

REPORT OF HUMAN RESOURCES MANAGER**SUBJECT: HEALTH AND SAFETY UPDATE****Incidents and Accidents – July, August, September**

A summary of Incidents during the period is presented below:

ID	Summary	Action Taken
Llanion		
924	Intruder alarm activated 20 July 2020, due to flying insect entering through open letter box.	Letterbox hinge fixed.
Llanion		
929	Employee received small bite from visitor's dog, which was not properly controlled on lead.	Signage to be reviewed in light of responsible dog ownership.
Oriel y Parc		
926	Fire Alarm triggered by visitor in error.	Signage amended to make clearer. .
Cilrhedyn		
931	Near miss - Locking nut on Pedestrian Flail loose from transit in vehicle.	Ped' Flails to be secured in vehicles to reduce movement. . .
Solva Car Park		
932	Back damage caused by lifting traffic cones.	Manual Handling training already in place. Review fresher training to ensure Officer vigilance when lifting.

There was one RIDDOR reportable Incident ((932) during the period, with the Officer g on sick leave for 19 days following a torn ligament in their lower back. .

There were no Incidents or Accidents reported by staff 'Home Working' during the period.

There were a further three Incident Reports completed by PCNPA Officers during the period – all of which were to record minor vehicle damage only.

Coronavirus Covid-19

Following the Welsh Government's recent 'firebreak' lockdown from the 23 October until 9 November 2020, all PCNPA staff have been instructed to work from home where possible. Castell Henllys, Carew Castel, OyP and Llanion HQ are closed during the period. The Countryside team of Rangers and Wardens are on 'stand down' with only emergency response work being carried out, where necessary. All Site Visits have also been suspended.

Actions are being taken to address increased workload issues within the DM team, as a result of APAS system issues.

An agenda is being worked on to bring staff together for an 'all staff' virtual meeting in December to combat continued perceptions of isolation and celebrate the outstanding contribution by teams and individuals during 2020.

Training & Development

Investigatory work is being undertaken with Pembrokeshire County Council and also the other National Parks to explore better utilisation of e-learning for health and safety training. This will supplement pure class room training and help achieve savings against the training budget.

First Aid Training is planned for October, with slightly reduced staff numbers due to staff concerns regarding Coronavirus. The training provider has adapted the course accordingly to reflect social distancing.

Recommendation: Members are asked to NOTE this report

(Further information is available from the Kelland Dickens, Human Resources Manager, on 01646 624825 – email kellandd@pembrokeshirecoast.org.uk