

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 19th May, 2021

Present:-

Andrew Fowler (Joint Chair)

Councillors	Barr Blank Brittain Caulfield Housing Economic Growth Corporate HR H&S Advisor Executive Director Transformation Program Manager	Councillors	J Innes P Niblock K Falconer Unison Unison Unison Unison Unison Unison Unison Leisure, Culture and Community Wellbeing
Liz Cook Neil Johnson Donna Reddish Heather Spink Marc Jasinski Ade McCormick Karen Brown		Andy Otter Tony Devereux Jane Fisher Karen Knight Paul Longley Gurpreet Khakh Ian Waller	

*Matters dealt with under the Delegation Scheme

1 APOLOGIES FOR ABSENCE

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

2 MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2021

The minutes of the meeting on 10th February 2021 were agreed as a true record.

3 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4 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 previous quarter.

The reports provided information on workplace inspections, specific incident investigations, training and communications.

The key points raised from the reports were as follows:

Corporate

- Election preparations had been undertaken and additional measures had been put in place to enable candidates to come into Town Hall to sign documentation
- Risk assessments had been completed for a Covid safe return to face to face meetings from 7th May following the court judgement in April to end virtual meetings where decision making was required
- No incidents / accidents had been reported

Digital, HR and Customer Services

- No significant issues had been reported
- Whole team had been focussed on addressing training gaps with all expected to be complete by end of Q2
- Continued push for lateral flow testing to be used across the board

Economic Growth

- Workplace inspections had been deferred as staff mainly working from home with next focus on reviewing/agreeing return to work.
- Online training had been reviewed and largely brought up to date
- Regular communications had been maintained, focusing on Covid safe working and safe contractors
- No accidents / incidents had been reported on development sites, and it was heard that an independent assessor had been checking sites monthly
- 103 near misses had been reported to May 2021 and all had been documented and actioned correctly
- The Chesterfield Hotel site was awaiting removal of a mobile mast prior to demolition with estimated timescale of 4-6 weeks

Housing

- Workplace inspections and risk assessments had been carried out across 'in house' teams and were all up to date
- Outstanding Online training elements had been identified and targeted to be on track by end Q2

- Full review of training across Housing Property Services had been completed and identified need for additional resources
- Regular communications and team meetings had continued, focusing on H & S, Covid compliance measures and lateral flow testing

Leisure, Culture and Community Wellbeing

- Regular inspections had been carried out in Q1, with positive comments returned and annual inspection planned for September
- Covid risk assessments had been completed and all were up to date
- There had been 2 incidents reported including 1 RIDDOR reportable incident where a full investigation had demonstrated confidence of due diligence
- It had been decided to utilise the PDR window to concentrate on closing gaps in online training
- significant progress on the completion of online training.
- Regular communications had continued to provide an overview of all areas

Finance

- Risk assessments had been confirmed as all up to date
- Service Managers had carried out regular 6 months office checks prior to Covid restrictions and are due to recommence this activity as staff return to office
- No incidents / accidents had been reported
- Online training largely up to date with outstanding elements to be completed end May
- Key health and safety messages including Mental Health Awareness and lateral flow testing had been communicated through weekly manager meetings

5 **INCIDENT/ACCIDENT INFORMATION**

The Corporate Health and Safety Advisor presented a report on the number of incidents/accidents over the period 1st January to 31st March 2021. The number of incidents reported for the quarter remained lower than for the same time last year due to the majority of the period having been subject to Covid restrictions, with many services closed to the public and staff working from home.

An increase in incidents is expected in Q2 as more council properties open and the public return.

There had been 1 RIDDOR reportable incident.

6 OCCUPATIONAL ILL HEALTH STATISTICS

The Human Resources Business Partner presented a report detailing the occupational ill health statistics for the quarter 1st January to 31st March, 2021.

It was noted that the number of incidences of musculoskeletal related absence had decreased to just 6 occasions in the quarter. Stress had been the most common reason for absence although incidences overall had reduced to 12 occasions in the quarter. Support was still being offered through the Occupational Health provider and use of physiotherapy and counselling services.

There had been a decrease during the quarter in the number of staff having to self-isolate as a result of COVID-19, but there had been an increase in the effects of long Covid with Occupational Health working to support these staff members.

Vaccine side effects had been identified as an increasing cause of short term absences with only 2% of stress related absence work related.

A breakdown of days lost across all departments was shared detailing total days lost against each absence category.

Support for staff working from home was continuing with regular reviews of DSE.

7 HEALTH & SAFETY CONSTITUTION

The Corporate Health and Safety Advisor presented an updated version of the Committee's constitution, taking account of the minor amendment to include brief details of the membership and role of the Health and Safety Forum Group.

RESOLVED –

The revised constitution was approved.

8 CONTROL OF CONTRACTORS

This was covered in Economic Growth update.

9 RESOURCES GROUP UPDATE

The Executive Director presented an update from the Resources Group.

Specific achievements had been highlighted, helping keep our workforce safe and secure, supporting the reopening of services, ongoing reviews of risk assessments and the establishment of LFT and PCR test centres with partners.

Current work focus included planning for stage 4, what the new normal for CBC will be, the relaxing of social distancing, the recommencement of additional services, supporting our staff, and Operation Eagle planning.

Lessons learnt had been identified and shared in full.

10 DATE AND TIME OF THE NEXT MEETING

The next meeting of the Committee would take place on Wednesday 11th August, 2021 at 9.30am.