

## **Report of Health and Safety Project Manager**

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### **Subject: Health, Safety & Wellbeing Quarterly Report**

#### **1. Incidents & Accidents**

In line with a request from the Chair at the last meeting to include percentages of absence against FTE, a revision of all incident and absence data is underway. Part of the review includes a new dashboard which will include other metrics, such as incident rates to better understand how Health and Safety is both managed and affects the business, as well as offer a more professional approach to presenting information. Please refer to the attached dashboard (this dashboard may undergo various iterations until a final version is agreed internally).

#### Learnings

To continually drive down the number of 'actual' incidents, whilst increasing the number of near misses recorded, the following changes were implemented:

#### *Premises*

Several call-outs due to security alarm activation at Cilrhedyn, but no direct causes were found other than animal (rat/bird) activity.

#### *Personal Injury*

Three minor injuries were sustained by visitors over the summer.

- A dog scratched a lady's hand at Carew while climbing stairs.
- A boy sustained a minor burn to the skin from arrow fletching at an archery event at Carew.
- A boy suffered from a scuff to his hand when the hand rail he was swinging from gave way and he landed on the floor, again at Carew. The handrail has been secured and fixed.

The Carew Visitor Centre Manager has reviewed the relevant risk assessment and no changes are required.

#### *Verbal Abuse*

At the last meeting in July, the Committee were incorrectly informed that no verbal incidents had occurred. It was subsequently discovered that one incident occurred with an abusive phone call directed to a member of the Planning team and the call was disconnected by the Customer Services representative before it was answered by the Planning team member.

#### *Vehicle & Machinery*

Two separate and minor incidents of damage to two vehicles occurred in September, resulting in a damaged wheel and bodywork repairs. Both were caused by terrain (pavement and wet grass respectively) with no injuries to either driver.

## Near Misses

No significant Near Misses have been recorded

## RIDDOR

No RIDDORs have been reported since the last meeting in Jul 2023.

## Covid-19

The Authority recognises that COVID-19 remains within the community in Pembrokeshire, albeit at low levels. Human Resources are now recording the disease as 'respiratory infection' rather than COVID-19. A surge in recent cases during September has been blamed on the schools returning after the summer break.

## 2. Regular Safety Monitoring

At the last Committee Meeting, Members were provided with assurances regarding regular and statutory monitoring taking place across PCNPA. An update is provided below, detailing the next date of assessment.

CCTV is being reviewed for fitness as several cameras are no longer functioning and the system is significantly aged.

Item	Date of next assessment / service / test						
	Carew	Castell Henllys	Cilrhedyn	Llanion	Milton	OyP	Withybush
<b>M &amp; E Servicing and Testing</b>							
<b>Fire</b>							
Alarm systems	Mar-24	Mar-24	Feb-24	Feb-24		Mar-24	Mar-24
Emergency Lighting	Mar-24	Mar-24	Feb-24	Feb-24		Mar-24	Mar-24
Extinguisher and fire suppression	Sep-24	Sep-24	Aug-24	Aug-24	Sep-24	Feb-24	Sep-24
<b>Electrical</b>							
Fixed Electrical Installations	Aug-25	Aug-25	Oct-25	May-24	Nov-23	Dec-23	Feb-26
Portable Appliance (PAT)	Nov-23	Mar-24	Jan-24	Dec-23	Nov-23	Oct-23	Sep-24
Lightning conductor testing				Aug-24		Jul-24	
PV systems				New contract or required		Aug-24	
<b>Water – Legionella Testing</b>							
Hot & cold water systems, Air Handling etc)	Nov-24	Nov-24	Jun-24	Sep-24	Nov-23	Jun-24	Sep-24
<b>Heating, Ventilation &amp; Air conditioning</b>							
Gas boilers				Nov-23		Dec-23	
Oil boilers & storage tanks		Feb-24					
Biomass boilers		Jul-24	Jan-24	Oct-24			
Heat pumps	May-24					Dec-23	
LPG systems & storage tanks	Jan-24	Sep-25					
Solar Hot Water				Feb-24		Aug-24	
LEV (Local Exhaust Ventilation) \$	Aug-24		Nov-23				
<b>Other</b>							
Security & Access systems	Sep-24	Mar-24	Feb-24	Feb-24		Mar-24	Mar-24
CCTV	Sep-24	Sep-24	Feb-24	Aug-24		Jul-23	

Item	Date of next assessment / service / test						
	Carew	Castell Henllys	Cilrhedyn	Llanion	Milton	OyP	Withybush
Pressure vessels (Coffee machines etc.)	Aug-24	Removed from Zurich Insurance Policy, privately owned equipment.					
Lifts & Lifting equipment			Various dates	Nov-23	Jan-24	Feb-24	Jan-24
Fall Restraint systems	May-24					Sep-24	
Sewage plants	Apr-24		Jun-24				
Automatic doors				Aug-23		Feb-24	Jun-25
Service of radon extraction system		Mar-24					

\* Automatic doors at Withybush are hand operated roller doors, not automatic, and are awaiting service.

§ Testing done under insurance policy with Zurich

### **3. First Aid**

A review of First Aid provision was conducted during the summer and has concluded that no changes are required to current provision or training.

With regard to mental health, the external provisions available to the Authority and staff, including private counsellor, Employee Assistance Programme and Occupation Health Provider has discounted any further requirement to provide Mental Health Champions.

### **4. Fire Risk Assessments**

The Fire Risk Assessment process is continuing with Cilrhedyn, Llanion and Carew Workshops completed. The sites at Carew Castle and Mill, Castell Henllys and Oriely Parc are to be completed in October and November.

### **5. HAVS – Hand and Arm Vibration Syndrome**

Further to the report presented by the Director (Nature Recovery and Tourism), a mini audit was carried out during the summer. There were no occasions of staff breaching their respective limits.

### **6. Health and Safety Group**

The latest Health and Safety Group minutes are attached from the meeting in September.

### **7. Health and Safety Audits**

The internal auditor, Astari, is due to commence the internal audit of the Health and Safety Management System towards the end of October.

## **8. Health and Safety Policies**

The updated Health and Safety policies are available to staff through the new Share Point portal as Parcnet is slowly being discontinued.

The new Contractor Management Policy is going to the Management Team soon for review before being report to Members.

## **9. Training**

The first Institute of Occupational Safety and Health (IOSH) Managing Safely course was completed in October, with all four students passing with excellent results. The next course starts in November with eleven students.

The IOSH Leading Safely course for senior management took place on the 19<sup>th</sup> October.

Staff are to complete the ELMS online Health and Safety Awareness training by the end of October, with Fire Safety Awareness to be completed by the end of the calendar year.

Some specialised training, for example, Responsible Person for Water Safety, will also be procured for a few staff, depending on their responsibilities for building or site safety.

## **10. Staff Sickness Absence**

Please refer to the Dashboard.

## **11. Annual Health & Safety Report**

Work on the Annual Health and Safety Report has been postponed. Previous reports were issued after the full previous year, so any Report issued now would only cover results for April 2021-April 2022. By delaying until Q1 or Q2 of 2024, the latest report would be issued, but also include the information from April 2022-April 2023

## **12. Visitor Safety Group**

The Authority's Visitor Safety Standard has been reformatted following confirmation that the Standard issued by the Visitor Safety Group has not changed and is still in its third edition.

**Recommendation: Members are asked to NOTE this report.**

*(Further information is available from the Arfon Fry, Health and Safety Project Manager, on 01646 624821 – email [arfonf@pembrokeshirecoast.org.uk](mailto:arfonf@pembrokeshirecoast.org.uk))*

GENDER **F55:M45**

COST OF ABSENCE

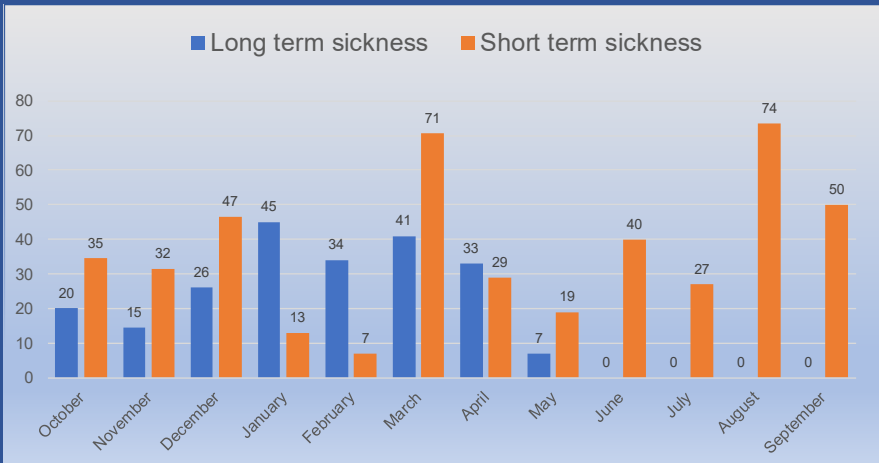
**£6773 pm**

HEADCOUNT

**FT 108 PT 89**

LOST TIME INCIDENTS

**0**



AVERAGE INCIDENT RATE FOR THE AUTHORITY **563**

AVERAGE INCIDENT RATE NATIONAL (ALL INDUSTRIES) **1650**

AVERAGE SICKNESS versus FULLTIME EQUIVALENT **1.5%**

NATIONAL SICKNESS ABSENCE RATE **3.6%**

