

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Safety Committee

Contact: Hannah Douthwaite
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Thursday, 19th October 2023

Dear Councillor

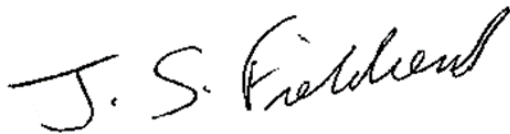
SAFETY COMMITTEE

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

Item No.		Page No.(s)
1.	Election of Chair 2023/24	
2.	Appointment of Vice-Chair for 2023/24	
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	4 - 6
	To consider the minutes of the last meeting held on 20 th April 2023.	
7.	Sickness Absence - Quarter 1 (April - June 2023)	7 - 15
8.	Sickness Absence - Quarter 2 (July - September 2023)	16 - 24
9.	Health and Safety Update - Quarter 1 (April - June 2023)	25 - 32
10.	Health and Safety Update - Quarter 2 (July - September 2023)	33 - 39

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, 20th April 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), Ian Clay (Health & Safety Adviser – Housing), Ailsa Kipling (Corporate Property Manager), Steve Brunt (Assistant Director Streetscene) and Hannah Douthwaite (Governance & Civic Officer).

SAF21-22/23 APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor Allan Bailey.

SAF22-22/23 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF23-22/23 DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAF24-22/23 MINUTES – 2ND FEBRUARY 2023

Moved by Councillor Andrew Joesbury and seconded by Councillor Maxine Dixon **RESOLVED** that the Minutes of a Safety Committee meeting held on 2nd February 2023 be approved as a correct record.

SAF25-22/23 SICKNESS ABSENCE – QUARTER 4 (JANUARY TO MARCH 2023)

The HR Business Partner presented the Sickness Absence report for Quarter 4 (January – March 2023) and highlighted that for this period the average number of days lost per employee was 2.82 days. If Covid related symptoms were discounted this number would reduce to an average of 2.66 days lost.

SAFETY COMMITTEE

It was noted that the actual outturn figure for 2022/23 was averaged at 9.4 days lost per employee. The outturn figure with Covid related symptoms discounted was 7.83 days. The annual target up to the end of March 2023 was 8.5 days so the average had been higher than target.

Table one in the report detailed the number of days lost and the cost of these absences compared to previous years. Table two detailed what percentage of absences were short term and what percentage were long term.

It was noted that for quarter 4 for three main reasons for absence were:

- Stress/Depression
- Operations/Hospital
- Other Musc. Skeletal

The overall average days lost due to sickness had increased from 2.29 days in Q3 to 2.82 in Q4. 65 days had been lost in Q4 due to Covid19 symptoms (employees unfit for work) compared with 160 days lost in the last quarter.

Stress/Depression had remained in the top three reasons for absence since Q2 of 2019/20. There had been 13 cases of absence due to Stress/Depression during Q4, three of which had been work related and 10 were not work related.

A Union Representative raised concern that stress and depression remained prominent in each quarter. The HR Business Partner advised that Mental Health Awareness sessions had started to be delivered as part of the corporate training programme and so far 23 staff had attended these sessions.

Moved by Councillor Andrew Joesbury and seconded by Councillor Maxine Dixon **RESOLVED** that the report be noted.

SAF26-22/23 QUARTER 4 HEALTH & SAFETY UPDATE (01.01.23 - 31.03.23)

The Health & Safety Manager presented the Quarter 4 (January – March 2023) Health and Safety update.

It was noted that the total number of accidents reported involving members of the public was 41 and that one of these was RIDDOR reportable as the injured party had suffered a fracture.

Quarter 4 of 2022/23 had 12 employee accidents, these 12 accidents had taken place in the following service areas:

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

SAFETY COMMITTEE

One of these accidents was RIDDOR reportable as the employee had suffered lost time over 7 days.

There had been a total of 3 near misses/hazards reported during the quarter, all related to trespassing on Dragonfly sites.

The table within the report showed a detailed breakdown of the accidents that had occurred and the number of days lost.

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 had been trained in this quarter.

The Health and Safety team noted that staff had been reminded of the importance of reporting accidents and therefore over the next reporting period there may be an increase in the total number of accidents reported.

A new schedule for site inspections had been drafted and was detailed in paragraph 2.8 of the report.

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

The meeting concluded at 10:45 hours.

Bolsover District Council

Meeting of the Safety Committee on 2nd November 2023

Sickness Absence - Quarter 1 (April - June 2023)

Report of the Portfolio Holder for Resources

Classification	This report is Public
Report By	Oliver Fishburn HR and Payroll Manager

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 1 (April – June 2023).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April - June 2023.
- 1.2 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 Councils. For other employees the absences included are for the employing authority only.
- 1.3 **The average number of days lost per employee for Quarter 1 was 2.26 days.**
- 1.4 **The 2023/24 projected outturn figure for the average number of days lost per employee is 9.04 days.**
- 1.5 The annual target for the Local Performance Indicator to the end of March 2024 is 8.5 days.
- 1.6 For the purposes of sickness reporting, Senior Management is accounted for as follows:
1 Joint Assistant Director Post (0.5 FTE).

2. Details of Proposal or Information

2.1 Tables 1, 2 and 3 in Appendix 1 detail the key patterns and trends being experienced corporately in relation to sickness absence.

2.2 Key Trends

- The overall average days lost due to sickness in Quarter 1 was 2.26, this has decreased in comparison to Quarter 4, 2022/23 (2.82 days).
- The short term sickness has decreased from Q4 (2022/23), however long term sickness has increased.
- 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.
- 5 Services experienced zero sickness in Q1 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 9 cases of absence due to Stress/Depression during Q1, one of which was work related, and 8 were not work related.
- Covid19 accounted for just 22 days lost due to sickness in Q1.
- There are 16 long term cases in this quarter, 11 are due to physical health ailments and 5 are related to stress/depression (none 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. 4 have returned to work, 12 remain absent as at 30 June 2023.

Actions

2.3 Managers have support from the HR Advisor 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.

2.4 Steps the Council has taken to support employees include:

- Mental Health awareness sessions are now available 'on demand' for all employees via Eric and have previously been delivered across the Council as part of the Council's quarterly corporate training programme.
- 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.
- Mental Health awareness initiatives and possible support is continually publicised via Eric and the weekly bulletin. Recent examples of which include:
 - the Mental Health Map, which features all the pathways and support options available in Derbyshire.
 - Mental Health Awareness week – promoting the available guidance and support available.
 - SHOUT – an organisation which provides 24/7 confidential support to anyone struggling to cope.

- Cycle to Work Scheme is also available to encourage health and wellbeing and to address carbon emissions, the number of employees who have subscribed during 2023/24 will be reported in Quarter 4 report.
- The number of Employees subscribing to the Gym during 2023/24 will be reported in Quarter 4 report.
- 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.

2.5 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.

3. **Reasons for Recommendation**

3.1 The report contains data relating to employees' absence levels.

4 **Alternative Options and Reasons for Rejection**

4.1 Not applicable – this report is for information.

RECOMMENDATION(S)

1. That the report be noted.

Approved by Councillor Clive Moesby Portfolio Holder for Resources

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: Yes No

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? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	None
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.
N/A

DOCUMENT INFORMATION

Appendix No	Title
1	Figures for the Quarter by Directorate

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>
None

Table One: Organisational Outturn Average Number of Days Absence

(Average sickness days per fte employee)

	2020/21	2020/21 Costs	2021/22	2021/22 Costs	2022/23	2022/22 Costs	2023/24	2023/24 Costs
Quarter One	1.50	£51,292.61	1.91	£81,917.94	2.29	£84,309.63	2.26	£74,265.11
Quarter Two	1.35	£52,351.59	2.31	£91,025.58	2.02	£84,144.83		
Quarter Three	1.14	£46,411.80	2.29	£85,306.37	2.27	£93,954.00		
Quarter Four	1.58	£66,731.07	2.19	£84,857.65	2.82	£118,763.85		
Overall Outturn	5.57	£216,787.07	8.7	£343,107.54	9.4	£381,172.31		

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

	2020/21		2021/22		2022/23		2023/24	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	33%	67%	40%	60%	48%	52%	23%	77%
Quarter Two	37%	63%	67%	33%	46%	54%		
Quarter Three	47%	53%	48%	52%	46%	54%		
Quarter Four	43%	57%	69%	31%	43%	57%		
Overall Outturn	41%	59%	57%	43%	46%	54%		

Table Three: Top Three Reasons for Absence

(Top 3 reasons based on sickness days lost)

	2020/21	2021/22	2022/23	Current Year 2023/24
Quarter One				
Quarter Two	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	1 Operations/Hospital 2. Stress/Depression 3.Other Musc. Skeletal
Quarter Three	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. Other Musc. Skeletal 3. Operations/Hospital	1.COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1.Stress/Depression 2.Operations/Hospital 3. Other Musc. Skeletal	
Overall Outturn	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital	1.COVID19 Symptoms 2. Stress/Depression 3. Other Musc. Skeletal	1. Other Musc. Skeletal 2. Stress/Depression 3. COVID19 Symptoms	

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	6	0
Governance	0	0	25	1	25	5.1	4.9
Elections	0	0	0	0	0	1	0
Health & Safety	4	1	0	0	4	4	1
Human Resources & Payroll	0	0	0	0	0	6.43	0
Legal	0	0	0	0	0	3.82	0
Communications	0	0	0	0	0	5	0
Procurement	2	1	0	0	2	3.34	0.6
Performance	0	0	65	1	65	2.82	23.05
Finance	1	1	0	0	1	8	0.12
Revenues & Benefits	9	3	0	0	9	25.68	0.35
Customer Services	8	5	0	0	8	19.94	0.40
Leisure	15	4	33	1	48	38.51	1.24
Leaders/Executive Team	2	1	0	0	2	7.8	0.25

Streetscene	104	29	248	7	352	89.35	3.94
Housing Management (including CS)	17	6	168	6	185	65.83	2.81
Planning	2	2	0	0	2	17.96	0.11

Figure Two: Stress Cases During Quarter Two

Work Related	Outside of Work Related	Total
1	8	9

15

Bolsover District Council

Meeting of the Safety Committee on 2nd November 2023

Sickness Absence - Quarter 2 (July – September 2023)

Report of the Portfolio Holder for Resources

Classification	This report is Public
Report By	Oliver Fishburn HR and Payroll Manager

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 2 (July – September 2023).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months July – September 2023.
- 1.2 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 Councils. For other employees the absences included are for the employing authority only.
- 1.3 **The average number of days lost per employee for Quarter 2 was 2.39 days.**
- 1.4 **The 2023/24 projected outturn figure for the average number of days lost per employee is 9.3 days.**
- 1.5 The annual target for the Local Performance Indicator to the end of March 2024 is 8.5 days.
- 1.6 For the purposes of sickness reporting, Senior Management is accounted for as follows:
1 Joint Assistant Director Post (0.5 FTE). There was 3 days sickness (50% which equates to 1.5 days for BDC reporting purposes) experienced during Quarter 2.

2. Details of Proposal or Information

2.1 Tables 1, 2 and 3 in Appendix 1 detail the key patterns and trends being experienced corporately in relation to sickness absence.

2.2 Key Trends

- The overall average days lost due to sickness in Quarter 2 was 2.39, this has increased from Quarter1.
- 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.
- 7 Services experienced zero sickness in Quarter 2 and a further 3 Services experienced less than 1 day per FTE employee.
- Stress/Depression has remained in the top three reasons for absence since Quarter of 2019/20.
- There were 13 cases of absence due to Stress/Depression during Quarter 2, three of which were work related, and 10 were none work related.
- Covid19 accounted for 18 days lost due to sickness in Quarter 2 in comparison to 22 days lost in Quarter1.
- There are 21 long term cases in this quarter, 15 are due to physical health ailments and 6 are related to stress/depression (one of which is 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. 16 have returned to work, 3 remain absent (2 of which the Council are pursuing the Ill Health Retirement route), 1 has retired on Ill Health Grounds and 1 has been dismissed (sickness capability) as at 30 September 2023.

Actions

2.3 Managers have support from the HR Advisor 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.

2.4 Steps the Council has taken to support employees include:

- Mental Health awareness sessions are now available 'on demand' for all employees via Eric and have previously been delivered across the Council as part of the Council's quarterly corporate training programme.
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3. Reasons for Recommendation

3.1 The report contains data relating to employees' absence levels.

4 Alternative Options and Reasons for Rejection

4.1 Not applicable – this report is for information.

RECOMMENDATION(S)

1. That the report be noted.

Approved by Councillor Clive Moesby Portfolio Holder for Resources

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: Yes No

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

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District Wards Significantly Affected	None
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:

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	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	33%	67%	40%	60%	48%	52%	23%	77%
Quarter Two	37%	63%	67%	33%	46%	54%	37%	63%
Quarter Three	47%	53%	48%	52%	46%	54%		
Quarter Four	43%	57%	69%	31%	43%	57%		
Overall Outturn	41%	59%	57%	43%	46%	54%		

Table Three: Top Three Reasons for Absence

(Top 3 reasons based on sickness days lost)

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Quarter One				
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Quarter Three	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	1. Other Musc. Skeletal 2.Stress/Depression 3.Operations/Hospital
Quarter Four	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1.COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1.Stress/Depression 2.Operations/Hospital 3. Other Musc. Skeletal	
Overall Outturn	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital	1.COVID19 Symptoms 2. Stress/Depression 3. Other Musc. Skeletal	1. Other Musc. Skeletal 2. Stress/Depression 3. COVID19 Symptoms	

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	13.5	2	0	0	13.5	6	2.25
Governance	3	1	0	0	3	3.6	0.83
Elections	0	0	0	0	0	1.5	0
Health & Safety	8	2	0	0	8	4	2
Human Resources & Payroll	0	0	0	0	0	6.43	0
Legal	0	0	0	0	0	5.82	0
Communications	0	0	0	0	0	5	0
Procurement	0	0	0	0	0	2.96	0
Performance	1	1	0	0	1	2.82	0.35
Finance	0	0	0	0	0	8	0
Revenues & Benefits	37	7	0	0	37	25.78	1.43
Customer Services	30	7	0	0	30	23	1.30
Leisure	25	7	51	3	76	51.28	1.48
Leaders/Executive Team	0	0	0	0	0	8.2	0

Streetscene	117	31	310	13	427	99.84	4.28
Housing Management (including CS)	66	14	158	4	224	69.24	3.23
Planning	8	3	0	0	8	22.15	0.36

Figure Two: Stress Cases During Quarter Two

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Work Related	Outside of Work Related	Total
3	10	13



Bolsover District Council

Meeting of the Safety Committee on 2nd November 2023

Health and Safety Update - Quarter 1 (April - June 2023)

Classification	This report is Public
Contact Officer	Bronwen MacArthur-Williams, Health & Safety Manager

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 **51**. None of these were RIDDOR reportable.

- 2.3 The total number of accidents reported involving employees is **12** (excluding Dragonfly Developments Ltd.). These occurred in the following service areas:
- StreetScene – 9
 - Housing – 1
 - Property Services – 2

None of these were RIDDOR reportable.

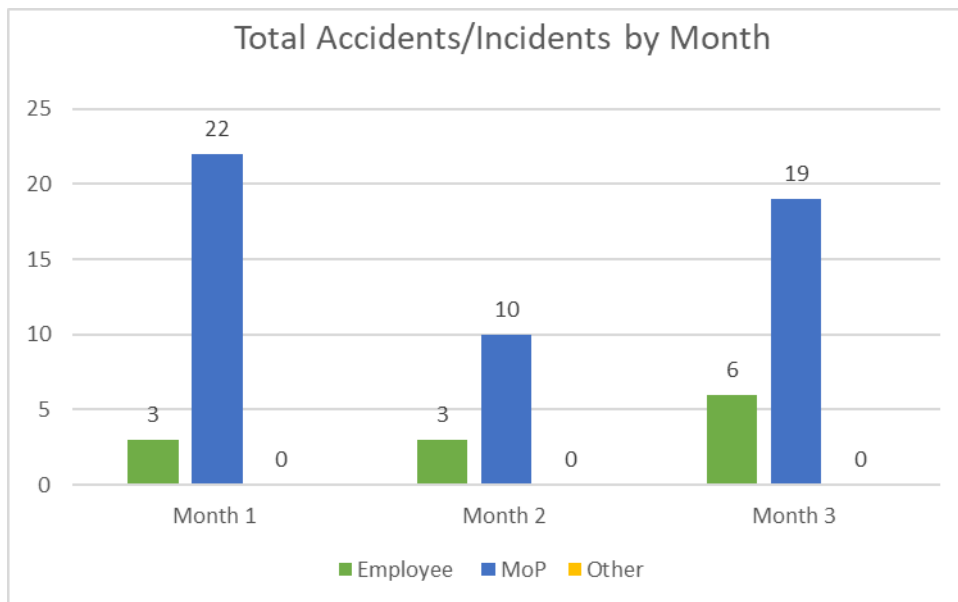
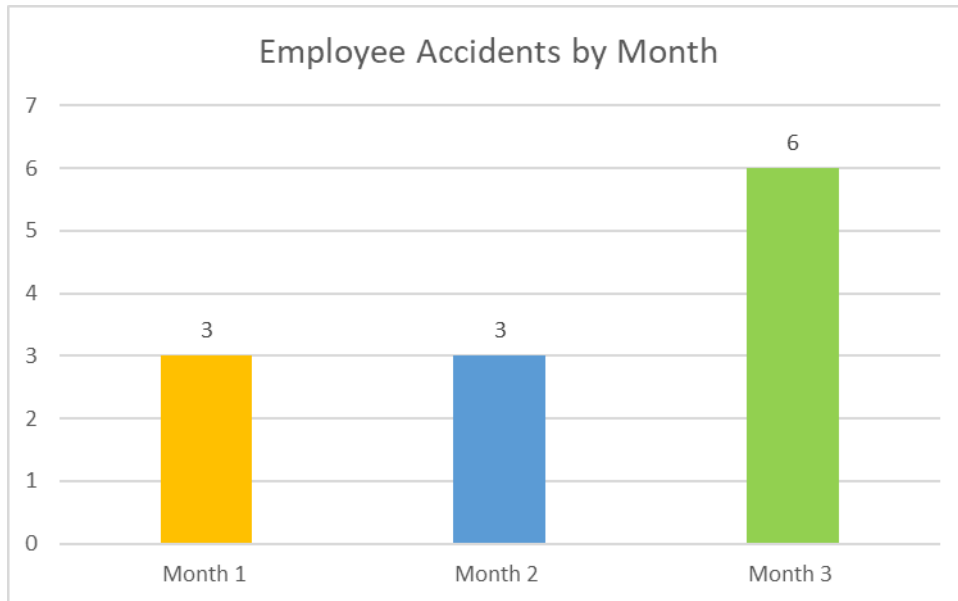
The total number of near misses reported during this quarter was 1 and the number of hazards reported was 2. The table below shows a brief description of the details of each accident including the circumstances and any lost days.

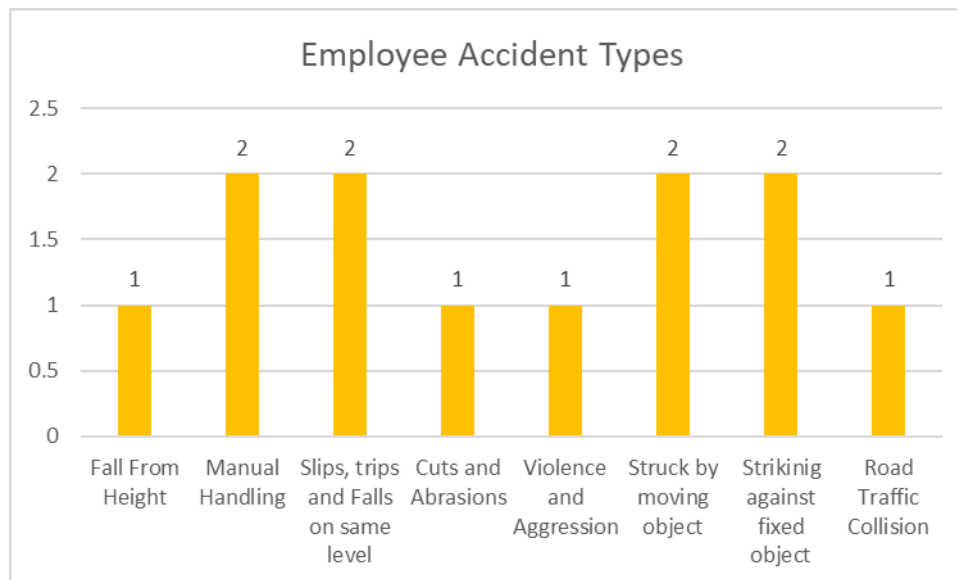
	Date of Incident	Service Area	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days
1	12/04/2023	StreetScene	Fall from height	Minor Injury – No Lost Days	No	IP was looking at their watch and fell down an inspection chamber.	0
2	20/04/2023	StreetScene	Struck by moving object	Minor Injury – No Lost Days	No	Bin fell off RCV while being emptied and struck IP.	0
3	20/04/2023	StreetScene	Manual handling	Minor Injury – No Lost Days	No	IP twisted and pulled leg whilst loading furniture.	0
4	05/05/2023	StreetScene	Striking against a fixed object	Minor Injury – No Lost Days	No	Assisting another member of staff in pulling a hand roller out of shed towards rear of pickup and tried to stop the roller striking it. Inertia weights in roller meant it didn't slow down and trapped IP's hand against the vehicle.	0
5	09/05/2023	Housing	Violence and aggression	Minor Injury – No Lost Days	No	IP was on a new tenancy visit. Dog was outside when she arrived but was let in. The dog came in, jumped up and bit IP's left wrist. This bruised but did not break the skin.	0
6	12/05/2023	StreetScene	Manual handling	Minor Injury – No Lost Days	No	IP and another operative emptying bins. Loading bag onto vehicle and felt a twinge in right shoulder. IP didn't	0

						think anything of it until later when it became more painful.	
7	01/06/2023	Property Services	Striking against a fixed object	Minor Injury – No Lost Days	No	IP bent down to pick up some paper clips from the floor and hit her head on the corner of the worktop.	0
8	06/06/2023	Property Services	Slips, trips and Falls on same level	Minor Injury – No Lost Days	No	IP went to wring out her mop in the bucket and placed her foot on the bucket. The bucket tipped up and she lost her balance and fell backwards.	0
9	09/06/2023	StreetScene	Slips, trips and Falls on same level	Minor Injury – No Lost Days	No	IP was exiting the tractor and slipped out of the cab and fell hitting his right hand on the driver side mirror.	0
10	23/06/2023	StreetScene	Road Traffic Collision	Lost Time – Up to 7 days	No	IP was carrying out a side flail cut to a rural grass verge with the tractor. A car approached from the rear travelling with excess speed. The driver tried to avoid the tractor but partly collided with the rear end of the tractor and another car travelling in the opposite direction.	1
11	08/06/2023	StreetScene	Struck by moving object	Minor Injury – No Lost Days	No	Travelling on quad bike to site (weed spraying), went over a bump and the weight of the spray tanks made the quad veer over the line. Caught the wing of an oncoming vehicle.	0
12	29/06/2023	StreetScene	Cuts and Abrasions	Minor Injury – No Lost Days	No	IP was hedge cutting and while picking up cuttings he felt a thorn prick in left hand index finger.	0
Total Lost Time Days = 1							

2.4 Graphs below show the:

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





There were 0 accidents reported by Dragonfly Development Ltd during Quarter 1.

2.5 TRAINING:

Training delivery continued through the following courses (excluding to Dragonfly Developments Ltd):

- Health & Safety in the Corporate Induction Programme = 4
- Health & Safety Briefing for Elected Members = 22
- Asbestos Category B = 3
- Asbestos Category B Refresher = 6

A total of **35** BDC employees were trained in this quarter.

Training delivery to Dragonfly Developments Ltd. employees included the following courses:

- Scaffolding awareness (half day) = 17
- Scaffolding appreciation (full day) = 10
- Lone working toolbox talk = 46
- Hot weather working toolbox talk = 46

A total of **119** Dragonfly Developments Ltd. employees were trained during this quarter.

2.7 INSPECTIONS:

4 formal biannual inspections occurred in this Quarter (excluding Dragonfly Developments Ltd. sites). They are undertaken by a member of the Health & Safety Team, Facilities Management Team, a building representative and a Trade Union Representative (when available). These occurred at:

- The Arc
- Pleasley Vale Mill 1

- Riverside Depot
- Clune Street Pavilion

Additionally, regular informal walk-arounds of Riverside Depot and The Arc continue between Health and Safety and Facilities Management Officers.

10 Dragonfly Developments Ltd. inspections occurred:

- Market Close Shirebrook - 3
- West Street Langwith - 2
- Moorfield Lane Langwith - 2
- Bersahill (Harworth) - 3

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

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	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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Bolsover District Council

Meeting of the Safety Committee on 2nd November 2023

Health and Safety Update - Quarter 2 (July - September 2023))

Classification	This report is Public
Contact Officer	Bronwen MacArthur-Williams, Health & Safety Manager

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 **55**. None of these were RIDDOR reportable.

2.3 The total number of accidents reported involving employees is **11** (excluding Dragonfly Developments Ltd.). These took place in the following service areas:

- StreetScene - 6
- Housing - 3
- Customer Services – 1
- Environmental Health - 1

1 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 1

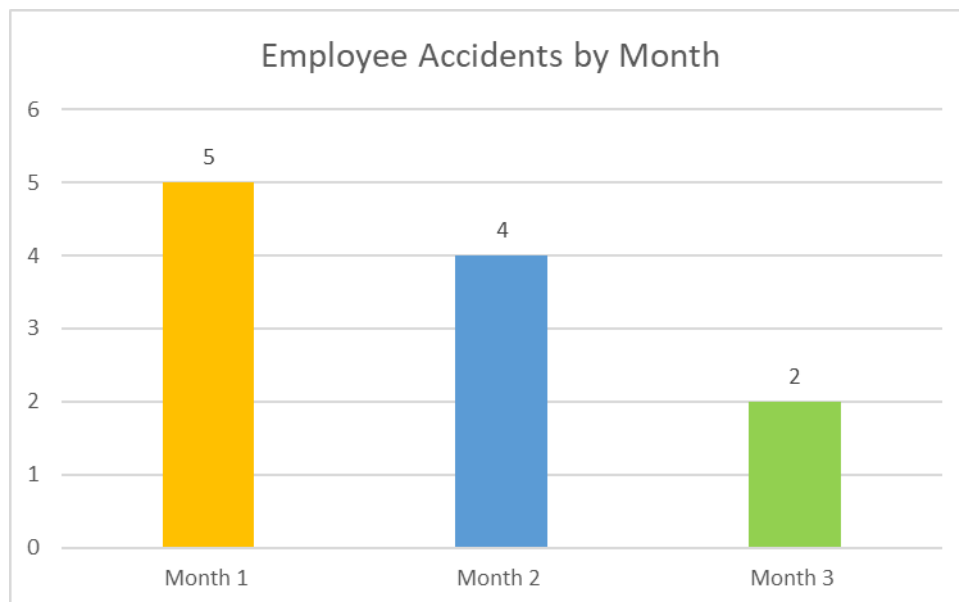
The table below shows a brief description of the details of each accident including the circumstances and any lost days.

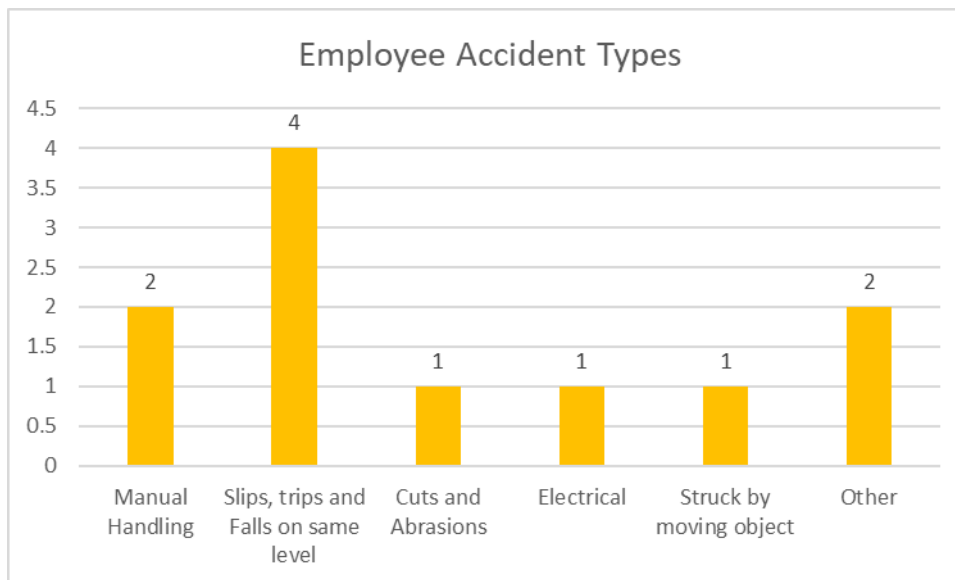
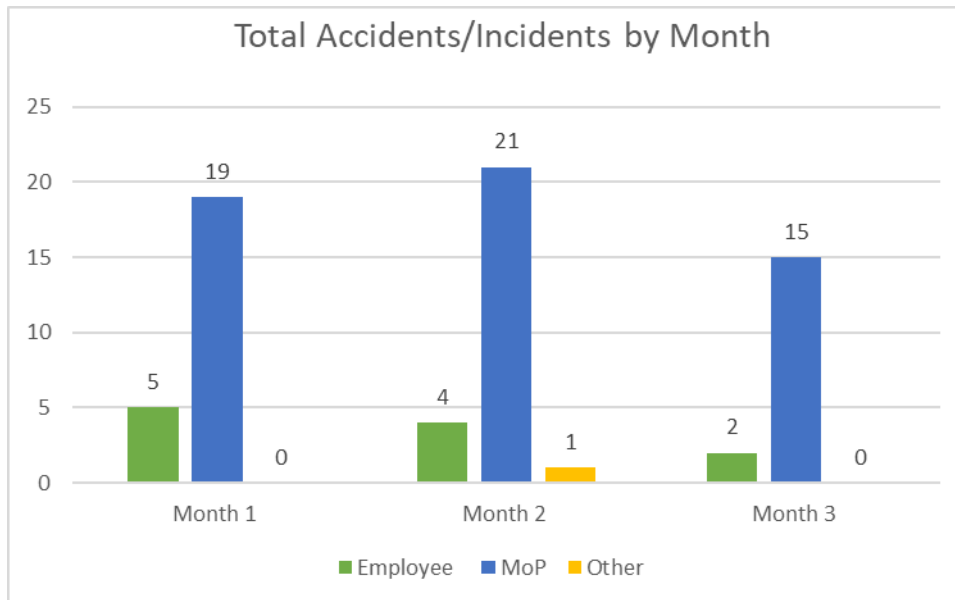
	Date of Incident	Service Area	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days
1	03/07/2023	Customer Services	Struck by moving object	Minor Injury - No Lost Days	No	IP's heel was caught by closing door causing a small graze on the skin and a bruise.	0
2	05/07/2023	StreetScene	other	Minor Injury - No Lost Days	No	IP was removing furniture and disrupted bee's nest.	0
3	08/07/2023	Housing	Manual handling	Minor Injury - No Lost Days	No	IP injured whilst moving black bags of garden waste	0
4	19/07/2023	Environmental Health	Cuts and Abrasions	Minor Injury - No Lost Days	No	IP walking through the office and caught her arm on the recycling bin. On inspection of the bin the lip was broken. Reported and caretakers removed bin.	0
5	02/08/2023	StreetScene	Slips, trips and Falls on same level	Minor Injury - No Lost Days	No	IP tripped and went over on ankle during bin collection.	0
6	14/08/2023	StreetScene	Manual handling	Minor Injury - No Lost Days	No	IP bent over to lift light object and backpain started.	0
7	25/07/2023	Housing	Slips, trips and Falls on same level	Lost Time - Over 7 Days	Yes	IP replacing a smoke alarm stepped off the hop up and felt his ankle give way.	8
8	30/08/2023	StreetScene	Slips, trips and Falls on same level	Minor Injury - No Lost Days	No	IP filling the mini sweeper water tanks to the rear of his sweeper, walking behind vehicle and foot caught in hose pipe ravelled on floor. IP	0

						tripped and caught his hand on an adjacent vehicle.	
9	31/08/2023	Housing	Other	Minor Injury - No Lost Days	No	IP visited a client and was testing the unit. Cat jumped up her on arrival and bit her leg.	0
10	20/09/2023	StreetScene	Electrical	Minor Injury - No Lost Days	No	IP was unplugging the phones when one of the cables started smoking burned IP's middle finger.	0
11	26/09/2023	StreetScene	Slips, trips and Falls on same level	Lost Time - Up to 7 days	No	IP slipped on some loose stones during refuse collection.	2
Total Lost Time Days = 10							

2.4 Graphs below show the:

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- employee and member of the public accidents
- incident types for employees





2 incidents were reported by Dragonfly Developments Ltd. both of which involved contractors:

- contractor slipped on a scaffolding board, cutting elbow with a trowel. This was a minor injury
- contractor experienced an episode of ill health (asthma attack)

2.5 TRAINING:

Training delivery continued through the following courses (excluding to Dragonfly Developments Ltd):

- Health & Safety in the Corporate Induction Programme = 13
- First Aid (full course) = 8
- First Aid (refresher) = 5

A total of **26** BDC employees were trained in this quarter.

Training delivery to Dragonfly Developments Ltd. employees included the following courses:

- Abrasive wheels = 40
- Ladder checks = 55

A total of **95** Dragonfly Developments Ltd employees were trained during this quarter.

2.7 INSPECTIONS:

8 formal biannual BDC inspections occurred (excluding Dragonfly Developments Ltd. sites). These are undertaken by a member of the Health & Safety Team, Facilities Management Team, a building representative and a Trade Union Representative (when available) – and occurred at:

- Pleasley Vale Mill 2
- Shirebrook Contact Centre
- Pleasley Vale Mill 3
- The Tangent
- Castle Leisure Park comprising separate reports for:
 - Cricket Pavilion
 - Bowls Pavilion
 - Football Pavilion
 - Tea Rooms

Additionally, regular informal walk-arounds of Riverside Depot and The Arc continue between Health and Safety and Facilities Management.

12 Dragonfly Developments Ltd. inspections occurred at:

- Market Close, Shirebrook = 3
- West Street, Langwith = 2
- Moorfield Lane, Langwith = 2
- Bersahill, Haworth = 4
- Harlethorpe, Clowne = 1

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

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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

<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>

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