

Report of Human Resources Manager

Subject: Health, Safety & Wellbeing Progress Report – October to December 2021

1. Health, Safety and Security Incidents

All reported Health, Safety and Security Incidents – PCNPA wide:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Premises	4		3	2	1	1	5	1		2			19
Near Miss					1					1			2
Personal Injury		1	2		3	3		1	1	3		1	15
RIDDOR					1								1
Vehicle & Machinery				1		1					1		3
Other										1			1
Total	4	1	5	3	6	5	5	2	1	7	1	1	41

A total of 41 Health, Safety and Security incidents were reported for the calendar year - 2021. This has decreased slightly in comparison with 46 reported incidents in 2020. A review has shown there to be no obvious trends, although the number of call-outs for alarm systems being falsely triggered remains high.

Incident Reporting System

The Authority's Incident Reporting process is currently under review. Information is presently collected manually and input onto a 'legacy' Access database.

HR were due to release electronic incident reporting software in January 2022 and this was reported at a previous meeting. However, following approval for the introduction of Microsoft 365 across the Authority, the project was paused.

HR have subsequently provided the IT team with a workflow specification, for 365. IT have confirmed this to be one of the first process flows to be integrated into 365 when rolled out.

Automation of Incident Reporting through Microsoft 365 will enable 'real time' recording (anywhere, anytime), automatic notification and management reporting capability of all H&S and security incidents. This will ensure that appropriate action can be taken to implement assessments, lessons learned and control measures to minimise future reoccurrences.

RIDDOR

The reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) require the reporting of certain work-related accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE). There was 1 RIDDOR reportable incident for 2021. This mirrors 1 RIDDOR reported incident in 2020, although the details are very different.

RIDDOR and Covid-19

The Health and Safety Executive's guidance states that Covid-19 cases are only reportable if they can be attributed to an occupational exposure. There has been no evidence of work-related exposure.

Near Misses

Two near misses were reported in the last 12 months – which is considered relatively low. As a result, managers and staff were reminded of the vital importance of reporting Near Misses at the All Staff Meeting in December 2021. A follow up communication was set out in the Staff Newsletter.

Aggressive Behaviour and Verbal Abuse

In 2021, one incident of verbal abuse was recorded. Due to the impact this can have on employee wellbeing, the Resilience Training being delivered to the Development Management team, includes a session on 'how to deal with difficult and aggressive behaviour'.

2. Health & Safety Update – Castell Henllys

Health, Safety and Wellbeing actions taken during the quarter include the following:

Incidents / Emergency Call Outs

Site closed on 31 October due to high winds. A Level 1 tree inspection was undertaken as a result, with no action was required.

Site closed on 26 – 28 November 2021 due to Storm Arwen. A Level 1 tree inspection was carried out and the site was cleared for access on 29 December, for the clearance of a large tree which was damaged.

Site closed on 7 December due to Storm Bara. Opening of the site was delayed on 9 December following the clearance of a small Ash tree.

There were no reported call outs during the period.

Risk Assessments

The following RAs were all amended during the quarter, following Welsh Government guidance on Covid-19:

- Copper Workshop
- General Covid-19
- School Visits
- Samhain (Winter Celtic festival)
- Naturally Creative Workshop

Site maintenance

During the period, work was undertaken by staff, to correct the uneven flooring within the Roundhouses. This was to address any potential 'Slips and Trips'. The interior of the Roundhouses was also white washed to improve general visibility.

A routine inspection was carried out by West Wales Pest Control – there were no issues to report.

3. Health & Safety Update – Oriel y Parc

Risk Assessments

The following RAs were updated during the quarter:

- Room Hire
- General Opening with Covid-19 restrictions
- Pop-up Markets
- Craft Events
- Recruiting and Selection Interviewing during Covid-19

Proactive Safety Monitoring

The following scheduled monitoring was undertaken in the period:

Item	Occurrence / Date	Notes.
Tree Survey	1 November 2021	Annual tree survey completed, which identified 3 trees to be pollarded in the Woodland area.

4. Health & Safety Update – Withybush Depot

Proactive Safety Monitoring

The following scheduled monitoring was undertaken in the period:

Item	Date	Notes
Fire Safety	1 October 2021	6 monthly service of fire alarm, extinguisher and emergency lighting completed.
LOLER*	16 November 2021	*Lifting Operations and Lifting Equipment Regulations 1998 inspection carried out on Tirfor winch, shackles, slings etc. for compliance with insurance.

5. Health & Safety Update – Cilrhedyn

Proactive Safety Monitoring

The following scheduled monitoring was undertaken in the period:

Item	Date	Notes
LOLER*	October 2021	*Lifting Operations and Lifting Equipment Regulations 1998 inspection carried out on all lifting equipment for compliance with insurance.
First Aid	November 2021	Checks made of all first aid provisions to ensure compliance with policy.

6. Health & Safety Update – Discovery Team

Risk Assessments

The following RAs were updated during the quarter:

- Driving of Minibuses
- PCNPA Activities and Events
- Youth Ranger Otter Holt construction project (new RA)

7. Health & Safety Update – Carew

Risk Assessments

The following RAs were updated during the quarter:

- Driving of Minibuses
- PCNPA Activities and Events
- Youth Ranger Otter Holt construction project (new RA)

Incidents / Emergency Call Outs

Wind speed checks were carried out on three separate occasions during the period.

Site closed on 27 November due to high winds. Site also closed on 7 December 2021. The site remained open on 28 October, following strong winds. Level 1 tree inspections were carried out on each occasion.

Proactive Safety Monitoring

The following scheduled monitoring was undertaken in the period:

Item	Date	Notes
PAT*	10 November 2021	*Portable Appliance Testing of all electrical equipment carried out on site.
Masonry Report		A masonry report was carried out for the quarter detailing any masonry falls etc. Low level consolidation of loose stonework in the Middle Ward was carried out during the period. Removal of ivy from roadside gatehouse was also carried out.

8. Regular Safety Monitoring

At the last Committee Meeting, Members asked for assurance regarding regular and statutory monitoring taking place across PCNPA. A summary of the planned monitoring currently in place is shown below. More detailed information can be provided, if required.

Item	Frequency	Carew	Castell Henllys	Cilrhedyn	Llanion	Milton	OyP	Withybush
Site Risk Assessment	Annual	24.9.21	21.7.21	12.8.21	13.10.21	19.2.21	1.4.21	21.7.21
Elec Installation Servicing *	3-5 years (site specific)	8.19	7.17	10.20	5.19	11.19	12.20	2.20
PAT **	Annual	11.21	11.21	10.21	11.21	10.21	8.21	8.21
Alarm systems	Biannual	-	8.21	8.21	9.21	-	9.21	8.21

Fire Extinguishers	Annual	8.21	8.21	8.21	9.21	8.21	4.21	8.21
Legionella	1-2 years	9.20	9.21	9.21	-	9.20	6.21	9.21
Heating Installation	Annual	3.21	4.21	12.21	6.21	-	4.21	8.21
Emergency Lighting	Biannual	8.21	8.21	8.21	9.21	-	9.21	8.21
Lifting Equipment	6 months to Annual (machine specific)	-	-	10.21	-	7.21	-	11.21
Saw Dust extractor \$	Biannual	-	-	7.21	-	-	-	-
Sewage Plant	Annual	-	-	8.21	-	-	-	-

* If an installation is new and at a public site it is serviced every 3 years, where as if the installation is new but not at a public site it'll be every 5 years.

**Portable Appliance Testing

\$ Testing done under insurance policy with Zurich

9. **First Aid**

The Authority has a responsibility to ensure it has a First Aid Policy and associated Procedures to comply with the requirements of the Health and Safety (First Aid) Regulations 1981 (as amended).

During the period, the existing First Aid Policy was re-drafted and approved by the Leadership Team. A copy is included for reference only. Changes include:

- Greater clarity on responsibilities for staff, managers, and First Aiders.
- Consolidation of training provisions, which now include Remote First Aid (2 day) and Emergency First Aid (1 day) for key roles and First Aid Awareness training for all other staff.
- Guidance on First Aid Box contents and centralised audits to ensure 'out of date' contents are no longer an occurrence.
- Regular audit of Defibrillators to ensure batteries and defrib packs remain in date.
- Updated lists of First Aid qualified staff and sign-posting of equipment and supplies.

An audit across PNCPA has already commenced to ensure full compliance.

10. **HAVS – Hand and Arm Vibration Syndrome**

It is known that employees who frequently use vibrating equipment are at risk of suffering permanent damage to nerves, blood vessels and joints of the hand, wrist and arm. Hand-arm vibration can cause Hand-Arm Vibration Syndrome and / or Carpal Tunnel Syndrome.

Because HAVS is one of the more prominent risks to the health of Authority employees (along with the actual use of Chainsaws and other cutting equipment), a policy has been drafted in response to the Control of Vibration at Work Regulations 2005.

The Policy will be presented to NPA for review and approval and a copy (see Appendix A) is included for feedback from Members of the Audit and Corporate Services Review Committee.

Approval has also been sought from the Leadership Team for the purchase of equipment and software to measure exposure to hand arm vibration, which mainly

impacts the work carried out by the Authority's Warden Team. It is hoped to pilot this with the South Warden team in March, before wider monitoring takes place.

During the reporting period, the Authority carried out an annual health questionnaire of 37 employees requiring a HAVS assessment. Caer Health (the Authority's retained OH provider) have completed a review of 31 of the 37 assessments, with a further 6 requiring detailed assessment, due to underlying health concerns.

11. Spirometry Testing

It was previously reported that the Authority would start Spirometry testing, in compliance with COSHH (Control of Substances Hazardous to Health) 2002 Regulations. These tests assess lung capacity, flow and volume.

Testing has been booked for February 2022, for those staff working at the Cilrhedyn Woodland Centre and who are regularly exposed to wood dust particles.

This is a precautionary measure, along with existing PPE and regular planned ventilation and extraction testing.

12. Health and Safety Group

The Health and Safety Group act to review the Corporate Health and Safety Policy and arrangements and continue to work closely with staff within their service areas.

It is felt that this group could have a stronger role in relation to providing advice and monitoring risk across the organisation and a revised draft Terms of Reference has been drafted for discussion in the near future with the Chief Executive and Leadership Team in the first instance.

Following a request by Members, a copy of the Health and Safety Policy dated 28 November 2018 is included at Appendix B and details the existing remit of the Group. Members should note that the policy is currently being updated.

Dates set for quarterly Health and Safety Group meetings in 2022 are:

- 31 March 2022
- 30 June 2022
- 29 September 2022
- 15 December 2022

A copy of the minutes from March onwards will be circulated to Members in line with future Committee Meeting dates.

13. Health and Safety Audits

Human Resources continue to undertake Health and Safety Audits across premises and specific to individual risks. Since 2020, the following audits have been undertaken and policy and procedure changes made where appropriate:

- Fire Safety
- First Aid
- HAVS
- DBS (Disclosure and Barring Service)

The follow audit(s) will be carried out from January 2022 onwards:

- Manual Handling

14. **Training**

No training was reported during the period. However, the followed training has been booked following both a lifting of Covid-19 regulations and staff consultation:

- Remote First Aid x 5 sessions for 38 employees – 19/20, 27/27 Jan, 31 Jan/1 Feb, 28 Feb/1 Mar and 7/8 Mar.
- Emergency First Aid x 2 sessions for 16 employees – 24 Feb and 15 Mar.

This follows a pause during the pandemic and ensures re-qualifications are up to date.

15. **DBS**

The Authority currently utilise the services of Powys County Council to assist with Disclosure and Barring Service checks on employees. These are carried out on roles with exposure to children and/or vulnerable adults or those requiring certain licenses, e.g. alcohol licence.

53 employees are in roles that required a DBS. We have 48 current up to date DBS, and a further 5 re-applications are in process.

16. **Staff Sickness Absence**

All reported Staff Sickness Absence – PCNPA wide:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Short term	19	7	52.5	12.5	25.5	35	28	41.5	54.37	51.5	58	51.5	436.37
Long Term	40	40	46	27	57	47	0	0	18	39	10	4	328
Total	59	47	98.5	39.5	82.5	82	28	41.5	72.37	90.5	68	55.5	764.37

A total of 764.37 days were lost due to sickness in 2021. 215.5 days were recorded due to depression / stress - of which 9 days in 2021 were specifically attributed to work-related stress.

Managers are encouraged to undertake 'back to work' meetings following all sickness absences and especially when local stress issues are identified. They are also coached to implement individual employee action plans. As a result, four employees were supported and referred to Occupational Health and Counselling Services.

Resilience training and coaching has been developed and made available to staff and in specific response to requests made by the DM team. This will take place in March, although 4 members of staff have declined to attend.

The 764.37 days lost due to sickness absence in 2021 compares with 986 days lost the previous year.

Corporate Health Standard

The Authority have been informed to continue building its portfolio of evidence to achieve the Corporate Health Standard Award, until such time that the framework is reviewed in early 2022.

17. General HR Metrics

At the request of Committee Members, a separate report is provided, see Appendix C.

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

Pembrokeshire Coast National Park Authority

POL_XXX

Hand-Arm Vibration Syndrome (HAVS) Policy



Parc Cenedlaethol
Arfordir Penfro
Pembrokeshire Coast
National Park

Internal Policy

Review

Version	Effective Date	Document Owner	Review Date Trigger
V1	TBC	Human Resources Manager	Every three years or in line with new legislation

Target Audience

All staff (including volunteers).

Consultations

Group	Date
aStaff Reps Health & Safety Group Leadership Team Audit & Corporate Services Review Committee	TBD

Approvals

Approved by	Name	Date	Signature
NPA			

Document Location

Location
Parcnet

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1. Policy Statement

Employees who frequently use vibrating equipment are at risk of suffering permanent damage to nerves, blood vessels and joints of the hand, wrist and arm.

Hand-arm vibration can cause Hand-Arm Vibration Syndrome and / or Carpal Tunnel Syndrome.

Hand-Arm Vibration Syndrome (HAVS) caused by exposure to vibration at work is preventable and this policy has been produced in response to the Control of Vibration at Work Regulations 2005 aimed at preventing permanent damage to health.

The Authority will take all responsible steps to ensure the health and safety of its employees, including those who are exposed to vibration in the course of their duties.

The Authority will, so far as is reasonably practicable, ensure that any risks are reduced to a minimum level or removed wherever possible.

The Authority will ensure that departmental managers carry out adequate risk assessments for using vibrating equipment.

The Authority will ensure that employees who use vibrating equipment receive adequate information and training on precautions to be taken to mitigate any associated risk.

The Authority will ensure that a programme of surveillance is carried out for employees who are at risk from using vibrating equipment.

2. Responsibilities

The responsibility for implementing the requirements of this policy rest with each Director and department/functional manager.

All staff working with vibrating equipment are responsible for their own and others health and safety and are expected to fully comply with this policy and any associated risk assessments in place.

Human Resources are responsible for implementing an annual health surveillance programme for all staff using vibrating equipment and reporting any RIDDOR reportable incidents.

3. Hand-Arm Vibration Syndrome (HAVS) and Carpal Tunnel Syndrome (CTS)

HAVS is vibration transmitted from equipment into a workers' hands and arms. It is a general term embracing various kinds of damage, including:

- Vascular disorders such as Vibration White Finger causing impaired blood circulation and blanching of affected fingers and part of the hand;
- Neurological and muscular damage leading to pain and numbness in the fingers and hands, reducing grip strength and dexterity and reduced sensitivity to touch and temperature; and
- Other passive kinds of damage leading to pain and stiffness in the joints of the wrists, elbows and shoulders.

HAVS is a reportable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Carpal Tunnel Syndrome (CTS)** may also be reportable under certain circumstances.

******The carpal tunnel is a small tunnel that runs from the bottom of your wrist to the lower palm. CTS occurs when the nerve from the forearm into the hand becomes squeezed at the wrist. CTS is a relatively common condition that causes pain, numbness and a burning or tingling sensation in your hands and fingers. Symptoms can range from mild to severe.

The effects of HAVS on employee can include:

- Reduced flexibility and strength of grip
- Inability to do detailed work
- Inability to work with hand held equipment
- Pain and resulting sleep disturbances
- Difficulty in working outdoors during inclement weather with symptoms caused by cold and / or damp weather conditions.

4. Causes

Jobs requiring regular and frequent work with vibrating equipment are most likely to result in an employee suffering from HAVS. Examples of vibrating equipment used by the Authority include:

- Chainsaws.
- Strimmer and Brush cutters.
- Powered lawn mowers.
- Wood machining tools such as hand-fed circular saws.

It also includes other equipment such as Hammer drills, Power hammers/chisels and Kerb saws.

The risk of developing HAVS depends on a number of facts such as:

- The amount of vibration produced by the tool.
- How often the tool is used.
- How long the tool is used for on each occasion.
- The way the tool is used.
- Working conditions, including posture and weather conditions.
- The general health of the individual.

Some employees may develop symptoms after only a few months exposure to vibrating equipment, whilst for others it may take years.

5. Risk Assessment

The Control of Vibration at Work Regulations require employers to assess the vibration risk to employees and ensure the risk is either eliminated at source or where not reasonably practicable, reduced to as low a level as practicable.

Managers **MUST** ensure that Risk Assessments are carried out on all vibrating equipment in order to assess the risk caused by working with the equipment. Risk Assessments once completed will be signed off by the Human Resources Manager.

Where the Risk Assessment indicates that an employee is likely to be exposed above the Daily Exposure Value or the Daily Exposure Limit Value, action must be taken to control the risk.

Furthermore, as the Authority has a general duty to protect the health of employees under the Health and Safety at Work etc. Act 1974, even exposure below the daily limits should result in acts to eliminate or reduce vibration risk to as low as level as practicable.

7. Risk Controls

Managers should consider the following controls to mitigate risk from vibration. Specifically:

1. Considering alternative working methods which eliminate or reduce exposure to vibration, including automation and mechanisation.
2. Replacing old equipment and tools and selecting the lowest vibration tool that is available, for example chain saws with anti-vibration mountings. Managers should check with suppliers and compare vibration emission information for different models.
3. Reconfiguring and spreading workloads resulting in equipment being used for shorter periods of time.
4. Ensuring equipment is adequate and fit for purpose. Equipment that is too small or not powerful enough is likely to take longer to complete a task and expose an employee to risk for longer than necessary.
5. Undertaking regular maintenance and monitoring of equipment. In order to minimise the deterioration of equipment and ensure equipment is being used correctly, items should be inspected and serviced on a regular basis. Advice from the suppliers/manufacturers should be taken into account.
6. Providing regular information and training to employees using vibrating equipment.
7. Reviewing and updating Risk Assessments on regular basis.
8. Ensuring employees are properly equipped with PPE to keep them both warm and dry, encouraging good blood circulation. Gloves should be worn where feasible to keep hands warm.
9. Talking to staff regularly about whether there are any vibration problems with any equipment and the way it is being used.

It is PNCPA's policy to purchase, where ever possible, machines of the lowest vibration value.

Employees should be consider the following controls to mitigate risk from vibration:

1. Inform your manager about any equipment that produces too high a level of vibration so risks can be properly managed.
2. Maintain blood flow in fingers by keeping warm at work and wearing warm gloves and extra clothes if required.
3. Exercise hands and fingers regularly to improve circulation.
4. Use the right equipment for the job.
5. Do not use greater physical force than necessary to grip or direct equipment.
6. Avoid lengthy exposure to equipment without breaks – short burst are better.
7. Keep tools in good working order.
8. Take an active part in health and safety training - even if you think you know all the facts, it's a good refresher.
9. Do not ignore symptoms and report relevant medical factors such as diagnosis of diabetes for example.

Managers and staff should be vigilant of early symptoms of HAVS or CTS which include:

- Tingling and numbness in the fingers.
- Fingertips going white and becoming red and painful on recovery (particularly in cold or wet weather).
- Not being able to feel things properly.
- Loss of strength in the hands.

If any of these symptoms are present, advice should be sought from HR immediately and a referral to Occupational Health made. In addition, all employees will be made aware that if at any point they feel an individual tool or piece of machinery has deteriorated in terms of vibration, they must report this immediately so that further investigations can be made.

9. Exposure Values

When undertaking Risk Assessments, managers should be mindful of both EAV and ELV values.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take specific action to control exposure. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s² A(8) – equivalent to 100 points using the HSE calculator.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s² A(8) – equivalent to 400 points using the HSE calculator.

It should be noted that even if an employees' exposure is below the daily exposure value, the Authority still has a general duty of care and vibration risk to employees should be eliminated to as low a level as reasonably practicable.

10. Health Surveillance and monitoring

Human Resources will organise health surveillance with Occupational Health for all employees at risk. The frequency of surveillance shall be annual unless a greater frequency is decided by Occupational health based on individual circumstances.

The purpose of which is to:

- Identify anyone exposed who may be of particular risk, e.g. for people with blood circulatory diseases such as Raynaud's Disease.
- Identify any vibration related symptoms at an early stage.
- Help prevent disease progression and help staff stay in work
- Check the effectiveness of vibration control measures.

The surveillance programme is provided through a 5 tier system starting with a self-assessment questionnaire (tier 1) to establish the status of employees working with vibrating equipment, through to specialist medical testing for HAVS at tier 5.

All new employees at risk of HAVS will be required to undergo health surveillance before commencing work.

In addition, an employee leaving will undergo surveillance unless they have been screening in the last 6 months, to provide an adequate pre-exit health status record.

Human Resources will coordinate, through departmental managers, the monitoring of equipment and individual use of equipment, to measure exposure to Hand Arm Vibration. This will be done on a periodic basis for existing equipment and when purchasing new equipment.

11. Reference

1	POL039	Health & Safety Policy
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12. Version History

Version	Effective Date	Summary of Changes
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1	TBC	Adoption of formal policy
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DRAFT

Pembrokeshire Coast National Park Authority



Health and Safety Policy and Arrangements

Contents

Forewords by the Chair of the Authority and the Chief Executive

General policy statement

1. Planning: Setting the Direction
2. Doing: Ensuring we deliver
3. Checking: Knowing our performance
4. Acting: Improving our performance
5. Additional Supporting Policies

A Message from the Chair of the Authority

Health and safety is our highest priority – we care about our staff, visitors, customers, partners and others. Our commitment to safety, health and wellbeing along with safeguarding (covered in other documents) helps to protect people from harm and positively promote good health.

We want our National Park to be a place where people can live, work and visit in safety, where they can engage with this special place in many ways and do so expecting a reasonable and appropriate level of care by the Authority.

All Members have a role to play in directing the management of appropriate health and safety standards and I endorse this policy statement on their behalf.

Gwyneth Hayward
Chair of the Authority
Date 28/11/18

Approved NPA 28/11/18

A Message from the Chief Executive

I am proud of the hard work and commitment of our staff and appreciate how their skills and competence contribute to the National Park and to the management of the organisation.

The health and safety of our employees, visitors and all others affected by our work is a legal duty and good business sense – however, it is more than that, it is part of our ethos that people can benefit from and enjoy this special place in ways that are challenging and rewarding – and above all good for us. Safety, health and wellbeing are key to this.

As Chief Executive, I endorse this statement of Pembrokeshire Coast National Park Authority's policy on health and safety, which provides a framework through which we can continue to demonstrate this commitment.

I ask all staff to familiarise themselves with this policy and to continue to work together in its aims. We are facing a time of change, however, even as we face a number of different challenges we cannot reduce our commitment to keeping safety, health and wellbeing high on our agenda.

This Policy will be kept under review, so please pass any comments to me or your Team Leader.

Tegryn Jones
Chief Executive
Date 28/11/18

General Policy Statement

Pembrokeshire Coast National Park Authority fully supports the aims of the Health and Safety at Work etc Act 1974, and all other relevant health and safety law. As a minimum standard the Authority will achieve full compliance with all appropriate legislation.

More than this, the Authority is committed to achieve on-going, continuous improvement in its health and safety performance and the elimination, or reduction, of risk, so far as is reasonably practicable.

The Authority's Health and Safety systems will be underpinned by undertaking risk assessments for all significant hazards in line with Health and Safety Executive (HSE) guidance and the principles of Visitor Safety as outlined by the Visitor Safety in the Countryside Group (VSCG).

Monitoring will be undertaken regularly where necessary to ensure that suitable and sufficient controls are in place to control risk. This monitoring will be maintained appropriately.

The Authority will follow the principles set out in the Health & Safety Executive's (HSE) publication, *Successful Health & Safety Management (HS(G)65)* which is based on a 'plan, do, check, act' cyclical process.

Visitor Safety principles are set out in the following publications –

- Managing Visitor Safety In The Countryside – Principles and Practice 2011
- Managing Visitor safety in the Historic Built Environment – Principles and Practice 2015.

VSCG Guidelines and Principles have been endorsed by the Health and Safety Executive.

Leadership team will ensure that appropriate resources and a management framework are in place to support effective Health and Safety (H and S) management. H and S must have senior commitment and be integrated as a core management activity.

The Authority recognises that it has a responsibility to ensure the health, safety and welfare of all its employees and is committed to supporting continuous and sustainable improvement in the health and wellbeing of its employees. Our aim is to ensure that no employees, volunteers, visitors, contractors or other members of the public are injured or have their health damaged as a result of our business activity.

The Authority recognises the primary importance of health and safety whilst also recognising there is a balance between risk and the benefit of the work undertaken by its employees and the immense benefit enjoyed by visitors to its properties. In addition the Authority also recognises the importance of balancing safety with both conservation and access. To achieve this balance we also recognise the need to understand our visitors whilst also recognising that safety is a shared responsibility between the authority and the individual visitor.

The Authority is committed to integrating a range of policies, practices and initiatives into a coherent strategy for promoting employee health and well-being and believes that it is the responsibility of the Authority's managers, trade union/staff representatives and employees to work together towards this aim.

Note: this policy is supplemented by policy and guidance on specific matters.

1. Planning for Health and Safety: Setting the Direction

A healthy and safe organisation will not happen if left to chance: the direction and commitment needs to be embedded across and up and down the Authority, with strong leadership supported by clearly defined roles and responsibilities. The Authority aims for good worker involvement and a culture of positive attitudes. The focus is on managing significant risk.

This section covers:

- 1.1 Ensuring leadership
- 1.2 Defining Roles and Responsibilities
- 1.3 Involving workers
- 1.4 Managing Risk
- 1.5 Establishing Positive Attitudes and behaviours

1.1 Ensuring Leadership

The Authority secures effective leadership on health and safety by:

- the Chief Executive being a member of Health and Safety Group;
- linking health and safety with corporate governance/ risk management and with environmental risk;
- reporting minutes of Health and Safety Group to Leadership Team and Audit and Corporate Services Review Committee (or as appropriate) quarterly;
- annual action planning and target setting;
- reporting fully to members on health and safety performance annually (Audit and Corporate Services Committee or as appropriate);
- establishing and monitoring effective management behaviours and performance;
- nomination of representatives to the Health and Safety Group by the Chief Executive and Directors;
- defining clearly the role of Health and Safety representatives and encouraging strong worker involvement; and
- identifying an individual advocate and lead for all aspects of Visitor Safety as part of the Health and Safety Group.

1.2 Defining Roles and Responsibilities

a) The National Park Authority (NPA)

In law, health and safety responsibility ultimately lies with the Authority as the employer. This responsibility cannot be delegated but Authority staff are given duties to enable the employer to meet its obligations.

There is a collective responsibility on Members to provide leadership and direction, which means that all Members have a responsibility for ensuring health and safety within the Authority.

Members must take account of health and safety in decision-making and pay due attention to action planning, scrutiny and review.

b) The Chief Executive (National Park Officer)

The Chief Executive is the Head of Paid Service and is responsible for ensuring that systems are in place and are effective to ensure that health and safety is managed suitably throughout the organisation. This includes providing adequate resources for this purpose.

The Chief Executive also has management responsibilities for defined teams/services.

c) Leadership Team and Directors

It is the responsibility of the Leadership Team and Directors to ensure that:

- business is planned and delivered in an organised, responsible and safe manner;
- Employee and public risk is prioritised and monitored, with public risk balanced with benefit, conservation and access
- management of health and safety is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performance;
- they promote a positive health and safety culture throughout the organisation; and
- health and safety management is monitored and reviewed.

d) Managers, Team Leaders and supervisors

All levels of line management must:

- ensure that adequate arrangements are in place to control risk within their teams and daily work with reference to corporate and service policies, risk assessments and any specialist guidance relating to their work area;
- site managers must ensure adequate arrangements are in place to ensure visitor safety to all sites owned or managed by the Authority and to ensure adequate arrangements are in place to control risk when organising events and activities attended by employees and / or the public
- monitor the effectiveness of these arrangements and report on any issues of concern that are beyond their role to resolve;
- establish and maintain plans and documentation as defined corporately
- promote a positive health and safety culture in their teams; and
- manage staff to ensure compliance and good practice.

e) All employees

Everyone must co-operate with line management in matters relating to health and safety and in the implementation of this policy.

Every employee has a duty in law to:

- take reasonable care of their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their actions, this includes colleagues and the general public; and
- not to interfere with or misuse anything provided in the interests of health and safety.

The Authority expects all employees to safeguard their own, their colleagues' and the public's health, safety and wellbeing, taking particular account of the often autonomous nature of work undertaken and the personal responsibility attached. Employees must treat each other and the public with dignity and respect.

All employees have a responsibility to report hazards and 'near miss' incidents; should it be necessary an employee raising an issue may be covered by the Whistleblowing Policy.

The Authority promotes and supports employees in sustaining healthy lifestyles.

f) The Personnel Manager:

- co-ordinates, monitors and reviews the Health and Safety function, in particular in chairing and advising the Health and Safety Group;
- Maintains and communicates policies, procedures and guidance;
- Advises or obtains appropriate advice on health and safety matters, legislation, guidance and good practice;
- Supports and promotes fitness for work;
- Oversees records and document management.

g) The Health and Safety Group:

- monitor and review health and safety performance in all areas;
- monitor and review visitor health and safety to our owned/managed sites.
- monitor and review the framework for managing health and safety;
- report issues and recommendations to Leadership Team;
- report annually to Audit and Corporate Services Review Committee;
- review and advise on H and S policy, practice and standards across the Authority;
- monitor and advise on external trends and guidance;
- scrutinise health and safety activities such as monitoring, inspections and audits;
- carry out 'peer reviews' as requested;
- call other/operational/specialist staff to the meetings on an 'as needed basis'; and
- define and maintain a role standard for member-representatives on the group.

It is important to emphasise that responsibility for the management of health and safety and welfare issues lies with line managers at all levels in the Authority – it cannot in any way be regarded as the responsibility of someone else.

1.3 Involving Workers

The Authority encourages and supports worker involvement by:

- including health and safety on agenda for team meetings;
- providing accredited and bespoke training and “toolbox talks” as required;
- appropriate representation at Health and Safety Group, including union representation.

1.4 Managing Risk

“We want to focus our attention on practical steps that protect people from real risks that can lead to injury and even death – we do not want to stop people from living their lives” Health and Safety Executive.

There is an important balance between risk management and the benefits derived from taking part in activities and visiting special places and sites. It is important to balance the need for a safe environment with issues related to conservation (such as with historical sites) and access. Visitor experience should always be considered when making any decision concerning risk management.

Risk management is about identifying significant risks and taking practical action to reduce them, where appropriate. Sensible health and safety risk management is not about:

- creating a totally risk-free society;
- generating useless paperwork;
- exaggerating or publicising trivial risks; or
- stopping important recreational and learning activities for people where the risks are managed.

Identifying priority risks is part of the periodic planning and reporting cycle, based on consideration of evidence, however the Authority will also respond to unforeseen events that arise and will adapt its risk management as and when changes occur.

1.5 Establishing Positive Attitudes and Behaviours

The Authority expects managers to promote a positive health and safety culture so that workers welcome health and safety provisions, embed them willingly and play an active role in reviewing and developing them. Managers must welcome and treat with respect issues and suggestions raised by staff or the public. No judgement or blame is attached to incidents or issues unless there is negligence or misconduct.

2. Doing: Ensuring we deliver

This section sets out the arrangements that underpin the Authority's commitment to safe working, covering:

- 2.1 Controlling risk: overarching guidance
- 2.2 Assessing risk
- 2.3 Communicating
- 2.4 Competence
- 2.5 Being Well Resourced
- 2.6 Managing contractors

2.1 Controlling risk: overarching guidance

The Authority provides overarching corporate guidance within which managers can deliver services and functions safely. This guidance is reviewed regularly and is co-ordinated and disseminated by the Personnel Manager on behalf of Core Management Team.

2.2 Assessing risk

'Suitable and sufficient' risk assessments must be carried out. The purpose is to identify hazards, assess the probability that harm may arise from them and evaluate the effectiveness of control measures. Risk assessments should be carried out with respect to employee activity but also in respect to visitor safety at its sites.

2.3 Communicating

Health and Safety guidance is accessible to all staff in a 'public' folder on the network. Staff-related policies are available in the staff handbook on the network. Representatives on Health and Safety group have a role in communication. Health and Safety will be a standing item on team meeting agendas. The direct line manager is responsible for day to day communication. New staff will be made aware of health and safety procedures during their induction.

2.4 Competence

The Authority establishes competencies, ownership and control of health and safety management by:

- health and safety being part of day to day management;
- including health and safety accountability on manager's job descriptions;
- including health and safety on agendas for management and team meetings;
- training to defined standards across the management framework;
- providing guidance on specific issues;
- providing relevant training to staff;
- ensuring advice is available to managers via the Personnel Manager; and
- seeking regular advice and feedback from specialist advisers.

2.5 Being Well resourced

The Authority is committed to identifying, procuring and maintaining the resources needed to support its commitment to health, safety and wellbeing and be fit for purpose - to include staffing levels and staff competence, staff wellbeing, premises, equipment, machinery, vehicles, etc.

Managers will monitor staffing levels, workloads and the competence of staff for the duties asked of them and are supported by budget provision and processes and expert advice.

2.6 Managing contractors

Both the Authority and the contractor have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public.

The manager on behalf of the Authority should ensure that the following is carried out (may be in liaison with specialist adviser):

- the job is specified thoroughly, following the process to ensure they select a suitable contractor and brief them well;
- that construction projects comply with the Construction (Design and Management) regulations in the role of client/designer if applicable
- risks to our staff/public from the work of the contractor on our site are assessed and ensure that the contractor assesses the risks for the contracted work; agree all control measures before work starts; and
- manage and supervise the contract, maintain appropriate co-ordination with the contractor.

3. Checking: Knowing our performance

The Authority is committed to maintaining and improving means to measure and report on how its health and safety performance rates against agreed standards in order to reveal when and where improvement is needed.

Performance is reported quarterly to CMT and annually to Committee

Monitoring:

Reactive systems which monitor accidents, ill health, incidents and similar, to include:

- incident and accident reporting and recording
- sickness absence recording
- visitor incident monitoring

Active systems which monitor the effectiveness of management arrangements, risk control systems and workplace precautions. These include:

- safety visits and peer reviews;
- feedback from specialist advisers;

- Health and Safety Action Plan with targets and objectives focussed on risk priorities;
- Team safety plans;
- Health and safety performance indicators ; and
- Risk assessments, Visitor Safety Risk Assessments and associated documentation appropriately stored, managed and monitored.

4. Acting: Improving our performance

The Authority expects senior managers to review performance, to ensure that we learn from events and to review and improve what we do as appropriate.

Learning can be gained from:

- benchmarking with national data and with relevant organisations;
- learning from investigations;
- reviewing HSE bulletins, guidance and resources;
- specialist advisers and consultants;
- membership and participation in groups such as the Visitor Safety in the Countryside Group;
- partnerships; and
- professional and personal development.

Scrutiny and Audit

H and S management is monitored and reviewed by CMT and the Chief Executive and Directors, who receive regular incident reporting and quarterly and annual performance and activity information.

Health and Safety performance is scrutinised by the Audit and Corporate Services Review Committee, who report to the National Park Authority. Any serious health and safety incidents will be reported to the Audit and Corporate Services Committee.

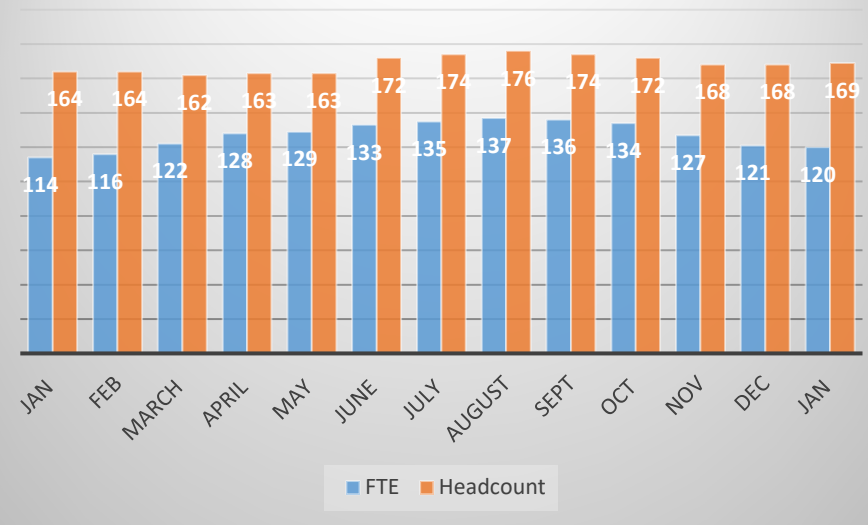
5. Additional Supporting Policies

- Dignity at Work (POL_015)
- Tree Policy (POL_011)
- Display Screen Users – Eye Sight Test (POL_037)
- First Aid Arrangements (POL_041)
- Lone Worker Policy (POL_041)
- No Smoking Policy (POL_043)
- Alcohol Policy (POL_043)
- Personal Protective Equipment (POL_044)
- Personal Safety (POL_045)
- Managing Pressure and Reducing Stress Policy (POL_046)

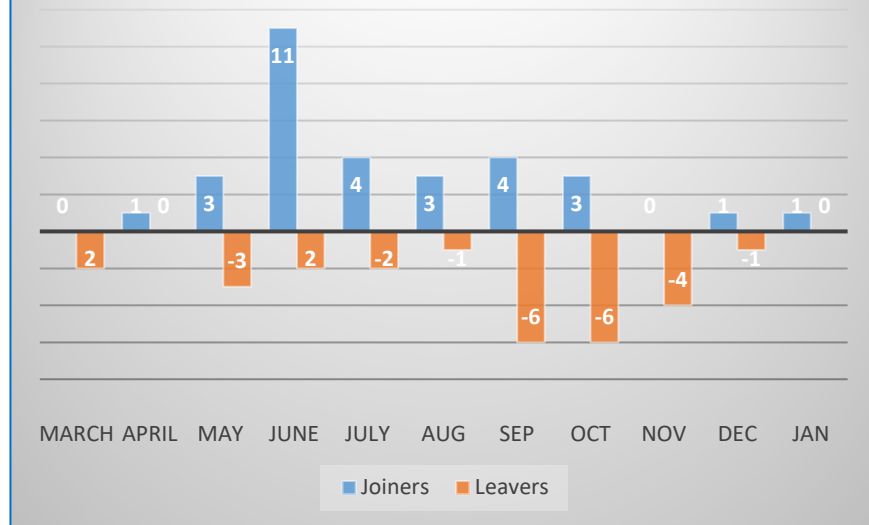
Employee Forum 3 October 2018
Endorsed NPA 28/11/18

HUMAN RESOURCE METRICS JANUARY 2022

Headcount & FTE



Joiners & Leavers



Turnover
Rate: 5.95%
(UK Average
Turnover - 15%)

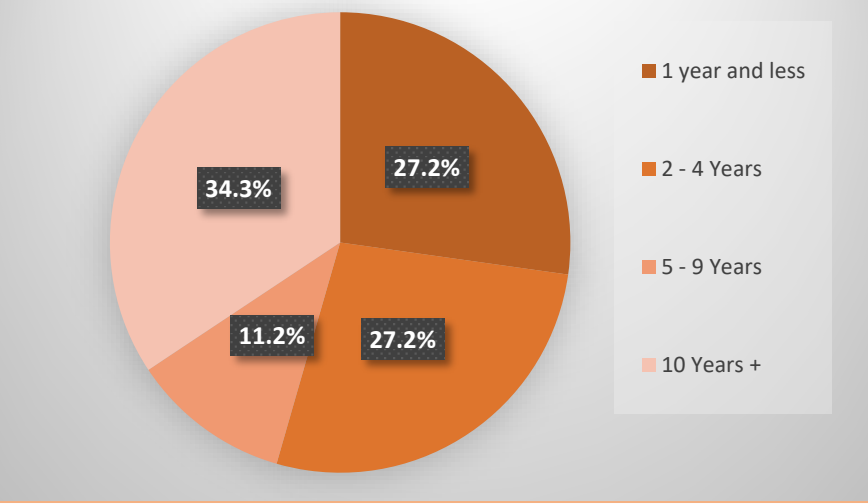
Average Age:
47

Average Length
of Service
(Years):
7.7

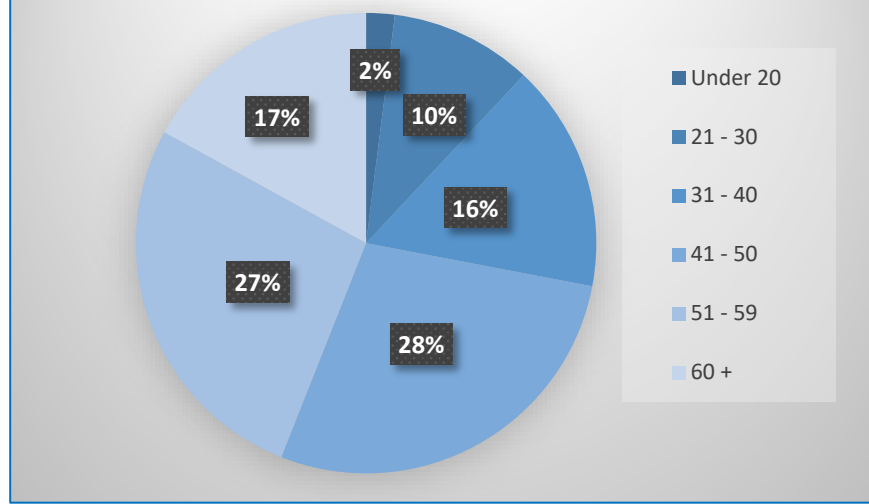
Welsh Skills
%age of Work
Welsh Level 1
or above:
41%

%age of staff
able to
communicate
bilingually:
18%

Length of Service



Age Distribution



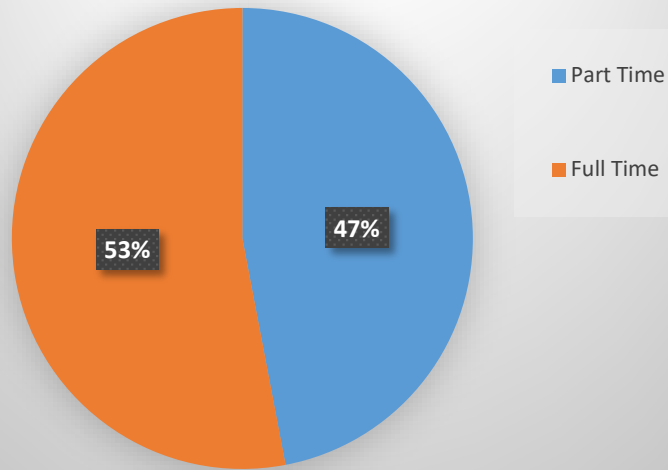
Gender
Distribution

- 56.2% Female
- 43.8% Male

Work &
Wellbeing
Reviews

- 81% completion

Part Time Distribution



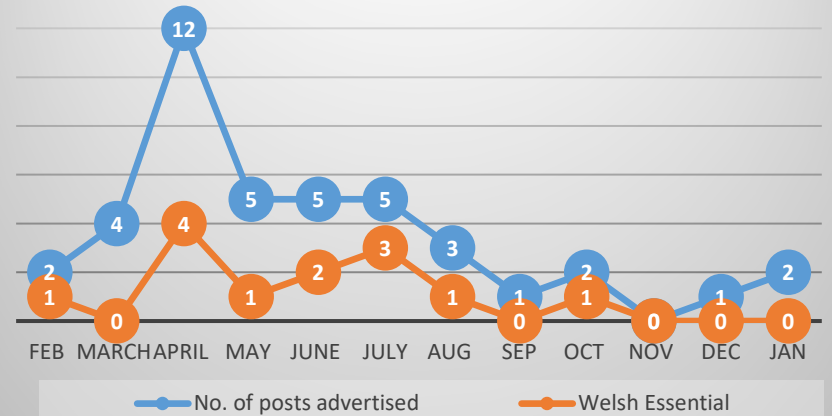
Average Hours:

31.5 hours
per week

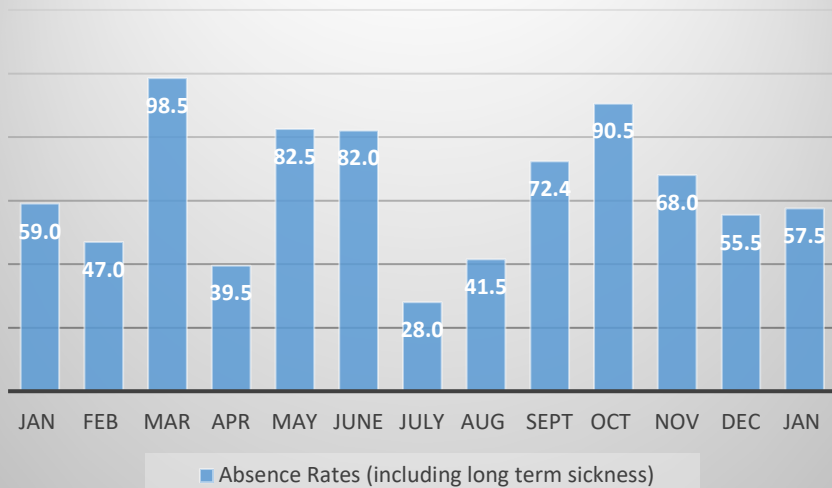
EOS Results

75.8% of
employees are
'satisfied overall'

Number of posts advertised and Welsh essential posts



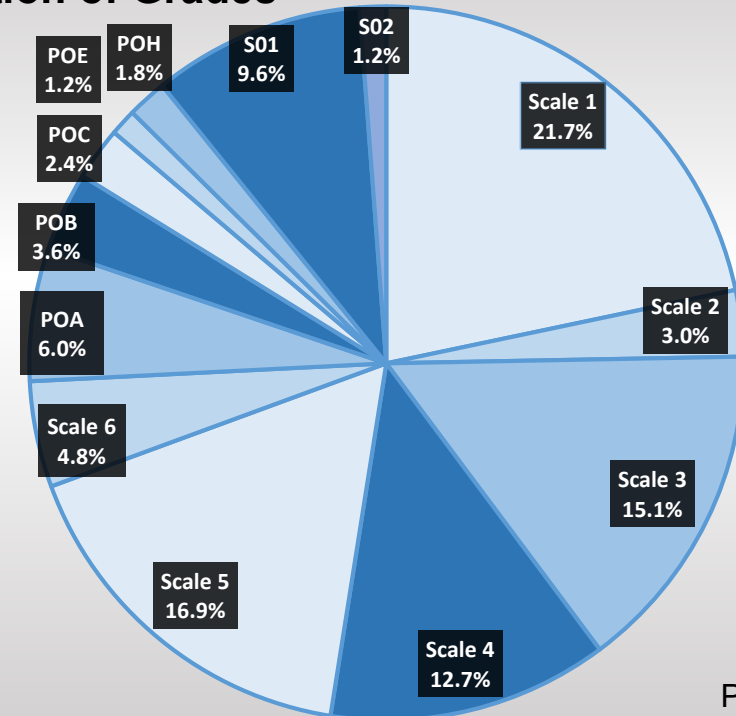
Absence Rates



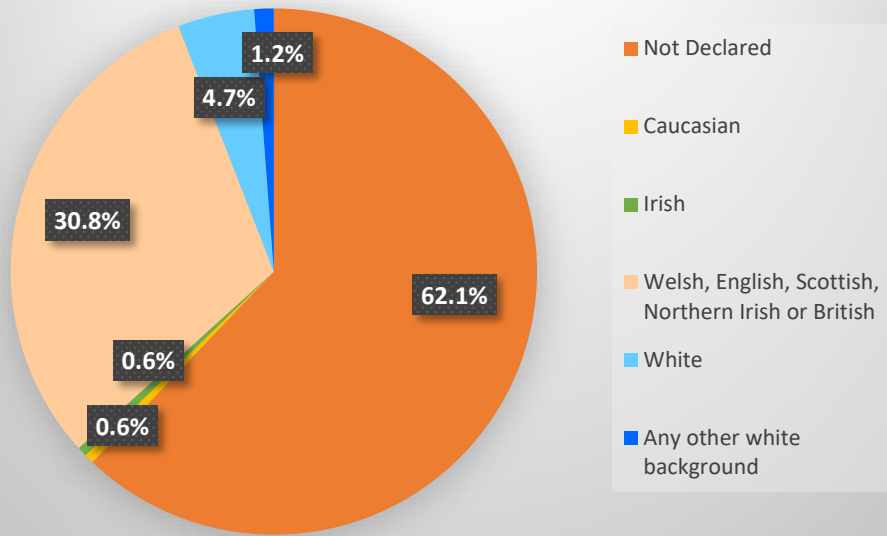
Annual
Average Sick
Days Per
Employee

- Inc. long term sickness:
0.38 days
- Exc. long term sickness:
0.23 days

Distribution of Grades



Ethnicity Distribution



BAME Benchmark

- Pembrokeshire - 1.3%

Accidents & Incidents - Annual Overview (Feb 2021 - Jan 2022)

