

REPORT OF HUMAN RESOURCES MANAGER

SUBJECT: HEALTH AND SAFETY UPDATE

Incidents and Accidents – January, February, March 2021

Incidents and Accidents reported this quarter are shown below, against the following categories:

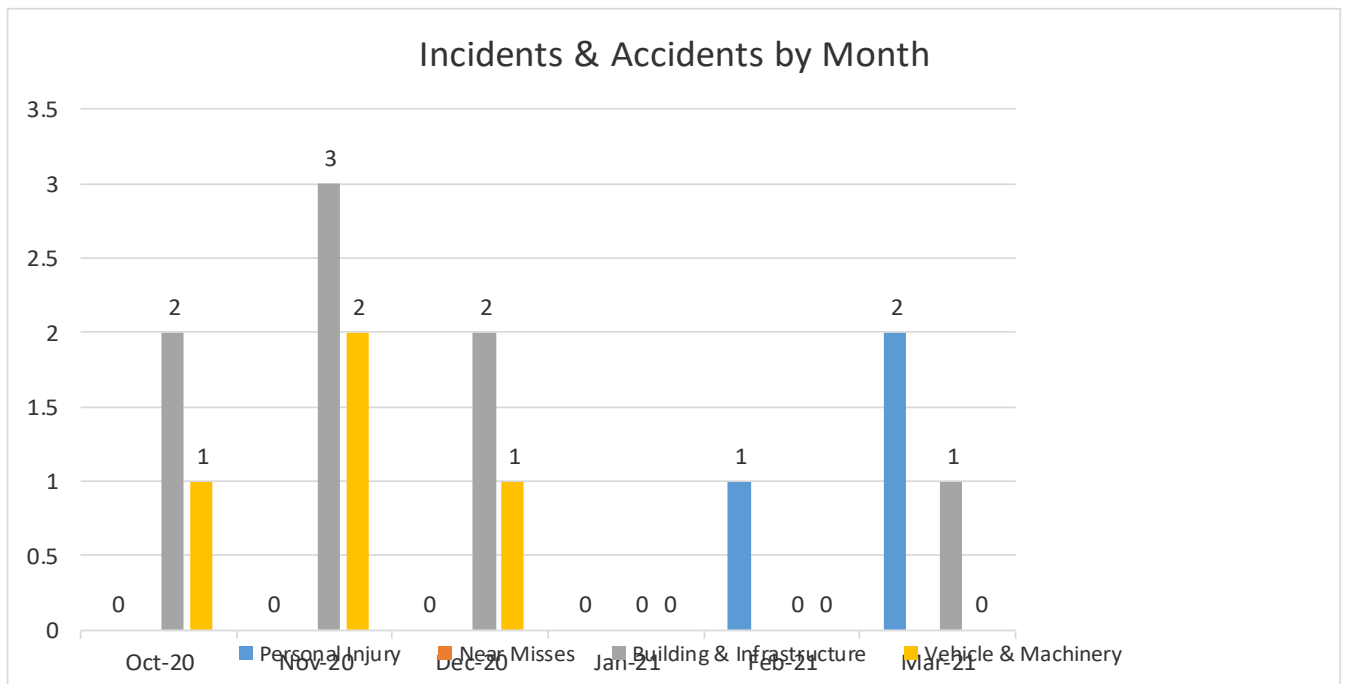
Personal Injury*	3
Near Misses	0
Buildings & Infrastructure	1
Vehicles & Machinery	0
Total	4

*Reported Personal Injuries consisted of an Officer received a minor eye laceration as a result of vegetation cutting at Pwllgwaelod; a minor bruise which resulted from an incident at Fishguard port as a result of a power barrow slipping; and a minor 'slip and trip' as a result of muddy terrain near Trecyny.

The Vegetation Cutting Risk Assessment for Rangers has been amended to make eye protection a mandatory piece of PPE in the light of the above incident.

No RIDDORs were reported this quarter.

As reported at the last meeting, future reports will show monthly comparisons so that trends and patterns can be identified. Please see below:



Staff Wellbeing

For the 2021/22 Appraisal year, the Leadership Team have agreed a new process for roll out from April 2021.

Now called a Work and Wellbeing Review, Managers will continue to use this as an opportunity to focus staff on the Authority's priorities, provide positive feedback and re-enforcement and ensure learning and development opportunities are progressed. Of equal importance from April, will be the need to discuss individual Officer welfare, providing support, coaching and signposting as necessary. This will be completed twice a year with regular supervision sessions taking place throughout the year.

Building on the last All Staff meeting and feedback from Staff Reps, to continue efforts to raise staff morale, a Virtual Bingo is being planned for April 2021. Morale remains a constant concern and further activities will be planned throughout 2021 to support a wider Staff Wellbeing and Engagement plan.

Coronavirus Covid-19

At the time of writing this report Llanion HQ remains open daily for staff needing to undertake urgent and priority tasks only. Home working remains the norm for office-based staff.

The three Visitor Centre Managers at Carew Castle, Castell Henllys and Oriel y Parc have worked tirelessly to engage their teams in developing plans to reopen. Risk Assessments have been updated and approved and PPE and staff instruction is in place for a safe opening from April 2021.

Monthly Team Leader meetings chaired by the Chief Executive continue with a standing agenda item on staff welfare and wellbeing.

Managers across all areas of the Authority continue to update Risk Assessments as activities start to re-commence.

Training

MIDAS Minibus Training took place during the quarter for some staff and volunteers. This included instruction on Defensive Driving, Legal Responsibilities and Health and Safety Awareness, Accident and Emergency Procedures, Personal Safety for Drivers and Child Passenger Safety.

Remote 1st Aid Training was delivered at the beginning of March for staff and volunteers. This course covers the fundamental elements of providing emergency first aid and life-saving skills in an outdoor setting.

Fire Marshall Training was delivered in February by Providence Training Limited.

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