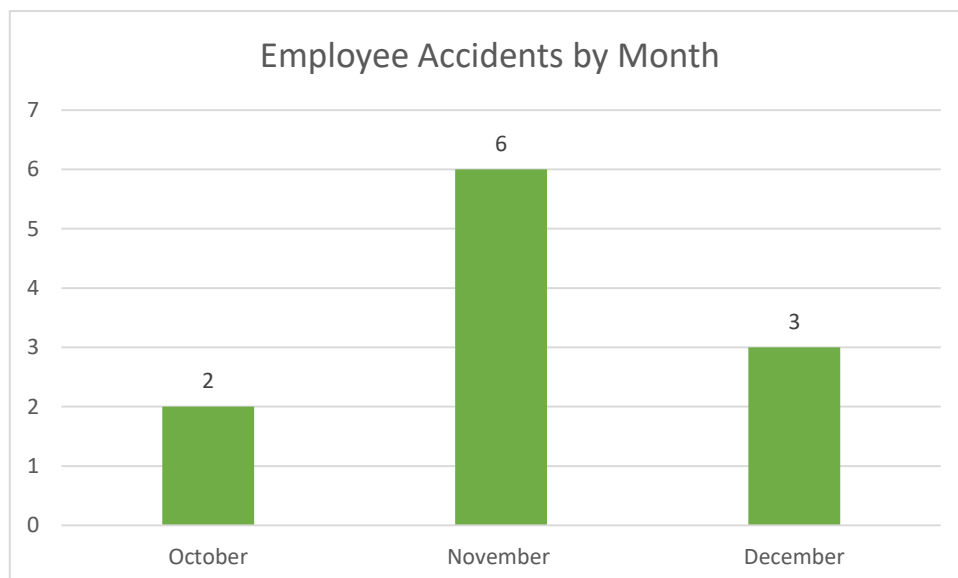
The table below shows a brief description of the details of each accident including the circumstances and any lost days.

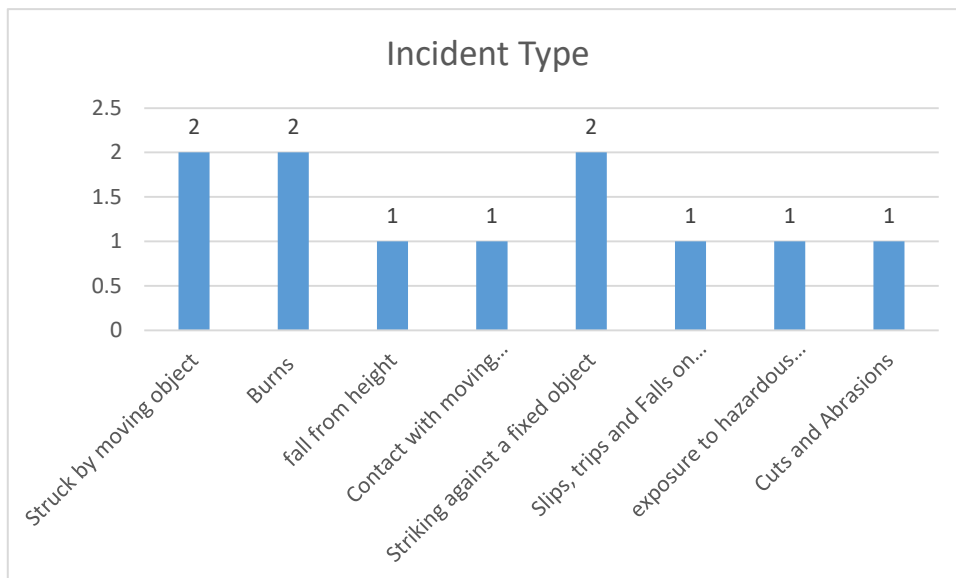
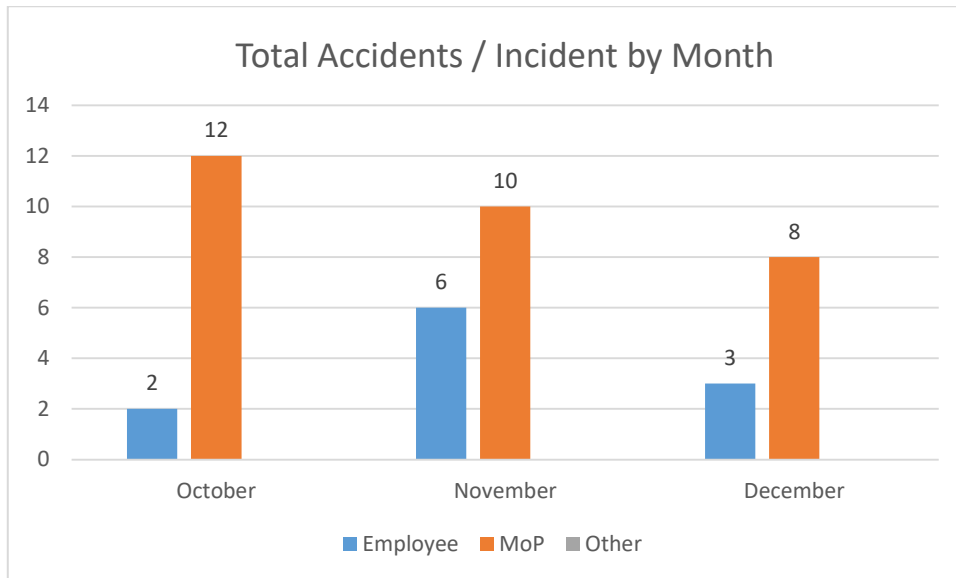
	Date of Incident	Service Area	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
1	05/10/2022	Property Services	Struck by moving object	Minor Injury - No Lost Days	No	Paper towel holder fell on IP's head causing her forehead to be cut.	0
2	12/10/2022	StreetScene	Burns	Minor Injury - No Lost Days	No	IP was mowing a recreation ground at Pinxton and noticed that a mower belt had snapped. Removed cover to replace belt and pulley was still hot. Burnt left arm.	0
3	07/11/2022	StreetScene	Struck by moving object	Minor Injury - No Lost Days	No	IP went to load a bin and it twisted and toppled over and hit right shin.	0
4	07/11/2022	Property Services	Striking against a fixed object	Minor Injury - No Lost Days	No	When hoovering an office IP caught her arm on the corner of an office desk.	0
5	11/11/2022	Housing	fall from height	Lost Time - Up to 7 days	No	IP slipped off a wall	4
6	24/11/2022	StreetScene	Contact with moving machinery	Minor Injury - No Lost Days	No	While shearing trees with hedge cutter IP slipped off the notch and hit right knee.	0

7	30/11/2022	StreetScene	Striking against a fixed object	Lost Time - Up to 7 days	No	IP was feeding a branch into the chipper, the timber spun and pushed IP's hand against the chipper.	1
8	06/12/2022	Leisure	Slips, trips and Falls on same level	Major Injury	No	Clearing top soil with wheelbarrow and IP's left knee popped causing pain & swelling.	0
9	30/11/2022	Housing	exposure to hazardous substances	Lost Time - Up to 7 days	No	Whilst laying blockwork in outhouse mortar splashed up into IP's right eye	3
10	16/12/2022	Housing	Cuts and Abrasions	Minor Injury - No Lost Days	No	While cutting a pipe with a junior hack saw, the saw slipped and IP cut his thumb.	0
11	21/12/2022	Leisure	Burns	Minor Injury - No Lost Days	No	Helping out to serve people in café, as IP moved the water went over the edge of the cup on to left hand.	0
Total Lost Time Days: 8							

2.4 Graphs below show the:

- number of monthly accidents / incidents
- employee and member of the public accidents
- incident types for employees





2.5 TRAINING:

During Quarter 3, training delivery continued with the following courses taking place:

- Asbestos Category B Refresher (1/2 Day) - 35 BDC employees attended
- Caretaker Training – 1 BDC employee attended
- Fire Safety Awareness – 16 BDC employees attended
- Emergency First Aid – 6 BDC employees attended
- 2 Day First Aid Refresher – 7 BDC employees attended
- Ladder and Stepladder Training – 18 BDC employees attended
- Legionella Responsible Person – 6 BDC employees attended
- Legionella Awareness – 8 BDC employees attended

A total of **97** BDC employees were trained in this quarter.

2.6 There were no failed attendees or lost costs incurred from the Bolsover attendees.

2.7 INSPECTIONS:

The new inspection schedule (spreading the inspections across 4 quarters as opposed to 2 quarters currently) is being implemented. Inspections undertaken during this quarter include:

- The Arc and Go!Active – 18.10.2022
- 3 Pleasley Vale Mills – 7.10.2022
- 5 Housing Repairs sites – October and November 2022
- Dragonfly – 3 visits (Langwith x 2 Creswell x 1)
- Pleasley Vale Outdoor Activity Centre, Unit T and Boat House – 20.10.2022
- The Tangent – 25.10.2022

2.8 Inspection Programme

The new schedule is below for reference. This will be fully effective from April 2023 for the financial year 23/24.

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 – On hold due to construction• 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

Is the decision a Key Decision?	No
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:	
Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	N/A
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"/>	Details: Trade Union Safety Representatives

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers
<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>

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