

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 11th November, 2020

Present:-

Andrew Fowler (Chair)

| | | | |
|--------------|--------------------|---------------|--------------------|
| Councillors | Barr | Councillors | K Falconer |
| | Blank | | J Innes |
| | Brittain | | P Niblock |
| | Caulfield | Ade McCormick | Exec Director |
| Dean Epton | Comm. Services | Donna Reddish | Policy & Comms |
| Ian Waller | Health & Wellbeing | Gerard Rogers | Monitoring Officer |
| Kate Harley | HR | Marc Jasinski | H&S Advisor |
| Liz Cook | Housing | Neil Johnson | Econ. Devel. |
| Karen Knight | Unison | Paul Longley | Unison |
| | | Tony Devereux | Unison |

*Matters dealt with under the Delegation Scheme

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Rachel O'Neil and Anthony Radford.

2 CDM POLICY

The Committee was joined by Bronwen MacArthur-Williams, Health & Safety Manager at Bolsover District Council, Ian Clay, Health & Safety Advisor (Housing), Rebecca Hutchinson, Health & Safety Co-ordinator at Bolsover District Council and Jayne Stokes, Health & Safety Apprentice at Bolsover District Council.

The Health and Safety Adviser presented to the committee a summary of the work that had been done so far in conjunction with Bolsover District Council. The principles of Construction Design and Management (CDM) were highlighted and an outline of the new policy was given. A selection of flowcharts were shown to the committee demonstrating how to streamline processes and what to do if more than one contractor is involved with a project.

An extract of the CDM register was provided which illustrated its easy to read format, any gaps in the required information and who was responsible for each project. Further CDM training for staff members was discussed with an offer from Bolsover District Council to help facilitate this.

It was agreed that the documents provided were very useful and concise and that they should be made available on Aspire for all staff.

The committee expressed thanks to the team from Bolsover District Council for a fantastic example of collaborative working at pace to create and adopt this new policy. The hard work of the chair on this project was also acknowledged.

The Health & Safety Manager from Bolsover District Council thanked the Chesterfield Borough Council staff for the opportunity to worked together and noted that they would continue to offer advice and would carry out spot site visits in the future in order to fulfil a critical friend role.

3 MINUTES OF THE MEETING HELD ON 12 AUGUST, 2020

The minutes were agreed as a true record.

4 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5 MANAGEMENT TEAM REPORTS

Written reports were submitted by members of the Council's Corporate Management and Senior Leadership Teams to update the Committee on health and safety matters from their service areas during the last quarter.

The reports provided information on workplace inspections, specific incident investigations, training, communications, and the development and progress of annual health and safety action plans.

The key points raised from the reports were as follows;

Commercial Services

- The preparations that were underway at the time of the last meeting in advance of the second wave had been successful

- The cable strike at Hazlehurst Drive was under investigation
- An amber letter had been issued to Banks and the situation was being monitored closely.
- Excellent work had been undertaken to digitalise risk assessments across the service

Economic Growth

- Thanked the resources team for their support throughout the pandemic and also during their office moves.
- All risk assessments were up to date and being reviewed regularly
- Stress levels in the team were being monitored closely
- Work on the Enterprise Centre was progressing well, regular inspections were taking place and the contractor was performing to the required standards

Health & Wellbeing

- It was noted that this report had been prepared when all services were operational prior to the second national lockdown.
- An unannounced visit to the Healthy Living Centre had taken place to check that all systems were in place as stated and the findings were a testament to the staff. The operations were being conducted in a safe, COVID compliant manner.
- It was acknowledged that the challenge for all services was to maintain vigilance and to maintain good communication with staff, especially those working remotely.
- The leisure centres were closed at the time of the meeting until 2nd December and the time was being used to train staff.

Housing

- The majority of staff were working from home and Fountain House remained closed.
- External contractor management was going well.
- There had been a focus on training and speaking to all staff in their one to ones to reiterate this.
- Six investigations had been carried out in the reporting period.
- There was a strong commitment from management to the risk assessments and reinforcing them in the teams.

Policy & Communications

- There had been some new starters in the team and the health & safety training had been reinforced as part of the induction process.

- Specific risk assessments had been carried out for Remembrance events with the added dimension this year of the COVID-19 pandemic and an increased terrorism threat level. All staff involved did an excellent job.
- Internal and external communications had played a key role in the Council's response to the pandemic and this would continue.

Finance & Resources

- All risk assessments were up to date.
- The teams were largely working from home but where it was necessary for staff to be in the offices these were COVID secure.
- Conversations were ongoing with union colleagues to review inspections.
- There would be changes to the inspection processes following the CMT restructure.

It was re-iterated to the committee that the government guidance specified that all staff that were able to work remotely should do so.

The Chair thanked the Corporate Health & Safety Advisor for his work on the new reporting template that was used for this period which it was felt gave more streamlined information.

6 OCCUPATIONAL ILL HEALTH STATISTICS

The Human Resources Manager presented a report to the committee detailing the occupational ill health statistics for the period 1st July 2020 to 30th September 2020. It was explained that the number of days lost were not high for the time of year but may be slightly skewed due to the number of staff that had been furloughed during the reporting period.

Stress continued to be an issue and it was acknowledged that COVID-19 had impacted the mental health of some staff. Stress risk assessments had been requested from all managers for their teams and the Mental Health First Aid programme had been launched. It was hoped that these measures could be used to improve the wellbeing of all staff.

The numbers of staff that had contracted COVID-19 or had spent time self-isolating were discussed and it was recognised that these had been low and therefore the impact on the workforce as a whole had been low.

7 INCIDENT/ACCIDENT INFORMATION

The Corporate Health and Safety Advisor presented a report to the committee on the number of incidents/accidents over the period 1st July to 30th September 2020. The number of incidents reported for the period was significantly lower than for the same time last year due, in some part to the closure of some services/premises and the COVID-19 restrictions.

There had been three RIDDOR reportable incidents and two COVID-19 related incidents recorded on the SHE system that reported in negative tests for those involved. It was noted that there had only been four reported incidents of anti-social behaviour.

8 COVID-19 UPDATE

The Executive Director presented an update to the committee on the Council's response to the COVID-19 pandemic. The committee was advised that all risk assessments had been reviewed and preparations made in advance of the second lockdown. The information was available on Aspire and updated regularly. Individual risk assessments were underway for members of staff classed as clinically vulnerable.

Managers had been asked to renew all DSE risk assessments and this was highlighted in the manager's bulletin. The organisation was committed to providing any equipment needed by staff to work from home effectively and this would include delivery where necessary.

The committee was informed that CMT were meeting weekly to manage the changing situation, react to government guidance and learn lessons from partners in order to target areas that needed support. There had been a few cases of non-compliance but the Chief Executive had addressed this at the Manager's Seminar and reinforced the message. This risk had also been added to the corporate risk register.

The Local Resilience Forum and the Science, Technical and Advice Cell continued to carry out effective work that helped to inform the council's decision making. It was confirmed that the council was COVID secure but committed to continuous learning and improvement.

9 COMMERCIAL SERVICES RPE POLICY

The Health and Safety Advisor, Commercial Services presented a report to committee on the Respiratory Protective Equipment Policy. The committee noted the report.

10 **STAFF CAUTION LIST**

The Assistant Director for Health & Wellbeing presented a report to the committee on the Staff Caution List. The committee heard that the Staff Caution List was an important facility for front line staff and was in need of some improvement. As part of the ICT improvement programme, it was identified that the Salesforce system could be used to achieve a more stream lined process.

The current process involved several interdependent systems, which had the potential for details to be missed. SalesForce would provide a real time, less manual alternative with no cost implications as it would be included in the already established improvement programme budget.

The Monitoring Officer confirmed that moving to the Salesforce system would ensure that the correct people had access to the right data at the right time and offer a better method of monitoring the access.

RESOLVED -

1. To approve the use of SalesForce for the recording, approval and viewing of CBCs Staff Caution List.
2. To approve in principle a change to the Staff Caution List Policy to enable the development of the SalesForce project.
3. To delegate the approval of the new version of the Staff Caution List Policy to the Joint Chairs of the Health and Safety Committee

11 **DATE AND TIME OF THE NEXT MEETING**

The next meeting of the committee would take place on Wednesday 10th February 2021 at 9.30am.