

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Safety Committee

Contact: Hannah Douthwaite
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Tuesday 11th April 2023

Dear Councillor

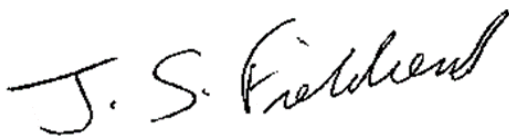
SAFETY COMMITTEE

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, 20th April, 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



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, 20th April, 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 | 4 - 7 |
| | To consider the minutes of the last meeting held on 2 nd February, 2023. | |
| 5. | Sickness Absence - Quarter 4 (January - March 2023) | TO FOLLOW |
| 6. | Quarter 4 Health & Safety Update (01.01.23 - 31.03.23) | 8 - 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, 2nd February, 2023, at 10:00 hours.

PRESENT:-

Members:-

Councillor Andrew Joesbury in the Chair

Councillor Maxine Dixon

UNISON: Chris McKinney and Liz Robinson

Officers: Bronwen MacArthur-Williams (Health & Safety Manager), Peter Wilmot (HR Business Partner), Jayne Stokes (Corporate Health & Safety Adviser), Paul Gozzard (Street Services Manager), Ian Clay (Health & Safety Adviser – Housing), Oliver Fishburn (HR & Payroll Manager), Ailsa Kipling (Corporate Property Manager) and Lindsay Harshaw (Governance & Civic Officer)

SAF15-22/23 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Wayne Carter (Head of Leisure Services) and Jessica Clayton (UNISON).

SAF16-22/23 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF17-22/23 DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAF18-22/23 MINUTES – 3RD NOVEMBER, 2022

Moved by Councillor Andrew Joesbury and seconded by Councillor Maxine Dixon **RESOLVED** that the Minutes of a Safety Committee meeting held on 3rd November, 2022, be approved as a correct record.

SAF19-22/23 SICKNESS ABSENCE – QUARTER 3 (OCTOBER – DECEMBER 2022)

The HR & Payroll Manager presented the Sickness Absence report for Quarter 3 (October – December 2022) and highlighted that the average number of days lost per employee was 2.27 days and the average number of days lost per

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employee, if COVID related symptoms were discounted was 1.89 days. The 2022/23 forecast figure for the average number of days lost per employee was 8.76 days. The annual target for the Local Performance Indicator to the end of March 2023 was 8.5 days.

It was noted that the top three service areas proportionately experiencing the highest levels of sickness were:-

- Performance
- Housing Management
- Streetscene

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

- The overall average days lost due to sickness had increased to 2.27 in Quarter 3; this had increased from Quarter 2 but was marginally lower than Quarter 1
- 160 days had been lost in Quarter 3 due to Covid19 symptoms (employees unfit for work) compared with 157.5 days lost in the last quarter
- The short term sickness had increased from Quarter 2, however, long term sickness had slightly reduced
- There were 6 cases of absence due to Stress/Depression during Quarter 3, one of which was work related and 5 were not work related
- There were 16 long term cases in this quarter, 7 were due to physical health ailments and 1 was related to Stress/Depression (work related), appropriate support and assistance had been provided to facilitate support for those who had returned to work and those planning to do so. 7 had returned to work and 2 had chosen to resign (the absence was not work related)

The HR & Payroll Manager reported that the North East Derbyshire District Council Payroll function would be returning to North East Derbyshire District Council in March 2023 and that from 1st April the Council will just have its own HR and Payroll function. Discussions were ongoing regarding the reporting of sickness absence for ICT and Environmental Health.

A Union representative welcomed the counselling arrangements being offered to staff experiencing mental health problems and queried whether a survey had been undertaken regarding the effectiveness of the programmes that were being offered. The HR Business Partner advised that he was not aware of any surveys being undertaken, but generally the support had been well received.

A Member asked that a survey be considered further as it would be useful to see if the support provided was being well received. It was also suggested that other local authorities be contacted to see what was offered to their employees who were experiencing mental health problems.

The HR Business Partner commented that Stress/Depression was a consistent feature in the sickness absence statistics as in most organisations and that

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cases were being managed based on their circumstances. A number of developments had been introduced to try and assist employees, e.g. mental health awareness sessions and health and wellbeing bulletins.

A Union representative referred to Covid19 sickness absence and queried whether updated guidance had been circulated to staff as referred to in the Minutes of the last meeting (SAF13-22/23 refers). The HR Business Partner advised that no further guidance had been issued to staff at that time, due to the ever changing Government guidance. A Member asked that consideration be given to updating staff on the Council's requirements in relation to Covid19.

A Member queried the arrangements for staff absence due to Covid19. The HR Business Partner stated that a record was still being kept of Covid19 related staff absence and employees had been asked to work from home or report in as sick if they were unwell. A Union representative referred to Covid19 and requested that updated guidance be reissued to employees for information.

A Member queried whether a loan scheme was available for staff to purchase bicycles. The HR Business Partner advised that a scheme was already in place and employees were able to apply under the Council's Cycle to Work Scheme to purchase a bicycle from a local retailer up to the value of £2,000. This scheme had proved to be of real benefit to those employees who had utilised the initiative.

The HR Business Partner mentioned that discussions would take place with North East Derbyshire District Council regarding the future reporting of sickness absence information in relation to IT and Environmental Health.

Moved by Chris McKinney and seconded by Councillor Andrew Joesbury
RESOLVED that (1) the report be noted,

(2) Covid19 guidelines be reissued to staff for information, and

(3) other local authorities be contacted for details of mental health support offered to employees.

(HR and Payroll Manager/HR Business Partner)

SAF20-22/23 HEALTH & SAFETY UPDATE – QUARTER 3 (OCTOBER – DECEMBER 2022)

The Health & Safety Manager presented the Quarter 3 (October – December 2022) Health and Safety update.

It was noted that the total number of accidents reported involving members of the public was 30 and that none of these were RIDDOR reportable.

Quarter 3 of 2022/23 had seen 11 employee accidents which had taken place in the following service areas:-

SAFETY COMMITTEE

- Streetscene – 4
- Housing – 3
- Property Services – 2
- Leisure – 2

None of the above 11 accidents were RIDDOR reportable and 8 lost time days had been recorded.

There had been a total of 3 near misses/hazards reported during the quarter.

Training had continued to be delivered with the following courses taking place:

- Asbestos Category B Refresher (half day)
- Caretaker Training
- Fire Safety Awareness
- Emergency First Aid
- 2 Day First Aid Refresher
- Ladder and Stepladder Training
- Legionella Responsible Person
- Legionella Awareness

A total of 97 Bolsover District Council employees had been trained in this quarter.

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

The Inspection Programme schedule was highlighted in the report and it was noted that future reports would only include Bolsover inspections.

The Health & Safety Manager reported that discussions were taking place regarding health and safety procedures/inspections for Dragonfly Development Ltd. It had been suggested that health and safety reports where work was undertaken on behalf of the Council, would be submitted to Safety Committee for information.

A Member referred to Dragonfly Development Ltd. and stressed the importance of monitoring and reporting any issues of concern in relation to health and safety. He also asked that Sub-Contractors be requested to report any health and safety issues to Bolsover District Council.

Moved by Councillor Andrew Joesbury and seconded by Liz Robinson
RESOLVED that the report and comments be noted.

The meeting concluded at 10:35 hours.



Bolsover District Council

Meeting of the Safety Committee

Quarter 4 Health & Safety Update (01.01.23 – 31.03.23)

| | |
|------------------------|---|
| Classification | This report is Public |
| Report By | Jayne Stokes, Health and Safety Advisor Tel: 07971 924 972 Email: Jayne.Stokes@bolsover.gov.uk |
| Contact Officer | Bronwen MacArthur-Williams, Health & Safety Manager, Tel: 07980 933 990 Email: Bronwen.macarthur-williams@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 **41**. One of these was RIDDOR reportable as the IP suffered a fracture and was taken to hospital from site.

2.3 Quarter 4 of 2022/23 has seen **12 employee accidents**. These 12 accidents took place in the following service areas:

StreetScene - 6
Housing - 4
Property Services – 1
Democratic Services - 1

One of these was RIDDOR reportable as the employee suffered lost time over 7 days (shown in grey below).

The total number of near misses / hazards reported during this quarter was: **3 (All Dragonfly site trespasses)**

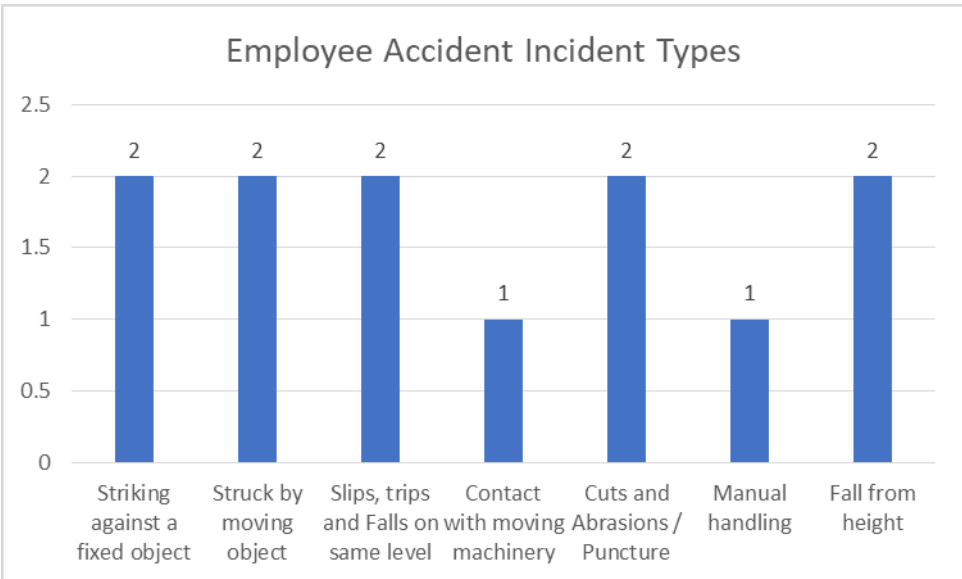
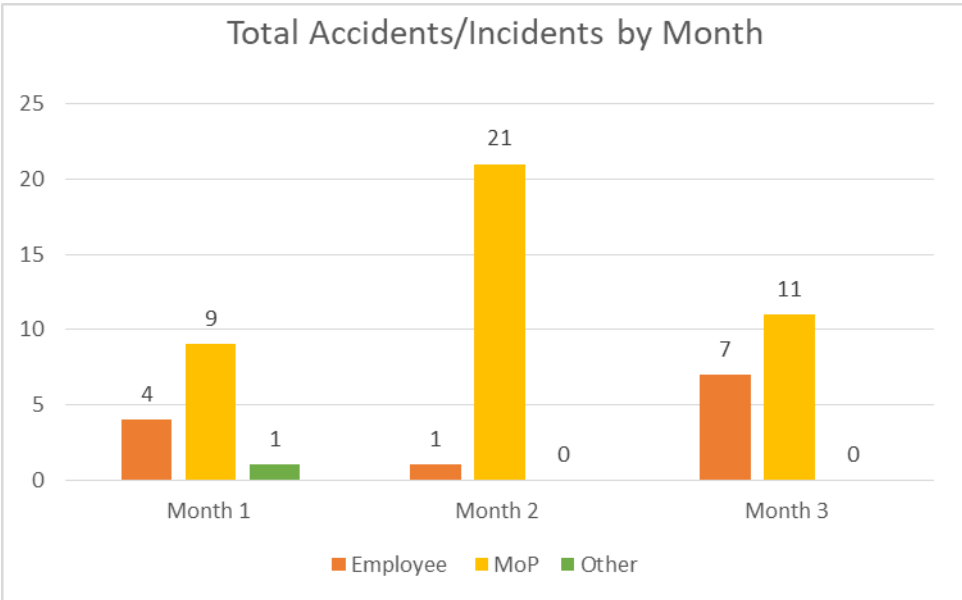
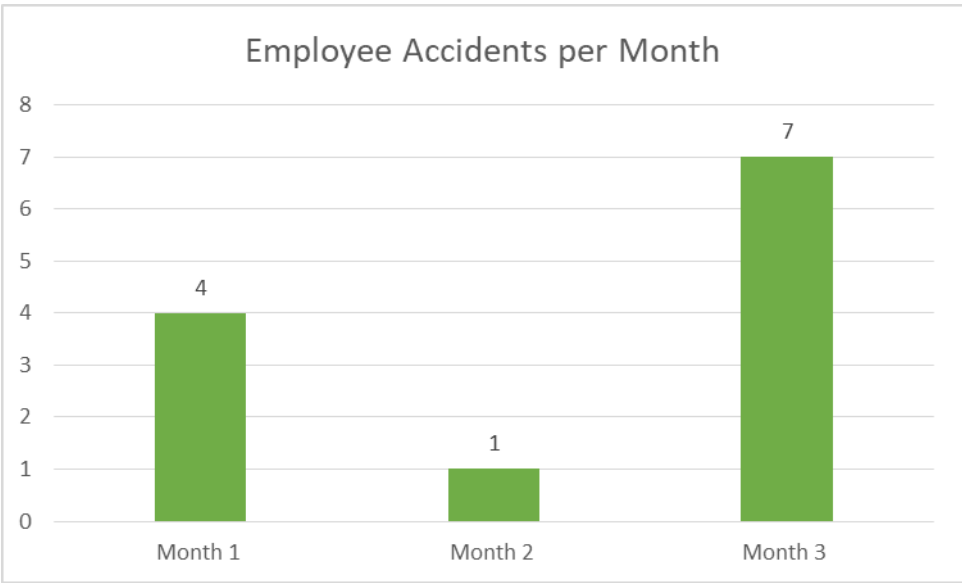
The table below shows a brief description of the details of each accident including the circumstances and any lost days.

| | Date of Incident | Service Area | Type of Incident | Incident Severity | RIDDOR Reportable | Incident Details | Lost Time Days |
|---|------------------|---------------------|--------------------------------------|-----------------------------|-------------------|---|----------------|
| 1 | 04/01/2023 | StreetScene | Fall from height | Lost Time - Up to 7 days | No | Climbing tree during aerial rigging course. Slipped while climbing and stopped by ropes. Jarred back. | 4 |
| 2 | 18/01/2023 | Housing | Fall from height | Lost Time - Over 7 Days | Yes | IP attended property. Parked and walked across the car park towards client property. The sun was in eyes and IP fell down a large pot hole. | 15 |
| 3 | 25/01/2023 | Democratic Services | Striking against a fixed object | Minor Injury - No Lost Days | No | Hit head on car door frame when loading boxes. | 0 |
| 4 | 30/01/2023 | StreetScene | Struck by moving object | Minor Injury - No Lost Days | No | Cutting hedges with petrol hedge cutter. Went to cut through a thicker stem and it sprung out and hit IP in the face. | 0 |
| 5 | 17/02/2023 | StreetScene | Slips, trips and Falls on same level | Lost Time - Up to 7 days | No | Coming down some steps with a wheelie bin missed a step and IP went over on ankle. | 4 |
| 6 | 27/02/2023 | Housing | Contact with moving machinery | Minor Injury - No Lost Days | No | Drill caught and snatched out of IPs hand, handle hit IPs arm. | 0 |

| | | | | | | | |
|---------------------------------|------------|-------------------|--------------------------------------|-----------------------------|----|---|---|
| 7 | 03/03/2023 | StreetScene | Cuts and Abrasions / Puncture | Minor Injury - No Lost Days | No | Moving side waste during refuse round, IP noticed right hand went stiff then during the evening IP saw a blemish and a couple of small holes on the palm of their hand. | 0 |
| 8 | 08/03/2023 | StreetScene | Manual handling | Minor Injury - No Lost Days | No | Handling trade bin and IP pulled back. | 0 |
| 9 | 08/03/2023 | Property Services | Cuts and Abrasions | Minor Injury - No Lost Days | No | Cut finger during cleaning duties. | 0 |
| 10 | 10/03/2023 | StreetScene | Slips, trips and Falls on same level | Minor Injury - No Lost Days | No | Pulling bins in the snow and IP slipped on the ice. | 0 |
| 11 | 28/03/2023 | Housing | Striking against a fixed object | Minor Injury - No Lost Days | No | IP walked into fascia board on a low roof to a bungalow. | 0 |
| 12 | 30/03/2023 | Housing | Struck by moving object | Minor Injury - No Lost Days | No | IP was checking the post box and had to reach down into the bottom of the post box, the metal lid fell back down hitting the IP on the back of the head. | 0 |
| Total Lost Time Days: 23 | | | | | | | |

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 4, training delivery continued with the following courses taking place:

- Manual Handling Training – 51 BDC employees trained
- COSHH Training – 26 BDC employees trained
- Accident Investigation Training – 4 BDC employees trained
- 2 Day First Aid at Work Refresher – 4 BDC employees trained
- 3 Day Full First Aid at Work – 6 BDC employees trained
- Evacuation Chair Training – 3 BDC employees trained

A total of **94** BDC employees were trained in this quarter.

2.7 INSPECTIONS:

No formal inspections have occurred in this Quarter however regular informal walk arounds at BDC sites continue between Health and Safety and Facilities Management.

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">• Riverside Depot• The Arc• Pleasley Vale - Mill 1• The Archive store (Pleasley Vale)• Clune Street Pavilions |
| Quarter 2 | <ul style="list-style-type: none">• Pleasley Vale - Mill 2• Pleasley Vale - Mill 3• The Tangent• Contact Centre – Bolsover• Castle Leisure Park |
| Quarter 3 | <ul style="list-style-type: none">• Contact Centre - Shirebrook• Broadmeadows Pavilion• Riverside Depot• The Arc• Pleasley Vale - Mill 1 |
| Quarter 4 | <ul style="list-style-type: none">• Pleasley Vale - Mill 2• Pleasley Vale - Mill 3• The Tangent• Contact Centre - South Normanton• Pleasley Vale Activity Centre (x3) |

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

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: 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 |

| | |
|---|---|
| District Wards Significantly Affected | 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> |

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| Links to Council Ambition: Customers, Economy and Environment. |
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| DOCUMENT INFORMATION | |
|----------------------|-------|
| Appendix No | Title |
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| <p>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></p> |
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