



Please ask for Rachel Lenthall
Direct Line: 01246 345277
Email committee.services@chesterfield.gov.uk

The Chair and Members of
Employment and General Committee

28 November 2016

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 5 DECEMBER 2016 at 10.00 am in Committee Room 2, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 4)
4. Transfer of staff from weekly to monthly pay (Pages 5 - 20)
5. Minutes of the Council Joint Consultative Committee (Pages 21 - 26)

To receive the Minutes of the Council Joint Consultative Committee meetings on 21 January, 2016 and 28 September, 2016.

6. Minutes of Council Health and Safety Committee (Pages 27 - 76)

To receive the Minutes of the Council Health and Safety Committee meetings held on 21 January, 2016, 28 April, 2016, 28 July, 2016 and 26 October, 2016 and the Improvement Programme Report from the meeting held on 26 October, 2016.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE

Tuesday, 29th March, 2016

Present:-

Councillor Elliott (Chair)

Councillors Simmons
Blank
Dickinson

Councillors J Innes
Davenport

*Matters dealt with under the Delegation Scheme

24 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

25 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

26 **MINUTES**

RESOLVED –

That the Minutes of the Meeting of the Committee held on 25 January, 2016 be approved as a correct record and signed by the Chair.

27 **POLICY ON THE IMPLEMENTATION OF THE LIVING WAGE**

The HR Manager submitted a report seeking approval for the payment of the current voluntary national living wage amount of £8.25 per hour to all council staff on Green Book terms and conditions.

The report explained that to receive accreditation from The Living Wage Foundation, authorities would have a reduced control over pay budgets due to the living wage being set independently each year by an external source. By paying a voluntary living wage authorities could still pay a living wage supplement but they would retain budgetary control. From

April 2016, it had been announced that there would be a national living wage; this had been factored into the voluntary living wage proposals.

The report outlined the employees who would benefit from the proposals and how the allowance would be received. All staff on NJC Green Book terms and conditions who received a basic hourly rate of pay of less than £8.25 would receive an additional allowance for the living wage that would bring their basic pay to that level. The living wage would not apply to craft workers as the bonuses they receive would take their hourly pay above the threshold. The allowance would only be awarded on basic pay and overtime payments would continue to be paid at the current rate of pay without the additional allowance.

The allowance would be awarded from April to April each year and would be reviewed annually. The allowance could be withdrawn at any point if budget dictated.

The proposals had been discussed with the trade unions who had given their support with the condition that an option was explored to address the differentials in the rates of pay for chargehands and cleaners.

***RESOLVED –**

1. That the payment of the voluntary living wage be approved for 2016/17.
2. That the differentials in the rates of pay for chargehands and cleaners be addressed immediately.

For publication

Transfer of staff from weekly to monthly pay (EC000)

Meeting: Employment and General Committee

Date: 5 December 2016

Report by: Kate Harley

For publication

1.0 Purpose of report

1.1 To consult the committee on the proposal to transfer all weekly paid staff to monthly paid and to seek committee agreement to the implementation.

2.0 Recommendations

2.1 That members of this Committee approve the proposal to transfer all weekly paid staff to monthly paid.

3.0 Report details

3.1 Currently there are 277 staff on the weekly payroll; there are a number of anomalies including staff paid 42 hours in the summer and 32 hours in the winter with a voluntary savings and interest scheme in place. A number of staff on weekly pay are on variable hours contracts and therefore will be paid a month in arrears when the weekly payroll is removed.

3.2 The transition from weekly to monthly pay will be made as stress free as possible for staff and would include:

- A phased approach;
 - Plenty of notice to enable employees to prepare for the change;
 - Offer of an advance of salary to cover any potential shortfall during the transition period.
- 3.3 Initial meetings have taken place with HR, Payroll, Audit, Support Services and a trade union representative to scope the project.
- 3.4 Due to the HMRC ruling on payment of National Insurance staff can only be paid on a weekly payroll or monthly payroll each calendar month which will result in a gap of at least 15 days between the final weekly pay and the first monthly pay. The Finance and Audit representatives of the working group have recommended that an advance, if requested, would be based on 2 weeks basic contracted hours net pay and paid with the final weekly pay. The full amount of the advance would be recovered from the first monthly pay, with staff signing a repayment agreement.
- 3.5 Discussions have taken place about the most suitable time for the change to ensure it does not collide with other events e.g. December double payroll run for weekly staff, year-end procedures. The proposal is to complete the project in phases. The first phase, in February 2017, would include 20 staff on contracted hours and the second phase, in June 2017, would be the remainder of staff, the majority of which are the 124 OSD staff and would allow more time for the bonus system to move over from a weekly cycle to a monthly one.
- 3.6 Early discussions will take place locally between line managers and staff to advise them of the proposed changes. This would be followed by a formal letter and frequently asked questions detailing the timescales, a clear plan of the proposed changes and the opportunity to ask for an advance.
- 3.7 Staff will be signposted to a number of local organisations for additional support or financial guidance which will include Citizens Advice Bureau and the Derbyshire Unemployed Workers Centre.
- 3.8 Payroll deadlines will need to be brought forward by 5 days to accommodate additional timesheets being processed on the

monthly payroll.

- 3.9 The project would also aim to streamline processes to maximise efficiency by using technology to transmit information to remove the need for timesheets to be physically brought to the Town Hall on a weekly basis. Also staff contracts can be reviewed and permanent contracts issued to staff who have been working regular hours for considerable periods and remove any anomalies on the payroll.

4 Human resources/people management implications

- 4.1 The current process for paying staff weekly is time consuming and was removed by other local Councils many years ago. Any new employees are automatically paid on a monthly basis.
- 4.2 A monthly payroll will reduce administrative time spent on processing weekly claims and processing payments.

5 Financial implications

- 5.1 There would be minimal savings changing from a weekly to monthly payroll of less than £400 per annum.

6 Legal and data protection implications

- 6.1 The move from a weekly to monthly payroll is a contractual change to the employee's contract of employment and would need a collective agreement from the Employment and General Committee.

7 Consultation

- 7.1 The issue was raised by the trade unions at a Pay and Reward project group meeting in September 2016 and is fully supported by them.
- 7.2 The proposal has been endorsed by the Employer / Trade Union Committee on 23 November 2016.

8 Risk management

8.1 The main risks for this project are detailed below.

Description of the Risk	Mitigating Action
Employees may encounter issues with gap between final weekly and first monthly pay.	Offer of a 2 week net pay advance. Employees signposted for additional support and guidance.
Employees may encounter issues with change in frequency of pay	Plenty of advance notice and reminders to change direct debits.

9 Equalities Impact Assessment (EIA)

9.1 A full EIA form is attached as an appendix.

10 Alternative options and reasons for rejection

10.1 The weekly payroll could remain, however the contract with Arvato in 2010 stated that moves were underway to pay everyone monthly and this has not materialised.

11 Recommendations

11.1 That members of this Committee approve the proposal to transfer all weekly paid staff to monthly paid.

12 Reasons for recommendations

12.1 The move to a monthly payroll for all council employees would aim to reduce administrative time, simplify processes and provide an equitable system.

Document information

Report author	Contact number/email
Kate Harley	01246 345366
Background documents	
These are unpublished works which have been relied on to a	

material extent when the report was prepared.

This must be made available to the public for up to 4 years.

Appendices to the report

Appendix A	Full Equalities Impact Assessment
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Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: HR

Section: HR

Lead Officer: Sandy Gillham-Hardy

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Weekly to monthly payroll

Is the policy, project, service, function or strategy:

Existing

Changed

New/Proposed

STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES

What is the aim of the policy, project, service, function or strategy?

This EIA covers moving all staff from weekly pay to monthly pay on a phased basis. The majority of Council's ceased operating a weekly payroll many years ago.

During a Pay and Reward project meeting in October 2016 the trade unions challenged why, after an agreement in 2009, staff were not all on the monthly payroll. In addition, the contract with Arvato in 2010 stated that moves were underway to pay everyone monthly.

The Council would like to make the transition from weekly to monthly pay as stress-free as possible and proposals to assist employees include:

- A phased approach with employees;
- Plenty of notice to enable employees to prepare for the change;
- Offer of an advance of salary to cover any potential shortfall during the transition period.

The move from a weekly to monthly payroll is a contractual change to the employee's contract of employment and would need a collective agreement (from the Pay and Reward Project Group) and a formal audit trail of the decision making process (report to WBR).

Who is the policy, project, service, function or strategy going to benefit and how?

An agreement was made with the unions in 2009 to move all staff to a monthly payroll. Some staff have gradually moved over to monthly payroll when organisational changes have occurred, however 277 staff remain on the weekly payroll. A monthly payroll will reduce the administrative time spent on processing weekly claims and payments on BACS processing. A monthly payroll will enable phase 2 of COINS to be implemented more effectively. A formal audit trail and a revision to the collective agreement will be agreed to confirm the contractual change for employees.

What outcomes do you want to achieve?

The current process for paying staff weekly is time consuming and was removed by Councils many years ago. Any changes will be scheduled and staff will be advised months in advance of the proposed changes. A 2 week advance payment will be made available to staff who request it to bridge the gap between the final weekly pay and the first monthly pay. The change to monthly pay should have been actioned in 2009 and has not been completed to date.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

These proposals are part of a wider review into staff pay and reward. Local collective agreement with the trade unions will be sought through the pay and reward working group.

These changes are being sought in order to remove the existing agreement which staff find unfair and unequal.

There are a number of areas associated with the change from a weekly to monthly payroll:

- Employee discontentment due to removal of weekly pay
- Employees may encounter issues with the change in frequency of pay eg changing direct debits
- Employees may encounter issues with gap between final weekly pay and first monthly pay.

STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Equality data of staff currently on the weekly payroll
- Approaches taken by other local authorities

STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
20/10/16	Pay and reward Project Group	Initial meetings have taken place with HR, Payroll, Finance, Audit and Support Services to scope the project, a trade union representative has also joined the group. Additional members will be invited to attend to discuss the impact on their area in more detail when appropriate.
22/09/16	Pay and reward Project Group	The trade unions challenged why, after an agreement in 2009, staff were not all on the monthly payroll. In addition, the contract with Arvato in 2010 stated that moves were underway to pay everyone monthly.
19/08/16 to 09/09/16	Pay and Reward survey staff – comments from staff	'Need to get all staff on monthly pay to reduce payroll costs and simplify budgeting.'

STEP 4 – WHAT’S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Overall impact	<p>The changes will be cost neutral to staff, there will be minimal savings on the staff payroll (less than £400 per annum) and some reduction in administration time.</p> <p>One of the benefits of the new system will be that timesheets will only be processed once per month as opposed to 5 times.</p> <p>The main impact for staff will be the gap between the final weekly payment and the first monthly payment.</p> <p>The change will remove the need for staff to submit timesheets for basic contracted hours.</p> <p>The overall impact is therefore neutral.</p>		<p>An advance payment, if requested, would be made based on 2 weeks basic contracted hours net pay and paid on the final weekly payment. The full amount of the advance would be recovered on the first monthly payment.</p> <p>Staff will be provided with sufficient notice to enable them to change their current weekly finances to monthly eg direct debits.</p> <p>Staff will be signposted to organisations for further support if required eg CAB.</p>
Age – including	There is not considered to be any disproportional impact based on		

<p>older people and younger people.</p>	<p>age.</p>		
<p>Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.</p>	<p>There is not considered to be any disproportional impact on disability.</p>		
<p>Gender – men, women and transgender.</p>		<p>Of the 257 employees currently on weekly payroll, 80% are male and 20% are female. The main reason for this disparity is that the bulk of weekly paid are craft workers on a bonus scheme which has only been processed on a weekly payroll to date.</p>	<p>Staff will be provided with sufficient notice to enable them to change their current weekly finances to monthly eg direct debits.</p> <p>Staff can request an advance payment, which would be made based on 2 weeks basic contracted hours net pay and paid on the final weekly payment.</p> <p>Affected staff will be advised at an early stage by their line manager and will have the opportunity to ask for advice.</p> <p>Staff will be signposted for additional support or guidance</p>
<p>Marital status including civil</p>	<p>No impact</p>		

partnership.		
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	No impact.	Employees who are on paternity or maternity / on sickness absence will be notified and kept informed in line with existing procedures.
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	No impact	
Ethnic Groups	No impact	
Religions and Beliefs including those with no religion and/or beliefs.	There is not considered to be any disproportional impact on religion and belief.	
Other groups e.g. those experiencing deprivation and/or health inequalities.	Staff facing household budgetary pressures or hardship may be more affected by these changes.	Staff will be provided with sufficient notice to enable them to change their current weekly finances to monthly eg direct debits. Staff can request an advance payment, which would be made based on 2 weeks basic contracted hours net pay and paid on the final weekly payment. The full amount of the advance would be

		<p>recovered on the first monthly payment.</p> <p>Staff will be signposted for additional support or guidance.</p> <p>The Council now pays a “Living Wage” to its staff, which will not be affected by these changes.</p>
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Advice to staff

Page 17 Affected staff will be advised at an early stage by their line manager, followed by formal notification which will include Frequently Asked Questions, a clear plan of the proposed changes, clarity on the dates and what happens when and the opportunity to ask for an advance.

Staff will be signposted for additional support or guidance to the following organisations:

- Own bank/ building society
- Citizens Advice Bureau, Tel: 01246 209164.
- Chesterfield & North East Derbyshire Credit Union, Tel : 01246 278833.
- Derbyshire Unemployed Workers Centre, Tel: 01246 231441

Details will also be available on aspire, however it is recognised that the majority of staff on weekly pay do also not access the IT systems on a regular basis.

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes

No

If yes what action can be taken to stop the discrimination?

STEP 5 – RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

It has helped identify areas of potential indirect discrimination, and has identified ways to minimise or eliminate these.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

HR will be responsible for reviewing and monitoring these changes through the pay and reward project group and through feedback from officers, employees and trade unions.

STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Name:

Date:

Reviewed by Policy Service

Name: Richard Gadsby

Date: 10/11/2016

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

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COUNCIL JOINT CONSULTATIVE COMMITTEE

Thursday, 21st January, 2016

Present:-

Councillor Huckle (Chair)

Representing the Council

Councillors	Innes
	Slack
K Harley	Human Resources
M Rich	Executive Director
R Lenthall	Democratic Services

Representing Employees

A Fowler	UNISON
P Longley	UNISON
P Mallender	UCATT
M Slack	UNISON

11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Caulfield, Councillor Niblock, Councillor Wall, Carl Hayes and Dean Clarke.

12 REVIEW OF POLICIES

MANAGING ATTENDANCE POLICY

Kate Harley presented a report on the revised Managing Attendance Policy. The Managing Attendance Policy was given a high priority rating in the programme of policy reviews devised by the Policy Working Group.

The Managing Attendance policy had been completely rewritten with the main changes including the introduction of the Fit for Work service, more formalised contact arrangements, new trigger points for action to be taken and standard letters for issue. A copy of the revised policy and the equalities impact assessment was included with the report.

In addition, it was noted that training courses would be provided for managers to support the implementation of the revised policy and ensure it was implemented consistently across the council.

RESOLVED –

- (1) That point 38 of the policy be amended to include clarification on the Fit Note.
- (2) That point 86 of the policy be amended to provide further clarification on the process to Stage 3 and to include further emphasis on supporting the employee back into work.
- (3) That, subject to the amendments, the revised Managing Attendance Policy be approved for referral to the Employment and General Committee.

CAPABILITY POLICY

Kate Harley presented a report on the revised Capability Policy. The Capability Policy was given a high priority rating in the programme of policy reviews devised by the Policy Working Group.

The Capability Policy previously existed as part of the Disciplinary Policy. There was a need for a stand-alone policy therefore the new Capability Policy was created to provide clearer procedures for managers and employees to follow. A copy of the revised policy and the equality impact assessment was attached to the report.

RESOLVED –

That the revised Confidential Reporting Policy be approved for referral to the Employment and General Committee.

MANAGING WORKPLACE STRESS POLICY

Kate Harley presented a report on the revised Managing Workplace Stress Policy. The Council Health and Safety Committee had highlighted that the policy needed revision.

The main revisions to the policy included the addition of guidelines on the completion of the stress risk assessments and subsequent action plan. A copy of the revised policy and the equality impact assessment was attached to the report.

RESOLVED –

That the revised Managing Workplace Stress Policy be approved for referral to the Employment and General Committee.

DRUG AND ALCOHOL MISUSE POLICY

Kate Harley presented a report on the revised Drug and Alcohol Misuse Policy. Concerns had been raised by the Transport Group around litigation in the case of traffic accidents therefore it was decided that the Drug and Alcohol Misuse policy needed revision.

The main revision to the policy was the inclusion of a testing facility where there is concern that drug or alcohol misuse exists. A copy of the revised policy and the equality impact assessment was attached to the report.

RESOLVED –

That the revised Drug and Alcohol Misuse Policy be approved for referral to the Employment and General Committee.

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COUNCIL JOINT CONSULTATIVE COMMITTEE

Wednesday, 28th September, 2016

Present:-

Councillor Huckle (Chair)

Representing the Council

Councillors	J Innes
	Niblock
	Slack
K Harley	Human Resources
R Lenthall	Democractic Services
M Rich	Executive Director

Representing Employees

A Fowler	UNISON
C Hayes	UNISON
M Johnson	UNISON
P Longley	UNISON
P Mallender	UCATT
R Wilkes	UNITE

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Diouf and Wall.

2 **MINUTES**

RESOLVED –

That the minutes of the meetings held on 17 December, 2015 and 21 January, 2016 be approved as a true record.

3 **CHRISTMAS/NEW YEAR DISCRETIONARY DAY**

The Committee considered a report outlining the options for the discretionary day for Christmas / New Year 2016/17 as either Friday 23 December 2016, Wednesday 28 December 2016 or Friday 30 December 2016. A poll had been conducted on aspire and over 55% of respondents had voted in favour of 28 December.

It was suggested that, due to the customer facing nature of the leisure centres and requirement for different opening hours, the discretionary day for Queens Park staff would be Saturday 24 December 2016 and for Healthy Living Centre staff it would be Tuesday 27 December 2016.

RESOLVED –

That the Christmas / New Year discretionary day for 2016/17 be set as Wednesday 28 December 2016 for the majority of staff, and Saturday 24 December 2016 and Tuesday 27 December 2016 for leisure centre staff.

4 FUTURE LIAISON WITH RECOGNISED TRADE UNIONS

Michael Rich presented a report that proposed an alternative approach to employer-trade union liaison to reduce duplication in meetings.

The agendas for recent meetings of the Council Joint Consultative Committee (CJCC) had been short and some meetings had been cancelled due to lack of business. In addition, an active employer-trade union meeting that met monthly had been reinstated, providing a regular opportunity to discuss significant matters of mutual interest.

The report proposed to disband the CJCC and endorse the monthly employer-trade union meetings. It was suggested that CJCC be suspended rather than disbanded with the situation being reviewed in 12 months' time.

RESOLVED –

1. That the Council Joint Consultative Committee agrees to suspend the committee and endorse the monthly employer-trade union meetings as the recognised formal council-wide liaison mechanism with the four recognised trade unions.
2. That a review of the monthly employer-trade union meetings be carried out 12 months after the suspension of the Council Joint Consultative Committee.
3. That any member of the Council Joint Consultative Committee can request to call a meeting of the Council Joint Consultative Committee if they feel an issue needs to be discussed by the committee.

COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 21st January, 2016

Present:-

Andy Fowler (UNISON) (Chair)

<p>Cllr S. Blank M. Bollands (Housing OSD) K. Brown (Business Transformation) C. Bromhall (Environmental Health) T. Bryan (UNISON) Cllr R. Catt I. Clay (Health and Safety Officer, Housing Services) J. Drury (Executive Director) A. Dunn (Bereavement Services) A. Gilbert (Kier)</p>	<p>K. Harley (Human Resources) C. Hayes (UNISON) Cllr J. Innes M. Jasinski (Corporate Health and Safety) D. Johnson (Corporate Health and Safety) P. Longley (UNISON) Cllr A. Slack B. Wainwright (Culture and Visitor Services) E. Williams (Development and Growth)</p>
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Min. No.	<u>Item</u> Decision/Action	By Whom
17	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Councillor S Niblock, Councillor M Wall, N Johnson, D Clarke and M Blythe.</p>	
18	<p><u>MINUTES OF THE MEETING HELD ON 29 OCTOBER, 2015</u></p> <p>Minutes of the Meeting held on 29 October, 2015 approved as correct record with amendment requested by Andy Fowler on Minute 15 to make it clear that the lack of consultation had breached the constitution.</p>	

19	<p><u>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING</u></p> <p>There were no matters arising from the minutes of the previous meeting.</p>	
20	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance considered against the 14 key targets in the Improvement Programme at the end of the third quarter of the 2015/16 year (to December 2015) as detailed in the report, with particular emphasis to be given to:</p> <ul style="list-style-type: none"> • Training programme on target to ensure all relevant employees have received appropriate training by the end of 2015/16. • Services managers need to work to improve targets in accident performance, barriers to safety and supervision. • Corporate employee survey of amended questions to be undertaken during 2016/17 to gauge if the required improvements have been made. • Further action needed to reduce amount of non-fatal injury accidents due to slips, trips and falls and manual handling. • A substantial increase in days lost due to stress related ill health that could be directly attributed to disciplinary and performance management investigations. • Importance of service managers looking at accident history to ensure recommendations are put into practice and the need for incident reports to be completed properly. <p><u>Housing – Operational Services Division</u></p> <p>The Operational Services Manager submitted a report on</p>	<p>ALL</p> <p>SERVICE MANAGERS</p> <p>KB</p> <p>ALL</p> <p>HR</p> <p>ALL</p>

	<p>The Senior Environmental Health Officer provided a progress report on health and safety management highlighting:</p> <ul style="list-style-type: none"> • Staff issued with laptops to allow agile working, DSE assessments completed and lone working procedures in place. • Environmental Health team moved to OSD office, work to be carried out to ensure staff adhere to new rules. • Staff concerns about communication were addressed in two service briefings that informed staff of the corporate challenges. • Attendance very good at present, Occupational Health referrals were made and support given for non-work related staff absences to ensure staff return and phased returns were agreed. • Managing Conflict Training arranged by Environmental Health following EPDs, this was also offered to other departments. <p><u>Development and Growth</u></p> <p>A progress report was submitted by the Development and Growth Manager on health and safety management highlighting:</p> <ul style="list-style-type: none"> • Focus given to Team Managers to improve regular health and safety briefings and communication with staff about health and safety issues. • Project managers ensure that contractors are operating to health and safety legislation and guidelines. 	<p>CB</p> <p>NJ</p>
21	<p><u>STRESS POLICY</u></p> <p>The HR Manager presented the updated Managing Workplace Stress Policy, scheduled to go to Council Joint Consultative Committee on 21 January, 2016 and Employment and General on 25 January, 2016.</p>	<p>HR</p>

	<p>It was noted that managers were to receive training on the stress policy including completing risk assessments and creating action plans. In addition, UNISON are working with HR to create a free training program on stress which would be available to all Officers and Members.</p>	HR/UNISON
22	<p><u>THEMED WORKSHOP - TO BE CONFIRMED</u></p> <p>Martyn Bollands, Operational Services Manager, Ian Clay, Health and Safety Officer at OSD, and Andy Fowler, UNISON, presented a workshop on Contractor Management. Key areas covered by the presentation were:</p> <ul style="list-style-type: none"> • Procedures for Framework Companies and Ad-Hoc Companies • What the council is required to do, e.g. produce a clear specification, highlight hazards. • What is required from the contractor, e.g. risk assessments, qualifications. • The checks needed during the contract period e.g. site visits. <p>Information and procedure guides are available in the Health and Safety folder on the P drive.</p> <p>The committee thanked Ian, Martyn and Andy for the workshop.</p> <p>The workshops scheduled for the next meetings are:</p> <p>Accident/Injury Reporting – April 2016 Health (Stress, etc.) – July 2016 Review of Consultation Arrangements – October 2016</p>	<p>M.BOLLAN DS/IC/AF</p> <p>ALL</p>

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COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 28th April, 2016

Present:-

James Drury (Chair)

<p>P. Bartle (Housing) Cllr. S. Blank T. Bryan (Unison) M. Bollands (Housing OSD) I. Clay (Housing OSD) A. Craig (Housing) T. Devereux (Unison) A. Dunn (Environmental Services) A. Fowler (Unison) K. Harley (Human Resources)</p>	<p>C. Hayes (Unison) M. Jasinski (Corporate Health and Safety) P. Longley (Unison) A. Radford (Cultural and Visitor Services) B. Tomlinson (Environmental Services) Cllr. M. Wall</p>
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Min. No.	<u>Item</u> Decision/Action	By Whom
23	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence we're received from Councillor Ray Catt, Councillor Jean Innes, Phil Mallender, Councillor Shirley Niblock, Councillor Andy Slack, Maria Slack and Robert Wilkes.</p>	
24	<p><u>FORMAT OF MEETING</u></p> <p>The Chair briefed the committee on the changes to be made to the format of the meetings in order to address concerns; the changes had been discussed at meetings of the Joint Chairs and included:</p> <ul style="list-style-type: none"> • Service Manager's reports to show a more realistic picture of Health and Safety in their service area. • Report authors to refrain from presenting their reports to the committee in detail and only pick out key notable issues or achievements. • The need for the committee to contribute towards making a difference on the ground through supporting tough action and being more pro-active. • To focus more on the health of employees, e.g. stress, injury. <p>The Elected Members, Employee Representatives and Officers supported the changes.</p>	

25	<p><u>MINUTES OF THE MEETING HELD ON 21 JANUARY, 2016</u></p> <p>Minutes of the Meeting held on 21 January, 2016 were approved as a correct record and signed by the Joint Chairs.</p>	
26	<p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>Minute no. 20, Andy Fowler noted that he had not been invited to a meeting of the Asbestos Management Steering Group. It was confirmed that he would be invited to the next meeting and an additional pre-meet would be arranged.</p>	A. CRAIG
27	<p><u>WORKSHOP UPDATE</u></p> <p>Ian Clay provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee raised concerns that contractors were not being inputted onto the Contractor Performance Register. • Kier may be using their own contractor system but it was not being monitored by CBC, putting all contractors on to a shared register would be looked into. • Employees needed to be spotting contractors out on the job and checking if they are on the register. • A simple way of pulling all the contractor data together into a central database would be investigated to solve the ongoing issues with having separate systems. • An urgent meeting would be arranged with the people who administer the different databases. • A Health and Safety representative from Kier and Arvato needed to attend the CH&SC meetings. 	<p>ALL</p> <p>MJ/KIER</p> <p>ALL</p> <p>MJ</p> <p>MJ</p> <p>KIER/ ARVATO</p>
28	<p><u>THEMED WORKSHOP</u></p> <p>Marc Jasinski, Corporate Health and Safety Adviser, presented a workshop on Incident Reporting and Investigation Procedures. A video and three short clips were shown to highlight the importance of following safety procedures. Some of the key points raised were:</p> <ul style="list-style-type: none"> • The importance of ensuring that toolbox talks are carried out. • Raising employees' awareness of risk assessments and making sure they are read before carrying out the tasks. • All incidents should be fully investigated at an early stage 	SERVICE MANAGERS

	<p>with the incident being reported to the correct person.</p> <ul style="list-style-type: none"> • The need for a firm directive where there is a requirement for safety equipment to be used/worn. • More training required on risk assessments, incident reporting and investigating – to be looked at with the possibility of creating mandatory training. 	<p>ALL</p> <p>SERVICE MANAGERS</p> <p>ALL/MJ</p>
29	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance was considered against the 14 key targets in the Improvement Programme at the end of the fourth quarter of the 2015/16 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • Training package on new contractor management procedures completed by the majority of Council officers. • 3 year corporate Health and Safety audit programme being prepared, the first audit to commence by the end of May 16. • The 2014/15 Health and Safety Opinion survey had identified three key areas needing improvement: accident performance, barriers to safety and supervision. • Slip, trip and fall risks and manual handling risks continue to be the biggest cause of non-fatal injury accidents; further action was needed to reduce such incidents. • The figure for accidents being reported had reduced but not as much as anticipated – OHSIG may re-look at the target. • The biggest causes of work related absences continued to be mental health and musculoskeletal issues; these remained as two areas for immediate action. <p>The Unions felt that some of the targets that had not been met were represented inaccurately in the report and could be seen as misleading.</p> <p><u>Housing – Business Planning and Strategy and Customer Services Division</u></p> <p>The Housing Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> • Fobs using the Skyguard tracking system had been introduced from 1st April for all Neighbourhoods staff involved in remote working. • Annual Review/Audit of Legionella had taken place and 	<p>ALL</p> <p>KB</p> <p>ALL</p> <p>ALL</p> <p>ALL/OHSIG</p> <p>ALL</p>

	<p>identified a number of updates that were needed including a new regime for Sheltered Schemes, updates to roles and responsibilities to reflect current staffing structures and refresher training.</p> <ul style="list-style-type: none"> • Ongoing improvements made to Asbestos Management with work continuing with Savills to formulate a suitable Asbestos Management Policy. <p><u>Environmental Services</u></p> <p>The Bereavement Services Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> • Health and Safety Workshops for all Managers and Supervisors were completed in March 2016. • Workshops had been developed to be rolled out to chargehands, then all staff, to cover (job specific) training needs analysis and using the SHE system. • Local arrangements had been updated and unions had been actively involved in the discussion stages, a review meeting with the unions was scheduled for May 2016. <p><u>Cultural and Visitor Services</u></p> <p>The Arts and Venues Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> • Counter terrorism security plans had been introduced at the Venues and improvements made to internal procedures, building security and staff training. • CCTV had been installed at the Visitor Information Centre. • Work had been carried out to remedy the risks identified by the Fire Risk Assessment in August 2015 in the Multi-Storey Car Parks, a joint safety inspection in January 2016 found only minor operational improvements were needed. 	<p>A. CRAIG</p> <p>A. DUNN</p> <p>A. RADFORD</p>
30	<p><u>TOPIC FOR NEXT MEETING'S THEMED WORKSHOP</u></p> <p>The topic for the workshop at the next meeting will be Occupational Health and Stress Management.</p>	
31	<p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting will be Wednesday 27th July, 2016.</p>	

COUNCIL HEALTH AND SAFETY COMMITTEE**Thursday, 28th July, 2016**

Present:-

Councillor S Blank (Chair)

P. Bartle (Housing)	Cllr. J. Innes
C. Bromhall (Environmental Services)	M. Jasinski (Corporate Health & Safety)
T. Bryan (UNISON)	M. Key (Health & Wellbeing)
M. Brymer (Commercial Services)	A. Lawlor (Arvato)
I. Clay (Housing OSD)	P. Mallendar (UCAAT)
T. Devereux (UNISON)	Cllr A. Slack
J. Drury (Executive Director)	C. Smith (Kier)
A. Fowler (UNISON)	Cllr. M. Wall
K. Harley (Arvato Human Resources)	R. Wilkes (Unite)
C. Hayes (UNISON)	

Min. No.	<u>Item</u>	Decision/Action	By Whom
1	<u>APOLOGIES FOR ABSENCE</u>	Apologies for absence were received from Councillor Alexis Diouf and Councillor Shirley Niblock.	
2	<u>APPOINTMENT OF THE JOINT CHAIRS</u>	Agreed – that the Chair of the Committee would rotate between Executive Director, James Drury, the Cabinet Member for Governance, Cllr Sharon Blank, and Employee Safety Representative, Andrew Fowler.	
3	<u>MINUTES OF THE MEETING HELD ON 28 APRIL, 2016</u>	Minutes of Council Health and Safety Committee held on 28 April, 2016 were agreed as a true record.	

4	<p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>There were no matters arising from the Minutes of the last meeting.</p>	
5	<p><u>WORKSHOP UPDATE</u></p> <p><u>Contractor Management</u></p> <p>Andy Fowler provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee raised concerns and noted their disappointment that contractors were still not being inputted onto the Contractor Performance Register even though this concern had been discussed at the January and April meetings of the committee. • Kier had been using their own contractor system but it was not being monitored by CBC, putting all contractors on to a shared register would be looked into. Carl Smith noted that he had spoken with Jon Vaughan the Facilities Manager and information from the Kier system would be fed into the Chesterfield Borough Council Contractor Management System. UNISON members on the committee welcomed this change but noted frustration that it had taken so long for it to happen. • It was noted that smaller departments were the worst at not complying with the correct procedures as they were not so familiar with the procedure. The committee agreed however that this was not a valid reason for noncompliance and that all contractor appointments must be recorded in the correct manner. James Drury stated that the systems and processes should work in a way that did not allow contractors to be appointed if the process had not been followed correctly. James Drury advised that a sub group of the committee would be set up to look at how the process for contractor management could be strengthened. The sub would consist of the Joint Chairs, Councillor Wall and Ian Clay. <p><u>Incident Reporting and Investigation Procedures</u></p> <p>Andy Fowler provided an update on the Incident Reporting and Investigation Procedures. The following points were discussed:</p> <ul style="list-style-type: none"> • That a sub group of the committee should be established in order to look at ways of ensuring the procedures with regard to Incident Reporting and Investigation Procedures are followed correctly. 	<p>CARL SMITH</p> <p>JAMES DRURY</p> <p>MARC JASINSKI</p>

6	<p><u>REVIEW OF CONSTITUTION OF COUNCIL HEALTH AND SAFETY COMMITTEE</u></p> <p>The Executive Director, James Drury asked the committee for their comments regarding the proposed reviewed constitution of the Council Health and Safety Committee which had been circulated to members for their consideration.</p> <p>Some of the key points raised during the discussion were:</p> <ul style="list-style-type: none"> • Whether paragraph 3.4 and its commitment to review voting rights in September, 2017 should be included in the new constitution or whether paragraph 9.1, which stated that the constitution should be reviewed at least once a year, was sufficient to ensure voting procedures would be looked at again by the committee. After representation from the unions it was agreed that paragraph 3.4 would remain in the reviewed constitution. • With regard to the revised paragraph 7.6 on who or which body could request the removal of an item from the agenda of the Council Health and Safety Committee it was agreed, after representation from the unions that the paragraph should be amended to include the trade unions as well the Joint Chairs of the committee. <p>It was also agreed by the committee that paragraph 1.1 should be amended to include reference to contractors as well as to employees, and that paragraph 1.3 should be amended to include a commitment of the committee to drive continuous improvement with regard to health and safety at the council.</p>	JAMES DRURY
7	<p><u>REVIEW OF ATTENDANCE SCHEDULE</u></p> <p>The Service Managers Attendance Schedule for 2016 was considered by the committee.</p> <p>The Executive Director, James Drury noted that the Corporate Management Team (CMT) had a critical role with regard to health and safety and should attend as set out in the committee's constitution, but that the attendance of other officers should be at the discretion of CMT. Members, officers and the unions agreed with this approach.</p> <p>The Corporate Health and Safety Advisor noted that the schedule</p>	

	<p>of attendance was being reviewed so that it met the committee's needs and the Health and Wellbeing Manager noted that he would like each meeting to receive a report from each CMT area.</p> <p>It was agreed by all that the Service Managers Attendance Schedule was satisfactory and provided a good framework for officer attendance at committee.</p> <p>It was also agreed that the Executive Director, James Drury and the Health and Wellbeing Manager would work together to bring a quarterly health and safety report from CMT to the health and safety committee.</p>	<p>JAMES DRURY</p> <p>MARTIN KEY</p>
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8	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance was considered against the 14 key targets in the Improvement Programme at the end of the first quarter of 2016/17 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • New contractor management training completed by relevant Council officers, mop-up training sessions to be arranged. • A programme of audits to cover all Council Services over the next three years to be prepared. • Health and Safety opinion survey to be undertaken in 2016/17 with another in 2017/18 to measure progress. • Consideration needed to review targets 8, 9 and 10 as highly unlikely to achieve targets. • The number of incidents and days lost due to due stress and musculoskeletal related absence significantly above target. <p>Councillor Blank thought that the responses to the Staff Survey should be considered at a separate meeting of OHSIG. Marc Jasinski advised he would circulate the draft agenda of the next to the members to the group to see if they thought a separate meeting was needed.</p> <p>Members were of agreement that the format of the report was not always clear and that some of the figures as well as how they were presented were not easy to understand. Martin Key advised that the format of the report would be revised.</p>	
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<p><u>Commercial Services – Operational Services Division</u></p> <ul style="list-style-type: none"> • Tetra ladder systems in use to improve safety and reduce reliance on scaffolds for short duration work. • Second Monkey Tower to be purchased due to success of first. • Accidents reduced compared with last year however there had been an increase in dog bites that needed investigating. • 30 Operative and Technical Officers undertaken Asbestos removal training. • Full annual review of risk assessments to take place in August – aim to upload onto intranet. <p><u>Environmental Health</u></p> <ul style="list-style-type: none"> • Line managers received training on managing attendance and capability. • Two officers undertaken fire warden training. • Stress questionnaires distributed to determine if issues have arisen following the move. Some issues with the new office identified and were being addressed. • Assessment of needs in relation to fire undertaken and issues resolved or in the process of being resolved. • Skyguard usage and number of fobs needed reviewing. • All team EPDs completed. <p>The committee discussed the use of Skyguard within Environmental Health and other sections. The Health and Wellbeing Manager, Martin Key and Corporate Health and Safety advisor, Marc Jasinski noted that when available Skyguard should always be used by staff. It was noted that there was no formal council policy for its use only a code of practice for managers to refer to.</p> <p>The committee also discussed how information about information regarding people and properties that could be dangerous for staff to visit was recorded and held. James Drury advised that the new council Information Assurance Manager was looking into this issue.</p> <p><u>Development and Growth</u></p> <ul style="list-style-type: none"> • Strategic Planning Team moved to the model office, a list of comments and observations to be sent to H&S. • Considerably increased workload, Council has created new appointments to support workforce. • Contractors asked to demonstrate H&S competence as part of contract procurement process and H&S is monitored 	<p>JAMES DRURY</p>
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	<p>during contract period.</p> <ul style="list-style-type: none"> • Health and Safety reviews part of regular team meetings and include reviewing risk assessments and training requirements. <p>In the absence of the Economic Growth Manager the report was presented by James Drury, who advised that he would ensure that the Economic Growth Manager would attend future committee meetings as required.</p> <p>Concern was expressed by Andy Fowler about the lack of detail in the report in several areas including that the use of contractors was not being recorded and that health and safety representatives were not being consulted routinely in matters where consultation was required.</p>	JAMES DRURY
9	<p><u>TOPIC FOR NEXT MEETING'S THEMED WORKSHOP</u></p> <p>Members considered topics for next meeting's themed workshop.</p> <p>Andy Fowler suggested a session on how members and officers could work effectively within the Regulations, Codes of Practice and guidance relating to the Safety Representatives and Safety Committees Regulations, 1977 (known as the "Brown Book", as published by the TUC). The Brown Book also provided details on other all other health and safety legislation that required employers to consult with employees or safety representatives.</p> <p>Councillor Wall noted that CMT should have access to, and be familiar with this publication. Andy Fowler agreed to arrange for the Brown Book to be added to the staff intranet to facilitate access.</p> <p>The Corporate Safety advisor also noted that results and feedback from the Occupational Health & Safety Improvement Group would be brought to the committee when available, and Executive Director, James Drury advised that this information would also be submitted to CMT for their consideration.</p>	<p>ANDY FOWLER</p> <p>ANDY FOWLER</p>
10	<p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting would be 26 October, 2016.</p>	

11	<p><u>CHAIR OF OCTOBER MEETING</u></p> <p>The Chair of the next meeting would be Andrew Fowler.</p> <p>It was also agreed that due to the irregular frequency of Employment and General Committee meetings that the Minutes of the Corporate Health and Safety Committee should be circulated to members of the Employment and General Committee as soon as they are available.</p>	DEMOCRATIC SERVICES
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COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 26th October, 2016

Present:-

A Fowler (Chair)

P. Bartle (Housing)	PP. Mather (UCCAAAT)
T. Bryan (UNISON)	CCMr. SS. Niblock
M. Brymer (Commercial Services)	RR. CONNELL (Customer,
T. Devereux (UNISON)	Commissioning and Charge)
J. Drury (Executive Director)	DD. Reddish (Policy &
R. Farrand (Housing)	Communications)
N. Johnson (Economic Growth)	CCMr. M. Wall
M. Key (Health & Wellbeing)	RR. Wilkes (Justice)
A. Lawlor (Arvato)	

Min. No.	<u>Item</u> Decision/Action	By Whom
12	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Councillor Blank, Councillor Catt, Ian Clay, Alison Craig, Councillor Diouf, Kate Harley, Paul Longley and Marc Jasinski.</p>	
13	<p><u>MINUTES OF THE MEETING HELD ON 28 JULY, 2016</u></p> <p>Minutes of Council Health and Safety Committee held on 28 July, 2016 were agreed as a true record.</p>	
14	<p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>There were no matters arising from the Minutes of the last meeting.</p>	

15	<p><u>CORPORATE MANAGEMENT TEAM REPORTS</u></p> <p>Martin Key, the Health and Wellbeing Manager, provided a report on the accidents and incidents for the period 21 June, 2016 to 20 September, 2016 in a new report format. Overall there had been some increases from the previous quarter and the majority were seasonal related incidents. However, the incident statistics were comparable with the same quarter the previous year.</p> <p>Some of the key points raised during the discussion included:</p> <ul style="list-style-type: none"> • Increases in incidents over the summer largely due to bites and stings from grass cutting and more people using the parks. Insect repellent was issued and a decision was taken that Hi-Viz would only be worn in essential situations as it attracted stinging insects. • There had been no accidents reported by contractors. It was suggested that contractors needed to be challenged on why there were no accidents and contractor incident reporting needed to be written into and enforced through their contract. • The incidents reported through the SHE system were discussed and updates on specific incidents were received from the relevant Corporate Management Team member. 	SERVICE MANAGERS
16	<p><u>H&S COMMITTEE CONSTITUTION</u></p> <p>It was agreed that the revised Constitution of the Council Health and Safety Committee received at the meeting on 28 July, 2016 be accepted with the following amendments:</p> <ul style="list-style-type: none"> • Paragraph 7.6 be amended to include the trade unions as well as the Joint Chairs as bodies allowed to request the removal of an item from the 	

	<p>agenda.</p> <ul style="list-style-type: none"> • Paragraph 1.1 be amended to include reference to contractors as well as employees. • Paragraph 1.3 be amended to include a commitment of the committee to drive continuous improvement with regard to health and safety at the Council. 	MARTIN KEY
17	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p>The performance of occupational health was considered against 4 key targets in the Improvement Programme at the end of the second quarter of 2016/17 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • The figures for stress related absences were 13% above the target, there were several restructures ongoing and it was hoped that once these were in place the level of absence would improve. 	
18	<p><u>OCCUPATIONAL HEALTH BUDGETS</u></p> <p>Martin Key advised that there was capacity within the occupational health support budget to provide occupational health guidance to employees. Due to the level of musculoskeletal injuries in operational services, it was proposed that the OSD Depot could hold drop-in clinics to give advice and support to employees. Most musculoskeletal injuries were not work related but some were work aggravated; the clinics could provide advice on how to avoid aggravating existing injuries at work. COPE were prepared to deliver the clinics and there was room in the budget to run a clinic every two weeks. The following key points were discussed:</p> <ul style="list-style-type: none"> • The Commercial Services Manager fully supported the idea. It was hoped the clinics would improve sickness absence figures and increase productivity. • There was a need for emergency or urgent 	

	<p>occupational health referrals as current referrals took too long.</p> <p>The OHSIG group would meet to discuss the clinics and the need for quicker referrals.</p>	OHSIG
19	<p><u>LONE WORKING AND THE STAFF CAUTION LIST</u></p> <p>Lone working had been a recurring concern in discussions at previous committee meetings. Issues with lone working included varied procedures across the council and safety concerns for employees working in areas of high risk.</p> <p>Key points raised in the discussion were:</p> <ul style="list-style-type: none"> • A fob tracking device was used by some but not all employees. As employees from different sections across the council were required to go out in the borough, there needed to be a shared procedure that everyone adhered to. • More information on retaining data on the public was needed as it was currently stored on separate systems, a single shared system would provide better consistency. <p>It was proposed that a thinking group be established to consider these issues.</p>	RACHEL O'NEIL/ TONY SMITH/ OHSIG
20	<p><u>PERSONAL PROTECTIVE EQUIPMENT</u></p> <p>There had been issues with employees being provided unsuitable Personal Protective Equipment (PPE) and quality control problems through procured contractors.</p> <p>Commercial Services was the biggest user of PPE and were still using the procured contractor but had renegotiated with the supplier and consulted staff in order to get appropriate equipment. There had been some exceptions, particularly if an employee had specific</p>	

	<p>medical conditions which meant different equipment was needed.</p> <p>It was suggested that it would be useful to have information on aspire for those service areas that do not regularly use PPE.</p>	
21	<p><u>WORKSHOP UPDATES</u></p> <p>Accident/Injury Reporting</p> <ul style="list-style-type: none"> • There were still teething problems with the SHE systems however work was continuing to resolve the issues. • Managers were more active at reporting incidents, inputting actions and following them through. <p>Contractors</p> <ul style="list-style-type: none"> • The contractor workshop assisted employees who hired contractors however a further session was needed to discuss the lack of incidents recorded by contractors. • The contractor spreadsheet still did not seem to be widely used by all departments. <p>The next employee health and safety survey will be incorporated into the main employee survey. 8 questions had been drafted and sent to policy. The survey will take place in the first 3 weeks of March 2017. Results will be available for the committee meeting in April 2017.</p>	MARTIN KEY/ DONNA REDDISH
22	<p><u>CHAIR OF JANUARY MEETING</u></p> <p>The Chair of the next meeting will be James Drury.</p>	
23	<p><u>ANY OTHER BUSINESS</u></p>	

	<p>Occupational Health and Safety Improvement Group (OHSIG) had been tasked with reviewing their role. It was decided that OHSIG should receive a work programme from the Council Health and Safety Committee and put together task and finish groups to work on items followed by a report back to the committee. New terms of reference had been written which will be distributed to committee members.</p> <p>Concerns were raised over the lack of elected members attending the committee meetings, this would be fed back to the political groups.</p> <p>A list of all the Council owned buildings was being created and the data will be input into Keystone, the system currently used by the Housing department.</p>	<p>OHSIG/ MARTIN KEY</p> <p>CLLR. M.WALL</p>
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HEALTH & SAFETY COMMITTEE MEETING – 26TH OCTOBER 2016

CORPORATE ACCIDENTS & INCIDENTS REPORT FOR THE PERIOD

21ST JUNE TO 20TH SEPTEMBER 2016

1.0 DETAILS OF STATISTICS

- 1.1 Accidents and incidents statistics for the reporting period are detailed below and the previous reporting period figures are detailed in brackets for comparison.
- 1.2 The total number of employee non-fatal injury incidents is 20 (11), which equates to 19.0 (10.4) accidents per 1000 employees. This is an 82.6% increase on the previous quarter's total.
- 1.3 There were 5 incidents of verbal abuse to employees reported.
- 1.4 There have been 2 accidents that have led to employees having time off work.
- 1.5 There has been 227 days lost due to accidents over this quarter. This is an increase of 52.8% on the quarterly average over the previous 12 months of 148.5. At the time of the report, one employee was still off sick following an accident on 16.09.15 and another didn't return to work until 1st August following an accident that happened on 25.04.16.
- 1.6 There have been 2 (1) employee RIDDOR reportable accidents for this quarter.
- 1.7 There has been 23 (12) employee non-RIDDOR reportable incidents reported for this quarter.
- 1.8 There has been 3 (4) non-employee RIDDOR reportable incidents reported for this quarter.
- 1.9 There has been 11 (4) non-employee, non-RIDDOR reportable incidents reported over this quarter.
- 1.10 There have been 9 (6) near-miss incidents involving employees over this quarter.
- 1.11 There have been 7 (7) near-miss incidents involving non-employees over this quarter.
- 1.12 There have been 11 (12) no-injury vehicle incidents involving employees over this quarter.
- 1.13 There have been 2 (4) no-injury vehicle incidents involving non-employees over this quarter.
- 1.14 The total number of accidents/incidents reported this quarter has increased by 33.3% (from 51 to 68) compared with the previous quarter.
- 1.15 Of the 68 incidents/accidents processed this quarter, 45 involved employees and 23 involved non-employees.

2.0 **ACCIDENT PERFORMANCE FOR EMPLOYEE NON-FATAL INJURY INCIDENTS**

2.1 **ACTUAL PERFORMANCE – 2015/16**

	APR/JUN 2015	JUL/SEP 2015	OCT/DEC 2015	JAN/MAR 2016	ACTUAL TOTAL FOR YEAR 2015/16
Employee Non-Fatal Injury Incidents	11	19	23	17	70
Incidents Per 1000 Employees	10.4	18	22	16.1	66.6
% Increase - Decrease		72.7%	22.2%	-26.8%	

2.2 **YEAR-TO-DATE PERFORMANCE – OCTOBER 2015 TO SEPTEMBER 2016**

	OCT/DEC 2015	JAN/MAR 2016	APR/JUN 2016	JUL/SEP 2016	ACTUAL TOTAL FOR YEAR- TO-DATE
Employee Non-Fatal Injury Incidents	23	17	11	20	71
Incidents Per 1000 Employees	22	16.1	10.4	19	67.6
% Increase - Decrease		-26.8%	-35.4%	+82.6%	

3.0 ACCIDENT PERFORMANCE FOR EMPLOYEE NON-FATAL INJURY INCIDENTS

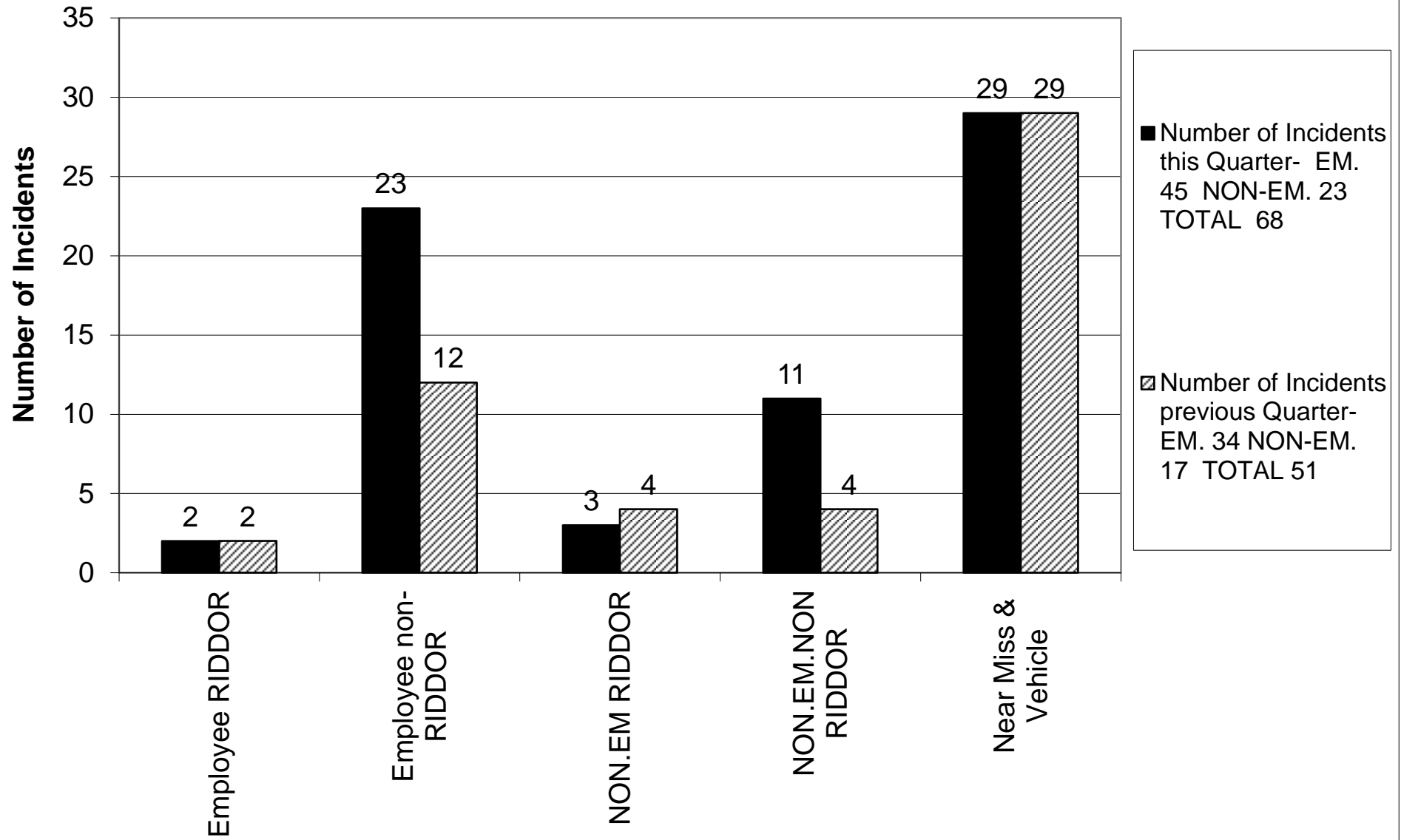
3.1 ACTUAL PERFORMANCE – 2015/16

	APR/JUN 2015	JUL/SEP 2015	OCT/DEC 2015	JAN/MAR 2016	ACTUAL TOTAL FOR YEAR 2015/16
Employee Non-Fatal Injury Incidents	11	19	23	17	70
Incidents Per 1000 Employees	10.4	18	22	16.1	66.6
% Increase - Decrease		72.7%	22.2%	-26.8%	

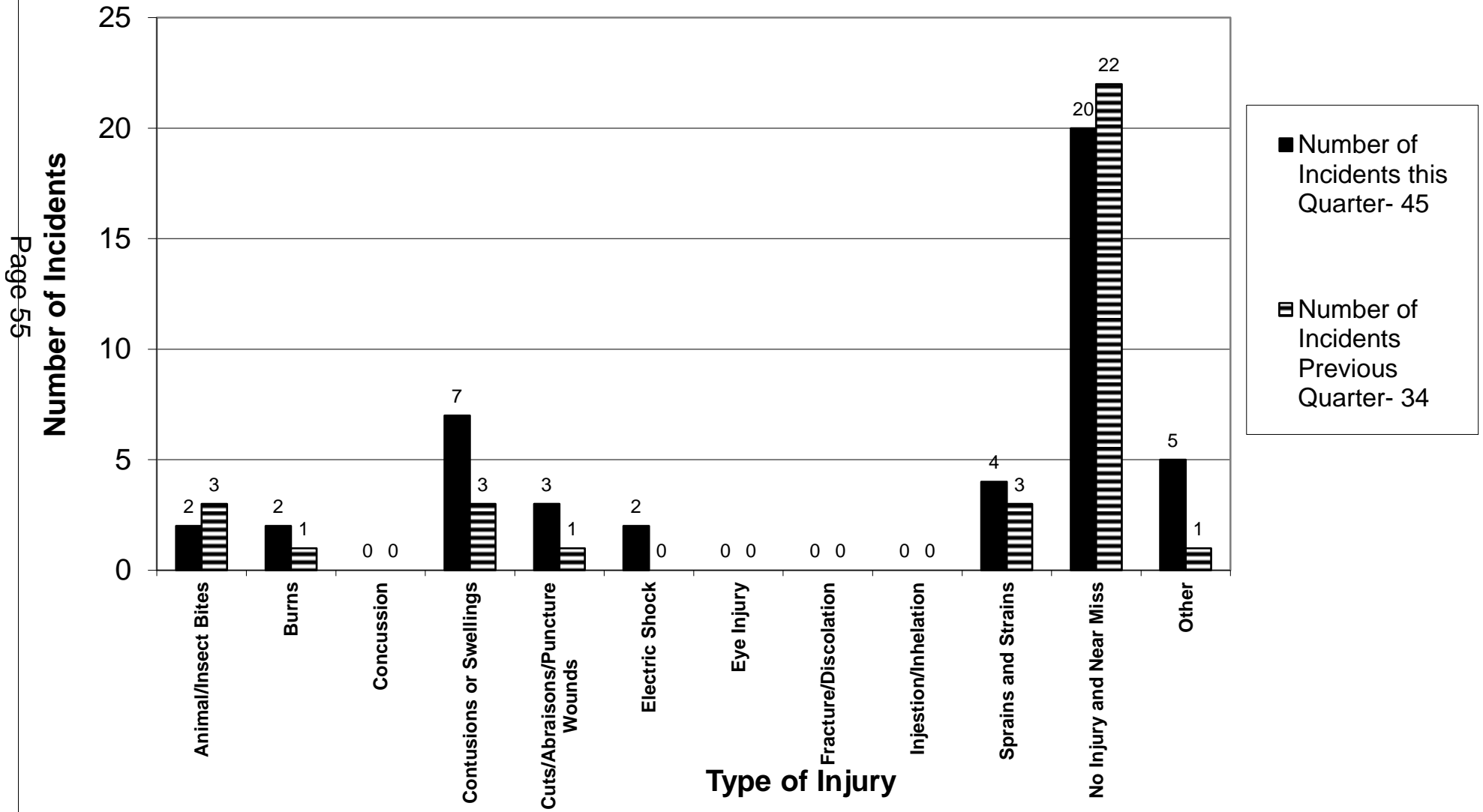
3.2 YEAR-TO-DATE PERFORMANCE – OCTOBER 2015 TO SEPTEMBER 2016

	OCT/DEC 2015	JAN/MAR 2016	APR/JUN 2016	JUL/SEP 2016	ACTUAL TOTAL FOR YEAR- TO-DATE
Employee Non-Fatal Injury Incidents	23	17	11	20	71
Incidents Per 1000 Employees	22	16.1	10.4	19	67.6
% Increase - Decrease		-26.8%	-35.4%	+82.6%	

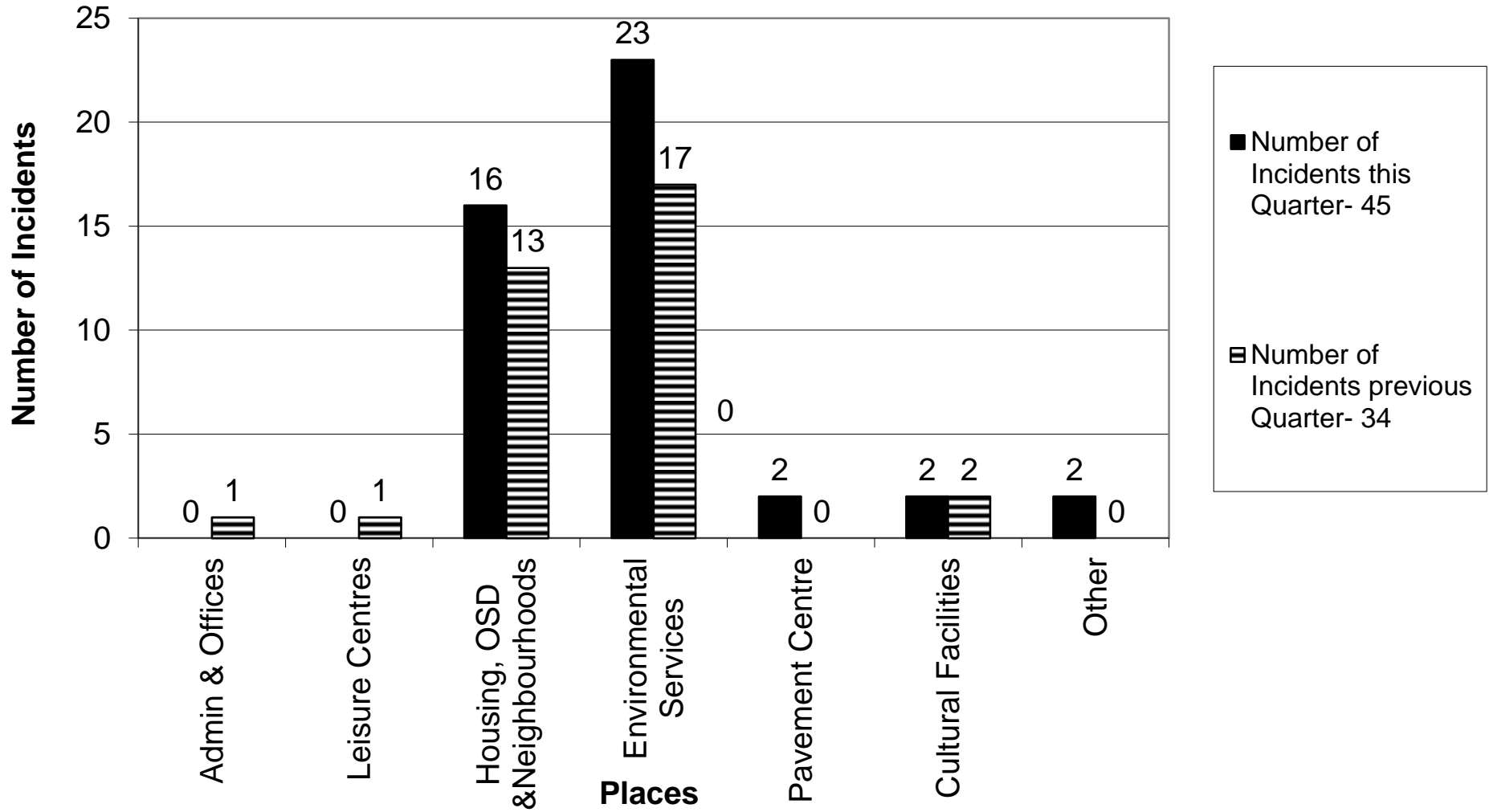
**ACCIDENT STATISTICS
21/06/16 TO 20/09/16**



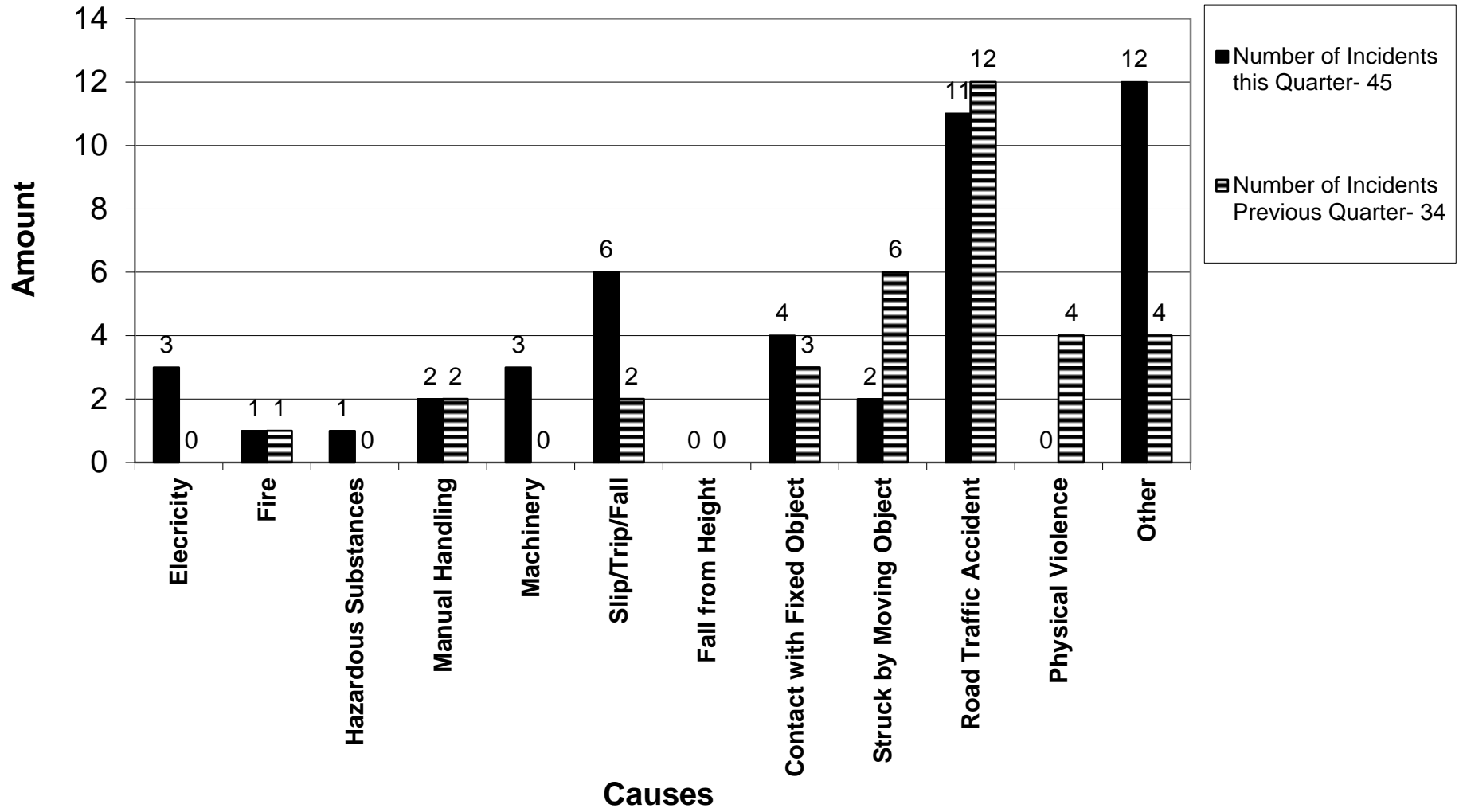
**INJURY TYPES (EMPLOYEES)
21/06/16 TO 20/09/16**



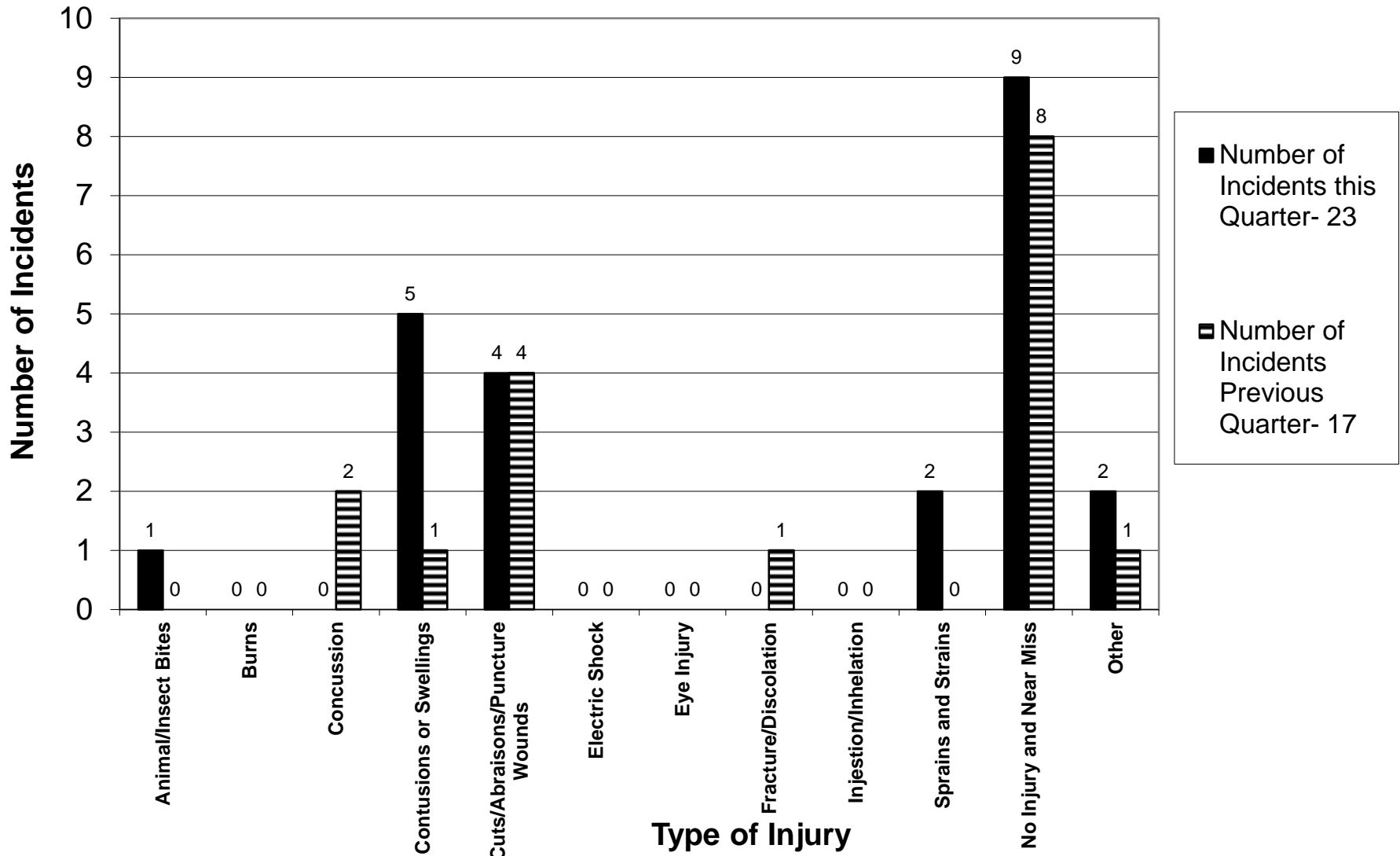
**WORKPLACES & COUNCIL PROPERTIES (EMPLOYEE)
21/06/16 TO 20/09/16**



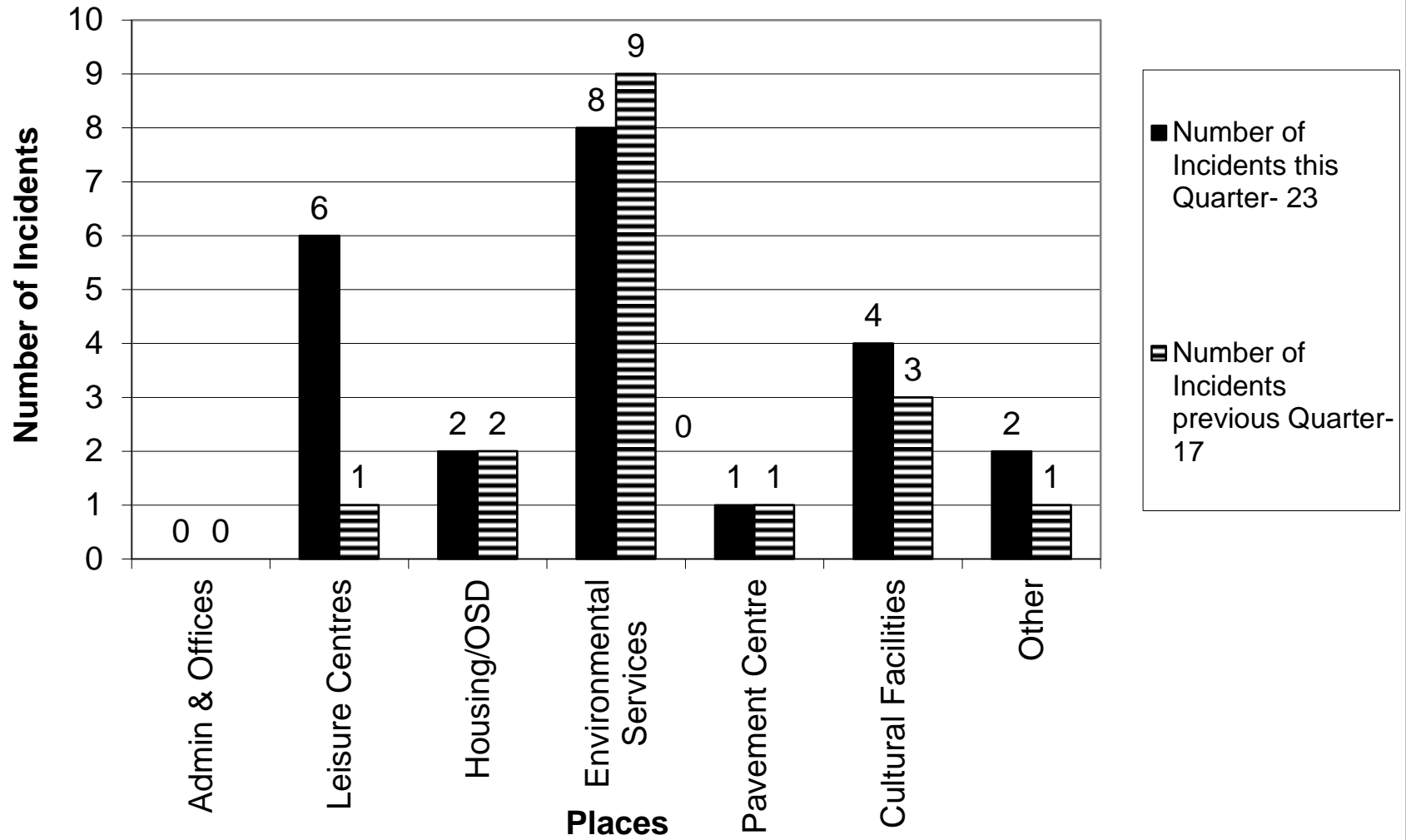
ACCIDENT CAUSES (EMPLOYEES) 21//06/16 TO 20/09/16



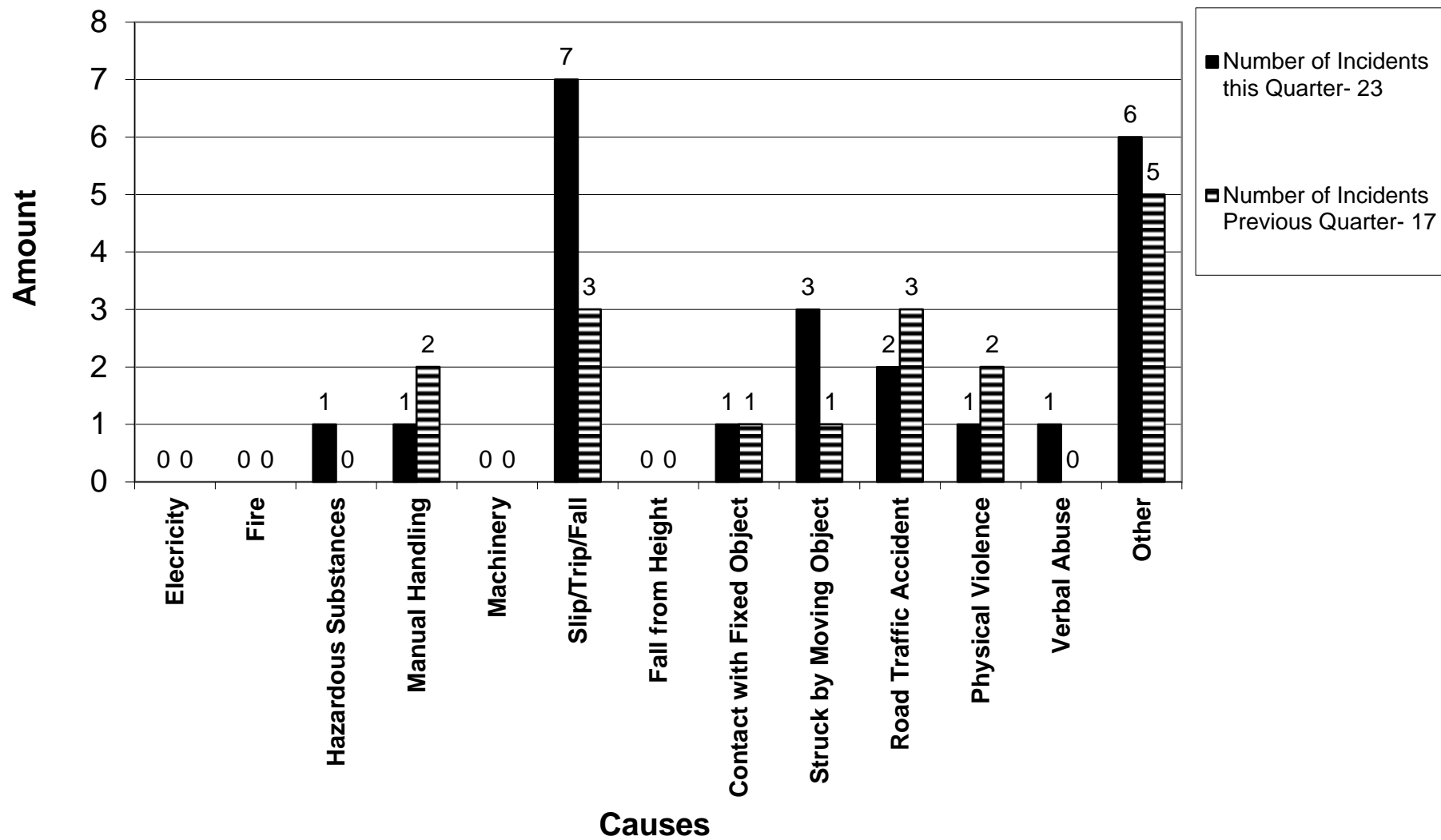
INJURY TYPES (NON-EMPLOYEE) 21/06/16 TO 20/09/16



COUNCIL PREMISES (NON-EMPLOYEE) 21/06/16 TO 20/09/16



ACCIDENT CAUSES (NON-EMPLOYEE) 21/06/16 TO 20/09/16



SUMMARY OF EMPLOYEE RIDDOR REPORTABLE INCIDENTS - 21ST JUNE TO 20TH SEPTEMBER 2016

2 NON-FATAL INJURIES

No.	Ref	Date of Incident	Org Unit	Location	Incident Details	Action(s) Taken To Prevent Recurrence	Type of Incident	Incident Severity	Who Was Involved	Lost Time Days
1	3040	11/08/2016	Operational Services Division	11 Chiltern Court ,	Employee using circular saw hit a mains electrical cable, causing electric shock.	An email to inform managers of the incident and inform all staff was sent on 15th august. Further information and actions to be completed when investigation is concluded.	Electrical	Lost Time - Over 7 days	Employee	25
2	2978	26/07/2016	Environmental Services	Brushfield Rd junc Rothery Close	Employee's right stander machine hit curb and stopped suddenly, jarring employee's right shoulder	Made operative aware of the limitations of machine and of conditions of area	Striking Against a Fixed Object	Lost Time - Over 7 days	Employee	69

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SUMMARY OF EMPLOYEE NON-RIDDOR REPORTABLE INCIDENTS - 21ST JUNE TO 20TH SEPTEMBER 2016

23 INCIDENTS - 18 NON-FATAL INJURIES

No.	Ref	Date of Incident	Org Unit	Location	Incident Details	Action(s) Taken To Prevent Recurrence	Type of Incident	Incident Severity	Who Was Involved	Lost Time Days
1	3105	20/09/2016	Operational Services Division	8 The Crescent Brimington	Employee was carrying out roof stripping. He put his hand on the old roof laths which gave way. He grazed his head and pulled his shoulder		Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	Employee	0

2	3103	14/09/2016	Environmental Services	Queens park	Mowing around trees when I was bitten or stung by insect behind left ear	Raised awareness with staff, for example visual check of area for nest, insect activity, issued insect repellent and made aware where available for future	Other	Minor Injury - No Lost Days	Employee	0
3	3100	12/09/2016	Operational Services Division	13 Longcroft Court Grangewood	Went to cut a floor tile with a Stanley knife and sliced the top of his thumb	Suggestions made to look at a safety knife option or the issuing of a protective glove to be worn when using sharp knives	Other	Minor Injury - No Lost Days	Employee	0
4	3094	07/09/2016	Operational Services Division	Sedgurgh Crescent Newbold	Employee was getting his tools out of the side access door. Wind blew the door shut trapping two fingers causing the middle finger nail of the right hand to come off.	Ensures the driver's door is closed in the future to avoid re-occurrence.	Struck by Moving Object	Minor Injury - No Lost Days	Employee	0
5	3087	30/08/2016	Operational Services Division	40 Bond Street Staveley Chesterfield	Walking upstairs to do a repair and employee banged his head on the ceiling.	More care when walking in unfamiliar properties.	Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	Employee	0
6	3076	22/08/2016	Environmental Health	OSD	Member of the public left a verbally abusive message on employee's answer machine.	Employee has received training to deal with these situations.	Antisocial Behaviour	Antisocial behaviour	Employee	0
7	3057	12/08/2016	Environmental Services	Poolsbrook country park	Whilst sorting through the fuel safe in the garage the lid of the fuels safe fell down onto my arm, causing bruising.		Other	Minor Injury - No Lost Days	Employee	0
8	3055	17/08/2016	Environmental Services	Court house	Abusive language shouted at employee attending homeless persons pitching tents in Shentall's gardens	Staff instructed to notify enforcement/ police	Antisocial Behaviour	Act of possible antisocial behaviour	Employee	0
9	3053	17/08/2016	Neighbourhoods	Kitchen in Neighbourhoods Office	Employee was making coffee and spilt boiling water over her hand.	Advised employee to take more care in future.	Other	Minor Injury - No Lost Days	Employee	0

10	3038	11/08/2016	Neighbourhoods	Stonegravels Depot	Employee tripped on top step of three steps and fell on left knee. Knee is a bit swollen and painful.	New lighting has been installed.	Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	Employee	0
11	3035	09/08/2016	Tourism, Museums & Events	Visitor Information Centre	Employee hit her head on the geothermal heating control board causing swelling.		Striking Against a Fixed Object	Minor Injury - No Lost Days	Employee	0
12	3014	02/08/2016	Operational Services Division	25 Ash Grove	Employee fell through a hole between 2 boards on scaffolding resulting in cuts and bruises on left arm.	Contractors to do a more in depth check on the scaffold before signing them off as safe for us to use.	Fall From Height	Minor Injury - No Lost Days	Employee	0
13	3013	03/08/2016	Food Safety & Hygiene	Office OSD	Employee sat on a chair and jarred back	Email sent to all staff reminding them that as we hot desk they need to check chairs on a daily basis and sometimes twice daily. Also trialling putting names on chairs	Other	Minor Injury - No Lost Days	Employee	0
14	3007	01/08/2016	Environmental Services	Main Garage, Stonegravels Depot	Employee pulled back trying to move heavy machinery.	Garage layout out to be sorted, bays & walkways marked out. Clear work space to be sorted			Employee	0
15	2990	28/07/2016	Environmental Services	Shentalls Gardens below Town Tall	Employee stung by wasp on left arm.		Insect sting	Minor Injury - No Lost Days	Employee	0
16	2989	28/07/2016	Operational Services Division	73 Willowgarth Road	Electric shock received when employees arm touched a wire while he was plastering walls for a new kitchen installation.		Electrical	Minor Injury - No Lost Days	Employee	0
17	2961	18/07/2016	Environmental Services	Foljambe Road, Saltergate, Chesterfield Town Centre	Employee confronted by a homeless person shouting abuse & threatening violence.	Lone working procedure to be updated & staff made aware again about what to do when being faced with an anti-social issue.	Violence & Aggression	Act of possible antisocial behaviour	Employee	0

18	2960	09/07/2016	Environmental Services	Cavendish Street, Chesterfield Town Centre	Employee confronted by a homeless person shouting abuse & threatening violence.		Violence & Aggression	Act of possible antisocial behaviour	Employee	0
19	2941	08/07/2016	Environmental Services	Linacre Road, Holmehall, Adjacent Holme hall Pub	Employee was mowing when a resident approached shouting verbal abuse.	Concerns have been raised previously about direct training for front line staff in dealing with abusive & aggressive members of the public. This will be raised again.	Violence & Aggression	Minor Injury - No Lost Days	Employee	0
20	2937	07/07/2016	Neighbourhoods	Ashford Court - Chesterfield	Employee slipped on internal stairwell and fell down onto his right buttock and wrist, causing pain to back and wrist.	New, fitted boots to be ordered. Check rest of Neighbourhood Rangers to see if footwear is in good condition. Check and update risk assessment for routine and ad hoc communal inspections of internal areas of blocks of flats.	Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	Employee	0
21	2928	22/06/2016	Pavements Centre	Stairs	Employee fell on stair carrying hot food and drinks. Burning wrist	Nosing replaced by carpet fitter.	Slips, Trips, Falls on Same Level	Minor Injury - No Lost Days	Employee	0
22	2917	30/06/2016	Operational Services Division	9 Melrose Court	Stood on nail that was sticking out of floorboard. Cuts to foot	Staff to be consulted on the boot selection at OSD. CBC corporately to review PPE provision through the OHSIG group.		Minor Injury - No Lost Days	Employee	0
23	2889	22/06/2016	Arts & Venues	Pomegranate Theatre	Employee caught her upper arm on the beer valve/pipework whilst passing shelving in the beer cellar, causing bruising.	The beer cellar has been tidied and notices put up to advise staff to keep the cellar clear of boxes and to keep the walkways clear.	Striking Against a Fixed Object	Minor Injury - No Lost Days	Employee	0

SUMMARY OF NON-EMPLOYEE RIDDOR REPORTABLE INCIDENTS - 21ST JUNE TO 20TH SEPTEMBER

3 NON-FATAL INJURIES

No.	Ref	Date of Incident	Org Unit	Location	Incident Details	Action(s) Taken To Prevent Recurrence	Type of Incident	Incident Severity	Who Was Involved
1	3059	06/08/2016	Queen's Park Sports Centre	Queen's Park Sports Centre	Child was exiting the changing rooms. As he was coming out the door closed and trapped his finger in the hinged side of the door, resulting in the amputation of the end of left middle finger	Request for all doors to be checked. Monthly check to be put in place checking all self-closures of doors.	Other	Member of Public - Reportable	Child
2	2972	18/07/2016	Town Centre Operations	East side of Market Hall Doors	Member of public tripped on cobblestone falling over Grazing face, knees and shoulders. Bruising. and swelling to hands. Taken to hospital		Slips, Trips, Falls on Same Level	Member of Public - Reportable	Member Of The Public
3	2930	01/07/2016	Pavements Centre	Down Escalator, Pavements	Member of public fell when travelling on the down escalator		Slips, Trips, Falls on Same Level	Member of Public - Reportable	Member of Public

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SUMMARY OF NON-EMPLOYEE NON-RIDDOR INCIDENTS - 21ST JUNE TO 20TH SEPTEMBER

11 NON-FATAL INJURY INCIDENTS

No.	Ref	Date of Incident	Org Unit	Location	Incident Details	Action(s) Taken To Prevent Recurrence	Type of Incident	Incident Severity	Who Was Involved
1	3084	25/08/2016	Healthy Living Centre	Studio	Whilst taking part in a class child felt his finger bend strangely..	advised to seek medical attention/advise	Other	Member of Public - Non Reportable	Young Person
2	3082	19/08/2016	Healthy Living Centre	fitness suite HLC	Gym member collapsed. Gym staff used Defibrillator to successfully revive him.		Other	Member of Public - Non Reportable	Member of Public

3	2986	26/07/2016	Tourism, Museums & Events	Chesterfield Market	Child tripped, spraining right ankle.		Slips, Trips, Falls on Same Level	Member of Public - Non Reportable	Child
4	2985	26/07/2016	Tourism, Museums & Events	Chesterfield Market	Lady fell over on cobbles grazing both knees.		Slips, Trips, Falls on Same Level	Member of Public - Non Reportable	Member Of The Public
5	2983	26/07/2016	Tourism, Museums & Events	Chesterfield Market	Cut finger on a plant.		Other	Member of Public - Non Reportable	Member Of The Public
6	2973	21/07/2016	Arts & Venues	Pomegranate Theatre	Child ran off stage towards a dressing room and ran into either a closing door edge or another pupil's elbow.	Dance school supervisors reminded of the importance of controlled behaviour backstage	Striking Against a Fixed Object	Member of the public - non-reportable	Child
7	2936	02/07/2016	Environmental Services	Queens Park, between Top Play Area & 3G Court	Child fell backwards and his leg went down the exposed manhole up to about his knee. He got a 4" deep gash in his thigh.	Grate covered with a traffic cone short term & hole blocked until permanent replacement cover fitted in replacement of the gully grate			Member Of The Public
8	2918	29/06/2016	Healthy Living Centre		Door flew back and hit child on head in soft play	none, door has window to see other side.	Struck by Moving Object	Minor Injury - No Lost Days	Child
9	2898	21/06/2016	Healthy Living Centre	poolside	Slipped on pool side landing on coccyx causing pain in backside.	if customer is running, ask to walk	Slips, Trips, Falls on Same Level	Member of Public - Non Reportable	Child
10	3052	12/08/2016	Environmental Health	Langer Lane Playing Field	Was attacked by dogs whilst visiting traveller family, resulting in bites to both legs.	Enforcement officer threw a rolled up pack of bin bags at the dogs and asked the owners to tie the dogs onto their leads.	Violence & Aggression	Minor Injury - No Lost Days	Work Placement
11	2939	02/07/2016	Environmental Services	Path between river bridge at Holmebrook & LoundsleyGreen	Member of public twisted her ankle and fell to the ground. 'large' water filled hole in stone on footpath.		Slips, Trips, Falls on Same Level	Member of Public - Reportable	Member Of The Public

SUMMARY OF 'NEAR MISS' INCIDENTS 21ST JUNE TO 20TH SEPTEMBER

16 INCIDENTS

No.	Ref	Date of Incident	Org Unit	Location	Incident Details	Action(s) Taken To Prevent Recurrence	Type of Incident	Incident Severity	Who Was Involved
1	3113	18/09/2016	Health and Wellbeing	Queen's Park Sports Centre	Two minors aged Twelve had broken into premises	All internal doors are locked and majority screwed shut On site information now in place ensuring that anyone with authorised access locks doors accessed to prevent them from being followed by unauthorised persons.	Antisocial Behaviour	Near Miss Incident - No Injury	Child
2	3104	19/09/2016	Environmental Services	Queens Park Outfield	Paving slab over top of inspection chamber giving way and falling into Chamber, leaving large hole approx. 2.5 ft. deep 3ft square		Other	Hazard-No Injury	Employee
3	3098	12/09/2016	Environmental Services	Old QPSC	Herris Fencing surround the old leisure centre had been vandalised and strewn into the pathway.	OSD to make fence more secure	Antisocial Behaviour	Vandalism	Employee
4	3077	24/08/2016	Environmental Services	Spital Cemetery	Employee passed out in passenger seat of vehicle. Recently diagnosed as diabetic.	An OH Appointment has been arranged. Employee will not be driving at work or operating machinery until results of the OH assessment are known.	Other	Near Miss Incident - No Injury	Employee
5	3075	25/08/2016	Environmental Services	Queens Park	Noticed that the electrical post had been damaged and was leaning at an angle.	Look into moving or sinking	Antisocial Behaviour	possible vandalism	Employee

6	3056	18/08/2016	Environmental Services	Queens Park Cricket Pavilion	Beer bottles smashed over a wide area.		Antisocial Behaviour	Act of possible antisocial behaviour	Employee
7	2982	27/07/2016	Pavements Centre	Pavements Public Toilets	Arsonist set fire to toilet roll that set fire to toilet roll holder.		Fire/Explosion	Near Miss Incident - No Injury	Employee
8	2980	19/07/2016	Design and Capital Investment	29 Keswick Rd., Newbold	Operative walking down roof, his foot went through old slate laths and bedroom ceiling.	Roofer reminded to stay on rafter.	Fall From Height	Near Miss Incident - No Injury	Contractor
9	2979	26/07/2016	Environmental Services	Queens park	Ice cream van leaking oil on the paths causing possible slip hazard	advice and monitoring of Fredrick's whilst on qp Fredrick's have been allocated and area to carry out their operations		Near Miss Incident - No Injury	Member of Public
10	2975	26/07/2016	Environmental Services	green lane r/o cafe Queens park	Staff noticed barriers protecting open excavation have been thrown all over leaving a trench of 3' open on a public walk way.		Antisocial Behaviour	Act of possible antisocial behaviour	Member of Public
11	2965	05/07/2016	Environmental Services	Queens Park Round House	Found a large amount of broken beer bottles up at the band stand.	Reported to police	Antisocial Behaviour	Act of possible antisocial behaviour	Visitor to Premises
12	2947	11/07/2016	Environmental Services	Queens Park Band Stand and Round House	Vast amount of broken bottles strewn all over the Bandstand / Round house.		Antisocial Behaviour	Act of possible antisocial behaviour	Visitor to Premises
13	2944	07/07/2016	Neighbourhoods	12 Southgate way, Barrow Hill	A group of youths outside front door of tenant's house shouting abuse and threatening abuse towards the tenant.	Ensuring that staff members at team meetings are aware that they should not put themselves in dangerous situations and to walk away. Ensure that team members are aware that this is part of the lone working risk assessment.	Antisocial Behaviour	Near Miss Incident - No Injury	Member of Public
14	2932	02/07/2016	Environmental Services	Peveril road	whilst strimming a stone was flicked up from the strimmer head and hit a car passenger side window, shattering it	put specific risk assessments and method statements in place		Near Miss Incident - No Injury	Employee

15	2897	23/06/2016	Environmental Services	Queens Park Grass Area Around Band stand	Whilst mowing around band stand, caught tree with roll bar, breaking off two branches.		Other	Near Miss Incident - No Injury	Employee
16	3077	24/08/2016	Environmental Services	Spital Cemetery	Employee passed out in passenger seat of vehicle. Recently diagnosed as diabetic.	An OH Appointment has been arranged. Employee will not be driving at work or operating machinery until results of the OH assessment are known.	Other	Near Miss Incident - No Injury	Employee

SUMMARY OF VEHICLE INCIDENTS - 21ST JUNE TO 20TH SEPTEMBER

13 INCIDENTS

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No.	Incident Record	Ref.	Date of Incident	Org Unit	Location	Incident Details	Full Details of Damage	Person Involved
1		53	21/07/2016	Operational Services Division	Westview Staveley	Employee reversed, unaware that a Moped had parked behind his van. Knocked moped off of stand causing minor damage. No injury.	Scratch on Handle bar. damage	Employee
2		52	12/09/2016	Operational Services Division	Lansdowne Road, Brimington, Chesterfield	Employee was driving down road when another vehicle appeared travelling in the opposite direction. He veered to the side and collided with a car parked at the side of the road. No Injury.	Pulled the bumper off and scratched the wing	Employee
3		50	11/08/2016	Environmental Services	Brimington Crem	Driving around roundabout when clipped raised curb with trailer. No injury.		Agency
4		49	02/08/2016	Environmental Services	McMahon Rd. Inkersall	Cutting grass with Ransom triple when pebble shot out of unit and hit windscreen of vehicle. No injury	Cracked windscreen	Employee
5		48	19/07/2016	Operational Services Division	Junction of Stand Road and Sheffield Road	Employee edged out to join the traffic and to improve his vision around parked and stationary cars. On doing so a car coming from the right caught the front of employee's van scraping the car of the 3rd party. No injury.	Scraped front bumper drivers side	Employee

6	2948	47	13/07/2016	Environmental Services	Junction of Broomhill Road & Whittington Hill	Reversed into TP vehicle. No Injury.	Broke number plate & damaged paint work of TP vehicle.	Employee
7		46	28/06/2016	Neighbourhoods	Staveley Market Place	Employee scraped the side of the vehicle on the metal top corner of a market stall. No injury.	A scratch/dent approximately 1.5 metres along the driver's side at 1.8 metres high.	Employee
8		44	30/06/2016	Environmental Services	Brooks Road garage site Barrow hill	Manoeuvring transit tipper and trailer at the garage site. Vehicle pulled forward into the edge of long grass where a steel pin had been inserted into the ground to use as a door stop. When the vehicle reversed it caught on the bottom of the bumper. No Injury.	Small split to plastic skirt on bottom of the front bumper	Employee
9	3096		08/09/2016	Environmental Services	Opposite entrance to Brearley Park,	Sweeper front right wheel collapsed down the manhole cover on the pavement. No injury.	Damage to footpath only	Employee
10	3092		02/09/2016	Environmental Services	Queen's Park	Car drove wrong way through the "no exit gate". No Injury	N/A	Third Party
11	3010		29/07/2016	Environmental Services	Labyrinth, Tipton Park,	Whilst employee was flailing the Labyrinth, tractor ran over a manhole cover causing it to break. No injury.	Damage to manhole cover.	Employee.
12	2948		13/07/2016	Environmental Services	Junction of Broomhill Road & Whittington Hill	Employee's vehicle reversed into third party's vehicle. No injury.		Employee
13			19.07.16	Operational Services Division	Didcot Close	Employee reversed into TP vehicle. No injury.		Employee

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End of report.

Marc Jasinski – Corporate Health & Safety Adviser

OCCUPATIONAL HEALTH & SAFETY IMPROVEMENT PROGRAMME

2015 - 2018

PERFORMANCE REPORT YEAR TO DATE – OCTOBER 2016

Occupational Health

Objective: Over the period April 2015 to March 2018 the Council will continuously reduce its overall reported work related ill health.

Target 11: 8% year on year reduction in the number of cases of occupationally related anxiety, stress and depression

Target 12: 8% year on year reduction in the number of days lost due to occupationally related anxiety, stress and depression

Target 13: 8% year on year reduction in the number of cases of occupationally related musculoskeletal conditions

Target 14: 8% year on year reduction in the number of days lost due to occupationally related musculoskeletal conditions

A review of the sickness absence data in April 2015 has identified that due to a combination of factors, the accuracy of the information reported does not meet the required standards. The processes involved in recording and reporting the information have now been reviewed and updated. With this in mind, it has been agreed that a new baseline will be established in 2015/16.

Target 12/14 – to reduce the level of work-related ill health based on the baseline level

PERFORMANCE TARGETS FOR DAYS LOST DUE TO OCCUPATIONALLY RELATED ILL HEALTH

8% YEAR ON YEAR DECREASE IN DAYS LOST DUE TO WORK RELATED STRESS & MUSCULOSKELETAL INJURY (TARGET)

	2013/14 (Actual)	2014/15	2015/16	2016/17
Stress	710	675	474	436
Musculoskeletal	261	248	131	121
% Increase - Decrease	-	-5%	-8%	-8%

ACTUAL PERFORMANCE 2015/16

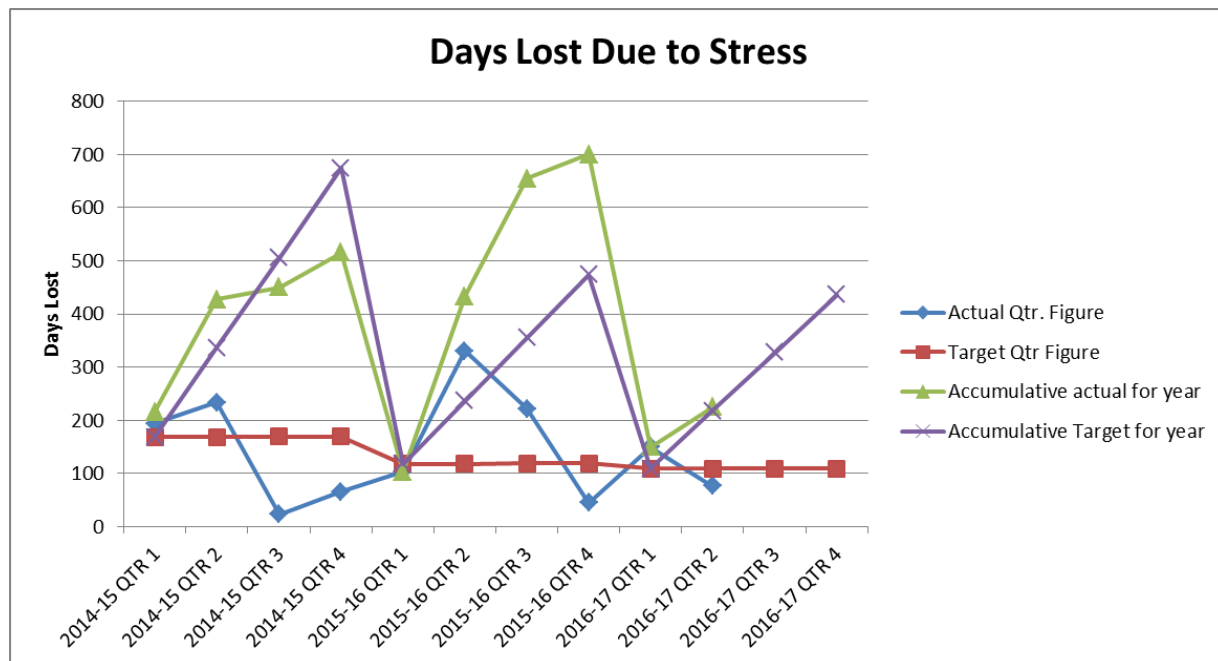
	APR/JUN 2015	JUL/SEP 2015	OCT/DEC 2015	JAN/MAR 2015	ACTUAL TOTAL FOR YEAR
Stress	103	330	222	45	700
Musculoskeletal	40	56	118	7	221

The target for reducing the number of days lost due to work related ill health has been set at 8% year on year using the period 2014 /15 as the baseline.

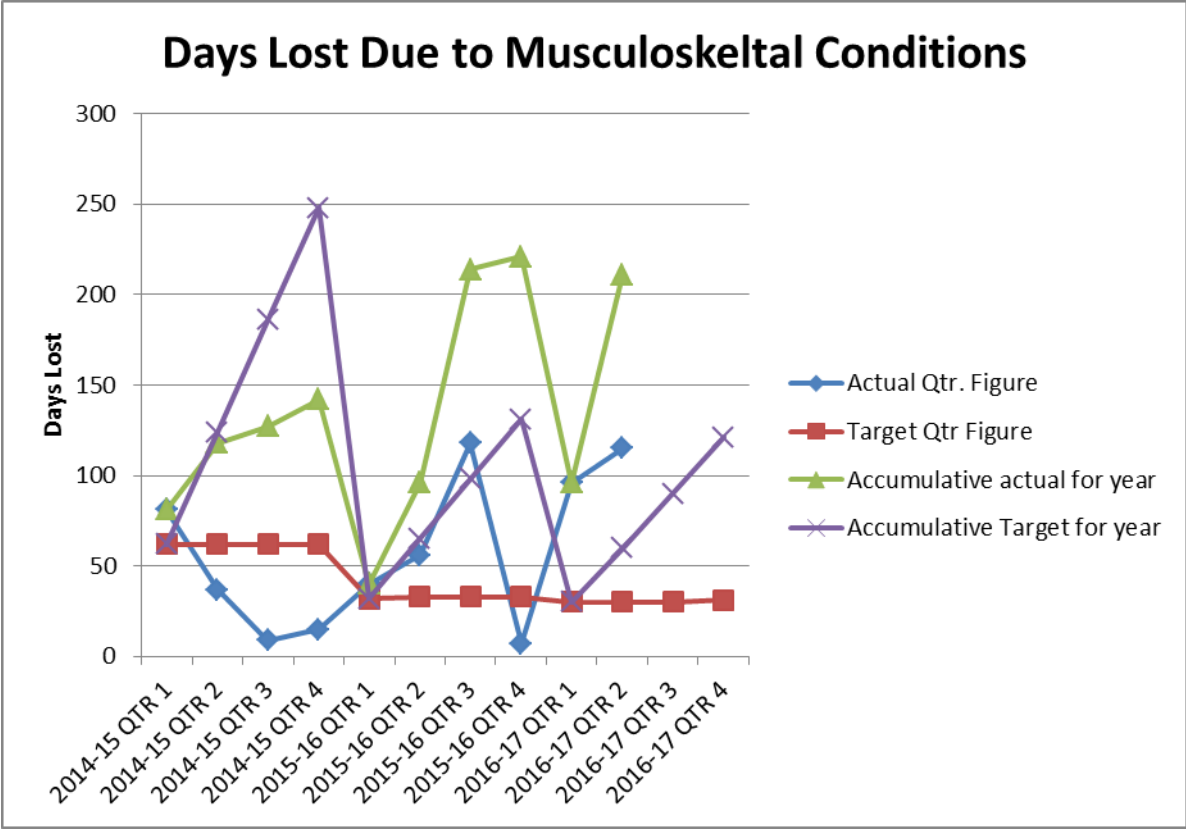
YEAR TO DATE PERFORMANCE – OCTOBER 2015 TO SEPTEMBER 2016

	OCT/DEC 2015	JAN/MAR 2016	APR/JUN 2016	JUL/SEP	ACTUAL TOTAL FOR YEAR TO DATE
Stress	222	45	149	76	492
% Increase - Decrease	-33%	-80%	+331%	-49%	FROM 700 to 492 = 30% DECREASE
Musculoskeletal	118	7	96	115	336
% Increase - Decrease	+110%	-94%	+1371%	+20%	FROM 221 to 336 = 52% INCREASE

The 2016/17 target for the number of days lost due to occupationally related ill health has been set at 436 days (Stress) and 121 (Musculoskeletal). The current year to date figure for stress related absence is 492, this is 13% above the target. The current year to date figure for musculoskeletal related absence is 336, this is 178% above the target.



The above graph illustrates the number of days lost due to work related stress.



The above graph illustrates the number of days lost due to musculoskeletal conditions.

HEALTH PERFORMANCE TARGETS FOR STRESS AND MUSCULOSKELETAL INCIDENTS

Target 11/13 - 8% YEAR ON YEAR DECREASE IN INCIDENTS OF WORK RELATED STRESS & MUSCULOSKELETAL INJURY (TARGET)

	2013/14 (Actual)	2014/15	2015/16	2016/17
Stress	40	38	12	11
Musculoskeletal	22	21	19	17
% Increase - Decrease	-	-5%	-8%	-8%

ACTUAL PERFORMANCE 2015/16

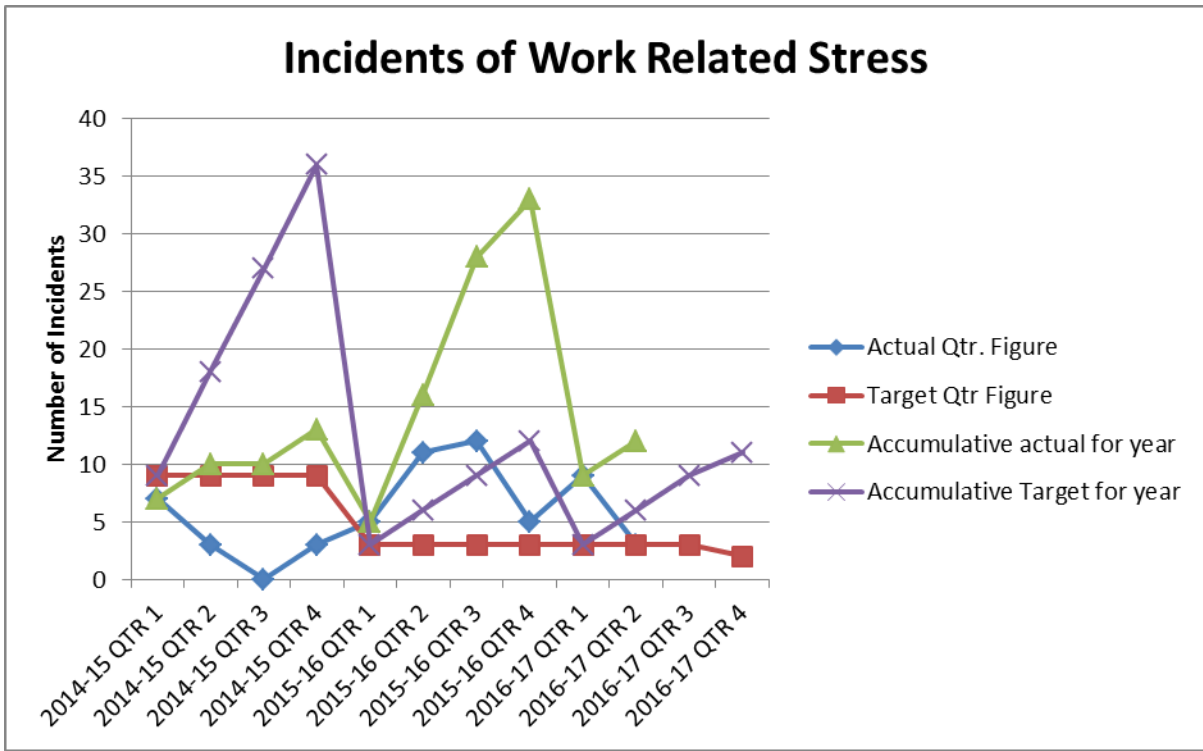
	APR/JUN 2015	JUL/SEP 2015	OCT/DEC 2015	JAN/MAR 2015	ACTUAL TOTAL FOR YEAR
Stress	5	11	12	5	33
Musculoskeletal	4	8	8	2	22

The target for reducing the number of incidents due to work related ill health has been set at 8% year on year using the period 2014 /15 as the baseline.

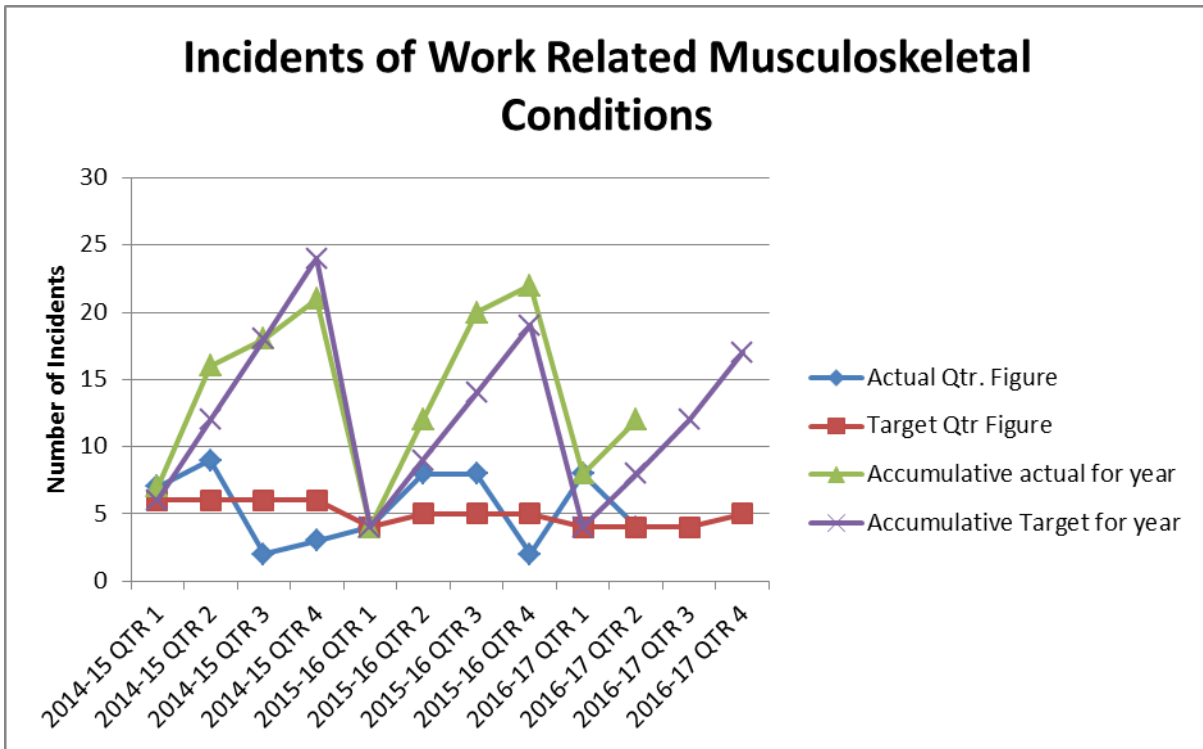
YEAR TO DATE PERFORMANCE – JULY 2015 TO JUNE 2016

	OCT/DEC 2015	JAN/MAR 2016	APR/JUN 2016	JUL/SEP	ACTUAL TOTAL FOR YEAR TO DATE
Stress	12	5	9	3	29
% Increase - Decrease	+9%	-58%	+180%	-66%	FROM 33 to 29 = 12% DECREASE
Musculoskeletal	8	2	8	4	22
% Increase - Decrease	-	-75%	+400%	-50%	FROM 22 to 22 = ON TARGET

The 2016/17 target for the number of incidents of occupationally related ill health has been set at 11 (Stress) and 17 (Musculoskeletal). The current year to date figure for stress related incidents is 29, this is 164% above the target. The current year to date figure for musculoskeletal related incidents is 22, this is 29% above the target.



The above graph illustrates the number of incidents due to work related stress. The figures are based on new incidents per quarter to ensure that double counting does not occur.



The above graph illustrates the number of incidents due to musculoskeletal conditions. The figures are based on new incidents per quarter to ensure that double counting does not occur.

The charts below show all work related absences for the period 1st July 2015 to 30 June 2016 and confirm that the biggest causes of work related absences remain mental health and musculoskeletal issues. These two areas should remain as the immediate targets for action.

