

Report of Human Resources Manager

Subject: Health, Safety & Wellbeing Quarterly Report

1. Incidents & Accidents

All reported Health, Safety and Security Incidents (PCNPA wide), *January 2022 through December 2022*:

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Premises | 2 | 4 | | 1 | | 3 | | 3 | | | | 3 | 16 |
| Near Miss | | 1 | | 1 | | | 1 | | | | | 1 | 4 |
| Personal Injury | | 3 | 3 | 4 | 2 | 3 | 5 | 2 | 3 | 2 | 1 | | 28 |
| RIDDOR | 1 | | | | | | | | | | | | 1 |
| Vehicle & Machinery | | | 1 | | | | 2 | 1 | 1 | | 1 | | 6 |
| 6Other | 1 | | | | | | | | | | | | 1 |
| Total | 4 | 8 | 4 | 6 | 2 | 6 | 8 | 6 | 3 | 2 | 2 | 4 | 56 |

A total of 56 incidents were recorded in the calendar year 2022.

This compares with 41 incidents reported for the whole of 2021 and 46 reported incidents in 2020.

October to December 2022

2 Personal Injury reports were completed following confrontational conversations by the public directed towards the Planning team. One of these was only partially completed, due to a reluctance on the part of the employee and concerns over a Freedom of Information request and any repercussions.

Due to the increase in reporting, training is being organised to support staff on dealing effectively with 'difficult behaviour'. Similar training has been delivered in the past and was well received.

1 Personal Injury report was completed following a member of the public who was taken ill at Oriely Parc with chest pains. The event was later reported back to PCNPA as a TIA.

No lessons need to be taken from this incident as the deputy manager and staff involved followed process to the letter - making a significant difference to the outcome for this member of public.

A near-miss vehicle defect was recorded, following a vehicle tyre detaching from the hub, as a result of the wheel nuts unscrewing.

The Countryside Manager in question completed a full investigation report. Recommendations are being taken forward to ensure all vehicles are fitted with wheel nut indicators and drivers are provided with instruction on how to change a wheel, to ensure this does not occur again.

A near-miss was also recorded as a result of an Officer not wearing safety shoes. Mitigation from the Officer was provided by way of an underlying medical condition. This incident reinforces the need to ensure all Officers required to wear safety boots, do so. Job Descriptions for all Wardens will be updated accordingly, to ensure all staff are clear about what the Authority expects of them.

RIDDOR

No RIDDORS were reporting during the period.

2. Cilrhedyn

The Health & Safety Executive (HSE) notified the Authority that a visit of Cilrhedyn would be due in the New Year. Information received by the HR Manager is that the HSE are putting effort into a campaign targeting the wood working sector.

A Plan of Action was drawn up in November 2022 for the Countryside Manager and team to implement. In summary the following actions have been taken to date:

- An Asbestos Survey was carried out for the site and will form part of a wider Annual Asbestos Management Survey.
- All workshop staff have been issued with wood dust compliant respiratory equipment.
- Dry dust sweeping has been banned and replaced with a M grade wood dust compliant vacuum.
- Cilrhedyn has now been designated as a 'hi-vis' site for all staff entering the premises.
- Extraction filters have been replaced and a regular maintenance programme installed.
- New signage installed
- Workshop deep cleaning and regular cleaning programme in place.
- COSHH controls put in place.
- Audiometry testing put in place for staff subject to noise
- Slip and trip hazards rectified
- Risk Assessments completed for all heavy machinery.

Other minor changes have been made to the operation, which is now 'fit' for an inspection by HSE. The team have been recognised for their effort and hard work and a clear process is now in place to ensure standards are sustained going forward.

3. Safety Monitoring

Members were provided with an update on the regular safety monitoring carried out across the Authority.

It was further identified that an Annual Asbestos Management Plan was required. Surveys were completed for Milton and Cilrhedyn and the Buildings Manager was tasked with and has now completed a monitoring plan for asbestos, which will form the foundation for an annual plan.

4. Health and Safety Group

See separate paper.

5. Training

Officers across the Authority are responsible for periodic Legionella testing at various sites. The Authority have identified a number of Officers who will be responsible for this testing and training will take place on 8 March 2023. Vector Air and Water will be providing the training, who also act as the Authority Advisor for Legionella.

A full programme of training is taken place, commencing November 2022. This will help bridge the gaps for mandatory training, specifically for the Authorities Warden Team. This includes:

- Abrasive Wheel Machines
- CAT and Genny
- Chainsaw

Cezanne HR will in future be used to log staff training. As some mandatory training requires a refresher, the Authority have now set maximum refresher periods. This information will be built into Cezanne HR and reminder notices will be issued to ensure that mandatory training is no longer out of date.

ELMS on-line learning was rolled out to staff with a focus on Equal Opportunities and Manual Handling training. The expectation is that this training will be completed by the end of February 2023.

6. 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 | 37.5 | 37 | 104 | 62.5 | 88 | 44 | 89.2 | 57.3 | 35 | 34.5 | 31.5 | 46.5 | 667 |
| Long Term | 20 | 40 | 23 | 38 | 41 | 57 | 37 | 43 | 52 | 20 | 14.5 | 26 | 411.5 |
| Total | 57.5 | 77 | 127 | 100.5 | 129 | 101 | 126.2 | 100.3 | 87 | 54.5 | 46 | 72.5 | 1078.5 |

A total of 1,078 days were lost due to sickness in 2022. 764 days were lost due to sickness absence in 2021 and 986 days in 2020.

7. Noise Management

Audiometry testing of all Warden staff and the Cilrhedyn team, subjected to high levels of noise as a result of their work is to take place 14/15 February 2023. It is unlikely, but not yet confirmed, that any issues will result; because PPE measures are already in place.

The Authority are conducting the testing to comply with its legal responsibilities, whilst ensuring that PPE is continuing to provide adequate protection.

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)

Health and Safety Annual Report for 2021 / 22

1. OVERVIEW

Health and Safety Management, Structure, Manager, Employee, H&S Group Responsibilities. H&S Group Terms of Reference review (*as requested by Committee*).

2. INCIDENTS / ACCIDENTS AND NEAR MISSES

Statistics, trends, learning and commentary. This includes Aggressive behaviour and incidents reported to HSE through RIDDOR and learnings.

3. MUSCULOSKELETAL REPORT

Included Manual Handling

4. TRAINING AND DEVELOPMENT

Training carried out and plan for 2022 / 23

5. COVID-19

Action over the period and plans for 2022 / 23

6. H&S POLICY REVIEW

Audit of Existing Policies, newly approved policies and developments for 2022/23

7. FIRE SAFETY UPDATE

8. FIRST AID UPDATE

Including Defribs

9. HAVS

Including management of Machinery

10. NOISE AND RESPIRATORY MANAGEMENT

11. PPE AUDIT

Equipment provided and any gaps

12. FOOD SAFETY

Carew Café. Monitoring of kitchen fridge.

13. STAFF WELFARE

Includes Bullying and Harassment, Stress Management, Occupational Health Update and Health Surveillance for staff.

14. CONTROL OF CONTRACTORS

15. COSHH

16. MANAGEMENT OF RISK

Stats, Numbers and areas covered in Risk Assessments, e.g. working from height, chainsaw use, driving etc.

17. STATUTORY MONITORING

Includes Water safety / legionella / PAT testing etc.

18. VEHICLE MANAGEMENT

19. IMPROVEMENTS IDENTIFIED FOR ACTION PLAN IN 2022 / 23

20. HSE / LEGISLATIVE UPDATE AND TIMETABLE