

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 17th August, 2022

Present:-

Councillor Blank (Chair)

Donna Reddish	Service Director - Corporate	Rachel O'Neil	Service Director – Digital
Theresa Channell	Service Director – Finance	Heather Spink Lesley Waller	HR Unison
Ian Waller	Service Director - Leisure	Liam Rich Tony Devereux	Unite Unison
Neil Johnson	Service Director – Economic Growth	Trevor Barnett	Unite

*Matters dealt with under the Delegation Scheme

11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Innes, Caulfield and Brittain, Andrew Fowler and Paul Longley.

12 **MINUTES OF THE MEETING HELD ON 25TH MAY 2022**

The minutes of the meeting on 25th May 2022 were agreed as a true record but the member for Unison requested the noting of their request for a follow up meeting with regards to SHE reporting.

13 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

14 **MANAGEMENT TEAM REPORTS**

Written reports were submitted by members of the Council's Corporate Leadership Team to update the Committee on health and safety matters from their directorates 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

- Joint health and safety inspection with trade unions planned for 28.07.22 with findings to be reported back in next committee
- Unison plan to use this inspection as a potential training exercise for new Health and Safety representatives
- Next office annual inspection planned for October 2022
- Democratic and Elections Team updated risk assessments for By-Election 07.07.22 – which included inspection of all polling stations and count venue as well as training for staff.
- Regulatory Law Team working in a hybrid way with Economic Growth taking the lead on the shared office inspections
- Communications & Marketing Team and Policy & Partnerships Office working in a hybrid way with regular checks on previous hazards identified such as trip hazards and untidiness
- Strategic Health, Safety and Risk moved to new office location with Health and Safety inspection completed
- No accidents or incidents reported in the quarter
- 100% PDR completion rate for 2022/23
- Zero outstanding training elements were reported at the end of the quarter
- Work underway with Overview and Scrutiny Project Group to consider the member induction programme for 2023 with Health and Safety being a key part of this induction
- Directorate Management Team meetings programmed for 2022/23
- Directorate DJCC meetings programmed for 2022/23
- Aspire intranet upgrade planned for August 2022 with an improved homepage for quick access to key information including all policies

Leisure, Culture and Community Wellbeing

- Joint quarterly inspections were completed in the quarter
- Six monthly joint inspections on Car Parks and the Pavements Centre planned for Q2
- List of workplaces inspected in the quarter included Winding Wheel & Pomegranate theatres, Rest Rooms, Hasland Village Hall, Markets and Poolsbrook Country Park depot

- A number of incidents were reported in Q1, with all details and actions taken reported
- Training needs had been identified across all areas via Training Matrix
- Staff and Team Leaders were to be reminded of team members' outstanding training elements, though improvement had been seen this quarter by chasing outstanding elements and giving final reminders
- SHE incident/accident investigation training planned for Duty Officers (Leisure) next quarter
- Toolbox talks were being undertaken to include high risk machinery
- All risk assessments were up to date and most were accessible through S Drive or One Drive for mobile solution
- SMH project started with Museum decanting and Pomegranate Theatre closing and re location to Winding Wheel and Cultural Services office moving to the Town Hall
- Project team set up and meeting regularly
- Review of all Venues H&S documentation starts 25th July

Housing

- All service managers were undertaking workplace health and safety inspections in medium-high risk workplaces
- Neighbourhoods Covid office restrictions lifted
- Corporate Covid risk assessments and guidance in place
- Business Planning and Strategy G28 office due for inspection July 2022
- The planned annual safety tours had not been completed due to changes in the Housing Service Director position
- Focus on appropriate PPE including consultation with TU reps and employees in the development of the new policy
- Reviewing the arrangements for the corporate Asbestos Management Plan and safe working practices
- All risk assessments were up to date and completed prior to all new work commencing
- The Project Safety Team at HPS were currently reviewing all risk assessments across their service area
- All accidents and incidents reported on SHE and Reps were notified
- Ongoing work to ensure reporting was full and accurate
- Analysis of trends underway to ensure robust process in place for accident reporting, investigation and mitigation
- All training needs had been identified and BPS/HPS now had a training matrix in place to record all events
- A training matrix was currently being developed by the Project Safety Team to record all training
- An update on the latest position of outstanding training elements to be shared prior to the next committee

- Refurbishment works were planned to start at Aston Court
- Works had commenced at Newland Dale and Willow Garth
- New build development sites at Middlecroft were progressing well with planned end date of March 2023
- Confirmation given that all employees attending/on site for on call/emergencies would be asbestos awareness / Face fit trained
- Update to be shared in the next committee with regards to asbestos and disposal process/policy

Finance

- Six monthly inspection to be undertaken in July 2022
- Annual Health and Safety inspection to be planned for July 2022
- All risk assessments were up to date and reviewed regularly
- Key messages fed back and discussed at team meetings
- Accountancy and Internal Audit offices seen limited use during pandemic with staff now working in hybrid way but regular checks of signage and cleaning product availability being carried out
- Zero accidents or incidents reported in the quarter
- All PDR's were up to date
- Online training was up to date with no outstanding elements
- Team meetings were ongoing with various areas discussed including DSE assessments, return to work discussions, keeping windows open, Covid 19 updated arrangements, employee helpline and mental health
- Directorate Management Team meetings programmed for 2022/23
- Directorate DJCC meetings programmed for 2022/23

Economic Growth

- There were no high risk workplaces within Economic Growth
- There had been no monthly joint health and safety inspection carried during this quarter
- There had been no annual inspection carried out during this quarter
- Risk assessments for site visits were confirmed as up to date and under continual review
- Workplace inspections were carried out this quarter on Innovation Centres and the Corporate Property offices with no issues identified
- Discussions had also taken place to reallocate inspection responsibility going forwards for Legal and Planning offices
- Zero accidents or incidents reported in the quarter
- All PDR's 2022/23 were up to date

- Online training was largely up to date with any outstanding training elements being a key focus of PDR's
- Regular weekly management meetings looking at hybrid working, sharing of space, technology to work in the Town Hall and the impact of capacity issues
- Other updates included the latest position with the demolition of the Chesterfield Hotel and a planned undertaking of a lessons learnt exercise with regards to the Enterprise Centre

Digital, HR and Customer Services

- On site Town Hall Premise general inspection carried out 30th June
- Premise manager confirmed Covid 19 easement actions fully applied
- Town Hall risk assessments reviewed and shared with relevant teams
- Quarterly inspections undertaken by ICT Service Lead
- Fire alarm testing completed at Customer Service Centre and quarterly inspection planned for August 2022
- Six monthly joint inspection scheduled for July to cover all office space being used within OD, HR & Payroll, Support Services and Accounts Payable
- ICT/Digital workspaces were considered high risk and are inspected quarterly
- Annual Health and Safety Tour planned for w/c 22nd October 2022
- There were 4 incidents/accidents reported in the quarter with actions being taken to mitigate future occurrences
- All risk assessments were up to date and all Health and Safety messages were cascaded to the teams via Manager briefings
- Town Hall test site evacuation carried out 22nd June
- Roles, responsibilities and training being delivered to Customers, Revenues and Benefits staff through September
- First aid training planned for w/c 12th September
- Asbestos management for routine maintenance refresher training remained scheduled and was being organised by the OSD team
- A volume of training elements remained outstanding though numbers were distorted due to the Service Director caretaking some services within Housing
- Work underway to review the training position across all services with more detailed feedback expected at the next committee
- It was confirmed that the Registry Office was carrying out their own inspections

The Service Director for Corporate presented the report on the number of incidents/accidents over the period 1st April to 30th June 2022. The number of incidents reported for the quarter was 86 which was a decrease of 59% on the previous quarter. It was reported the main reason was the significant reduction in Covid 19 incidents, down from 130 reported in the previous quarter to just 2 in this quarter.

There had been 5 RIDDOR reportable incidents over the quarter compared to 6 the previous quarter, 2 of these were employee incidents, 3 were non-employee and 1 was a gas incident. The 2 employee RIDDOR's lead to a total of 42 lost days.

The year-to-date incident totals had risen in all areas in the reporting period except for slight decreases in anti-social behaviour incidents. The year-to-date total to the end of June 2022 was 507 which was an increase of 42 incidents when compared to the 465 year-to-date incident totals reported in the previous quarter. This indicated a rise of 9%.

The member for Unison questioned if any action was being taken to address missing details/follow up actions not being reported. The Service Director confirmed that there is going to be another push around accident and incident reporting and investigation in September. This will include the importance of logging the issue on SHE, contacting Trade Union safety representatives and inviting them to take part in investigations and ensuring that all accidents and incidents are investigated and appropriate actions taken and recorded. It was also stated that manager training and seminars were being planned for September and that SHE system alerts to managers were now being triggered once new incidents were logged on SHE.

16 OCCUPATIONAL ILL HEALTH STATISTICS

The Human Resources Business Partner presented a report detailing the occupational ill health statistics for the quarter 1st April to 30th June 2022.

The average days lost per occurrence for MSK within the quarter was 20 days, with 1% of days lost being work related which is a significant reduction since last quarter and the lowest percentage of days lost in the previous 12 months. The number of days lost to this absence reason had decreased by 16%, which can be attributed to a small number of employees on long term sickness returning to work this quarter.

During the 2nd quarter 8% of all days lost to sickness absence were as a result of stress, which is a significant decrease on the previous quarter. Incidences of work related stress had also decreased with the days lost reducing by 40%.

HR were continuing to work closely with Line Managers to monitor sickness absence, upskill and coach managers on how to deal with mental health conditions and how to support staff in the workplace that suffer with mental illness.

HRBP's were continuing to promote the newly introduced Mental Health First Aider

programme, the Employee Assistance Programme and ensure the relevant support mechanisms were in place to support employees returning to work. Within the quarter there had also been a number of training sessions on Mental Health Awareness for staff across the Council.

Sickness absence relating to both Viral Infections and Coronavirus was high this quarter and most instances of absence within this quarter were as a result of these reasonings. However, this had decreased by 30% in comparison to last quarter.

The member for Unison questioned the high number of stress related absences in the Leisure service area and if any reasoning for this had been highlighted. The Service Director for Leisure, Culture and Community Wellbeing advised that the high number of employees in this area did account for the high number of cases, but work would be undertaken to drill down into the detail and share any update/findings in the next committee.

17 UPDATE ON RPE POLICY

The Service Director for HR, Digital and Customer Services provided a verbal update to the committee on the new RPE Policy. It was stated that the new RPE Policy was reviewed at an emergency Health and Safety Committee then went to the Employment and General Committee in July. The new policy was approved and the next steps were to work with the Housing and Leisure Services across the Council with an aim for the new policy to be in place from September 2022.

18 FUTURE COMMITTEE ARRANGEMENTS

The committee members were asked to consider a potential change to future Health and Safety Committees, from virtual to in person meetings.

It was agreed that individual committee members should share their comments/preference with Democratic Services prior to any potential changes.

19 ANY OTHER BUSINESS

The member for Unison asked if there were any plans or timescales in place to review the Corporate Health and Safety Policy. The Service Director for Corporate advised that the policy would be drafted in the Autumn for consultation to be completed this calendar year.

The member for Unison also asked if there was an update on Reps being notified of incidents/accidents. The Service Director stated that the updated list of Union Reps had been received and was being actioned so Union Reps should now start to receive notifications of incidents, though not all areas had yet been updated. The Service

Director asked that Unions should share details of any Reps who believed they were not receiving notifications.

The member for Unite stated that some notifications were now being received but questioned whether all incidents were being reported. The Service Director confirmed that there is going to be another push around accident and incident reporting and investigation in September.

20 DATE AND TIME OF THE NEXT MEETING

The next meeting of the Committee would take place on Wednesday 16th November 2022 at 9.30am.