REPORT OF PERSONNEL MANAGER

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2016-17

Purpose of Report

This report informs members about the issues and activities relating to health and safety management and practice in the Authority during 2016-17 and looks forward to 2017-18.

Introduction/Background

This is the latest annual report in a series provided to members in order that the Authority demonstrates consideration of health and safety at the most senior level in the organisation.

The Health and Safety Executive has set out its expectations for effective leadership of health and safety (H and S) and its belief that failure to include H and S as a key business risk in 'board' decisions can have catastrophic results. One of the key principles identified is 'strong and active leadership from the top' with visible, active commitment from the 'board'.

H and S is well integrated at management team level, with the Chief Executive attending H and S group meetings and regular reporting of incidents and issues to Leadership Team.

The H and S Group meet quarterly, with membership representing the work of the Authority plus union representation.

Section 2 of the report provides performance information relating to indicators and action plans.

Comparisons

The report attached includes comparative data as far as is possible.

Considerations

Members are welcome to raise points for discussion at the meeting.

Financial considerations

Budgetary and roles/responsibility resources are in place at management and day to day level to integrate healthy and safe working, including training and access to specialist external advice as needed.

Risk considerations

There is the potential for health, financial, legal and reputational impact arising from the effectiveness of H and S management within the work of the Authority, in relation to staff and others affected by the Authority's activities. Strong and active leadership is part of managing the risks.

Compliance

The Authority maintains awareness of relevant legislation and case law and the H and S group consider any issues arising.

Human Rights/Equality issues

H and S considerations align with individual rights to a level of safety and access opportunities that is reasonably practicable.

Biodiversity implications/Sustainability appraisal

The Authority's managers are aware that there is a balance to consider when achieving outcomes for conservation and understanding whilst maintaining safety. Good safety practices eg waste, chemicals, protects the environment.

Welsh Language statement

There are no relevant Welsh Language considerations.

Recommendation

Members are asked to endorse the report.

Background Documents

Previous PCNPA H and S Annual Reports
HSE Leading health and safety at work INDG417 (rev1)

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PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

HEALTH AND SAFETY ANNUAL REPORT
2016-17 AND PERFORMANCE REPORTING

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Introduction

This report is the latest in a series of annual reports provided to Members.

Section 1 provides an annual report on 2016-17 in terms of issues and activities relating to health and safety management and practice across the Authority.

Section 2 provides performance reporting for 2016-17 and sets out risk priorities and plans for 2017-18.

Guiding principles and statutory duties

The Authority approved revised Health and Safety Policy and Arrangements in March 2015 and a full Management Handbook was launched in 2016. The Authority fully supports the aims of the Health and Safety at Work Act 1974 and all other relevant health and safety law and seeks as a minimum full compliance. 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 reasonable practicable.

The Authority is also committed to supporting continuous and sustainable improvement in the health and wellbeing of its employees.

The Authority has adopted the principles of the Health and Safety Executive's publication 'Successful Health and Safety Management' which provides a 'plan, do, check, act' cyclical framework.

Guidance published by the Visitor Safety in the Countryside Group (of which we are a member) is followed.

Section 1 Annual Report 2016-17

1.1 National strategies and the wider context

The major health and safety act in the UK is the Health and Safety at Work Act, under which most duties and responsibilities lie. The Health and Safety Executive (HSE) continues to provide guidance, advice and 'toolkits' to assist employers in their duties. Officers review the regular HSE bulletins and monitor updates and consultations at the quarterly Health and Safety (H and S) meetings.

The HSE has a (draft) Health and Work Strategy, focussed on 3 priorities – those with widespread prevalence, largest lost time/cost consequences and life limiting or life altering impacts. These are
- Occupational stress and related mental health issues
- Musculo-skeletal disorders
- Occupational lung disease.

Legislation

Officers have not identified any significant relevant HSE consultations either current or planned for 2017-18.

1.2   2016-17 Actions

Alongside maintaining and developing existing operational work, all teams across the Authority have made significant progress in other areas.

In 2014, Members endorsed three overarching objectives:

1. Active management of health and safety;
2. Promote ownership of health and safety and
3. Ensure effective management of H and S plans, monitoring and records.

Each year, risk priorities are identified and measures established to help monitor performance, the Risk Priorities for 2016-17 were:

1. Sedentary Behaviour (Sit Less, Move More)
2. Exposure to Noise
3. Fitness for Lifetime Working
4. Personal responsibility and individual awareness

Note: A detailed report on performance is set out in Section 2.

Highlights for the year have been:

- Joined with other partners (PCC, Port Authority etc) to support the Pembrokeshire Employers' Engagement Project (PEEP) event for local businesses to promote health and safety
- The Management of H and S Handbook launched with monthly alerts
- Introduced payment for flu jabs for employees
- Roundhouses at Castell Henllys

1.3   Accident/Incident data

The Authority places great emphasis on the reporting of incidents and 'near misses'. When we take action following an accident, we may prevent a second occurrence of the accident; action taken following an incident may completely prevent someone being hurt in the first place. Therefore we recognise the benefit of reporting of a wide of incidents.

All incident and accident reports are acted upon, in the first instance by the line manager and then if needed, by senior managers or advisers. Health and Safety Group and Management Team actively monitor on a regular basis and follow up on particular incidents.

The incident reporting process is also used for reporting/recording incidents of vehicle damage, out of hours call outs to property (this category includes similar incidents such as thefts from properties) and safeguarding.

PCNPA Accidents/Incidents
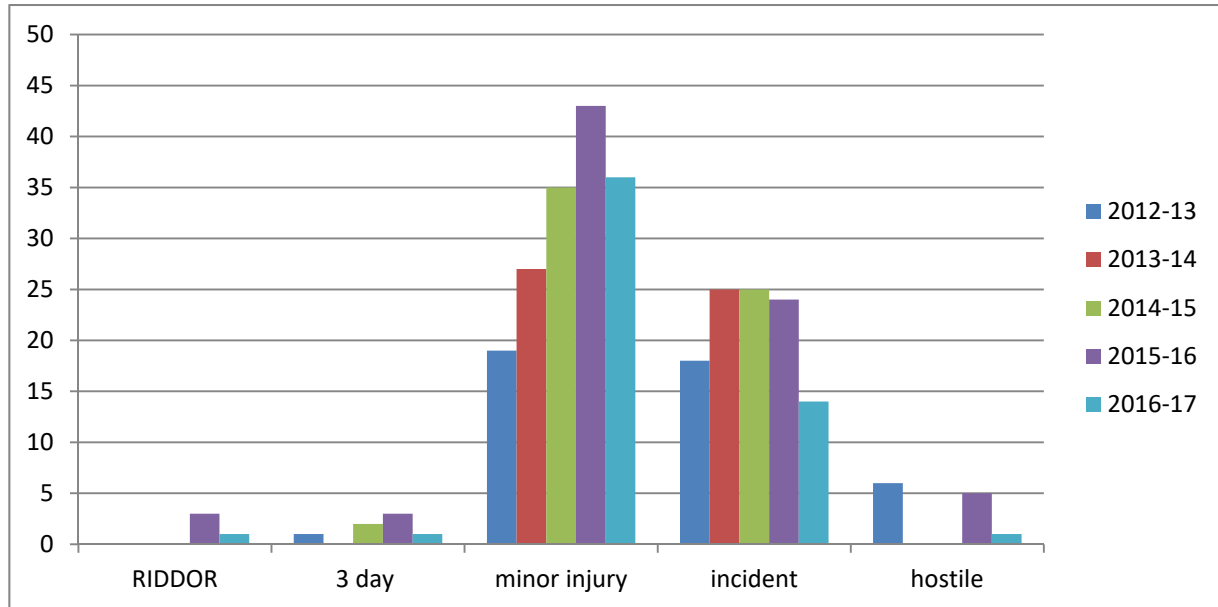
RIDDOR (Specified injuries (previously termed major), over 7 days absences and reportable diseases which have been reported to HSE) :

One report to HSE was made in 2016-17 (compared to four in previous year), this was an over-7-day absence (injuries arising from machinery related incident).
A thorough follow up management review of the incident and follow up processes has been undertaken.

Minor injuries/incidents
Overall number of accidents/incidents reported remains largely similar, with variable levels as to or not the incident results in a minor injury.

1.4 Health and Sickness

Sickness levels:

Absence in 2016-17 has risen again from last year, with more long term absence accounting for the increase. The short term level has fallen slightly, however we have not seen any real change is non-long term absence over the years See graph A1

To note: this report includes overall absence across the Authority and the figures are not the same as those used to complete the performance indicator in the corporate plan, which excludes seasonal staff.
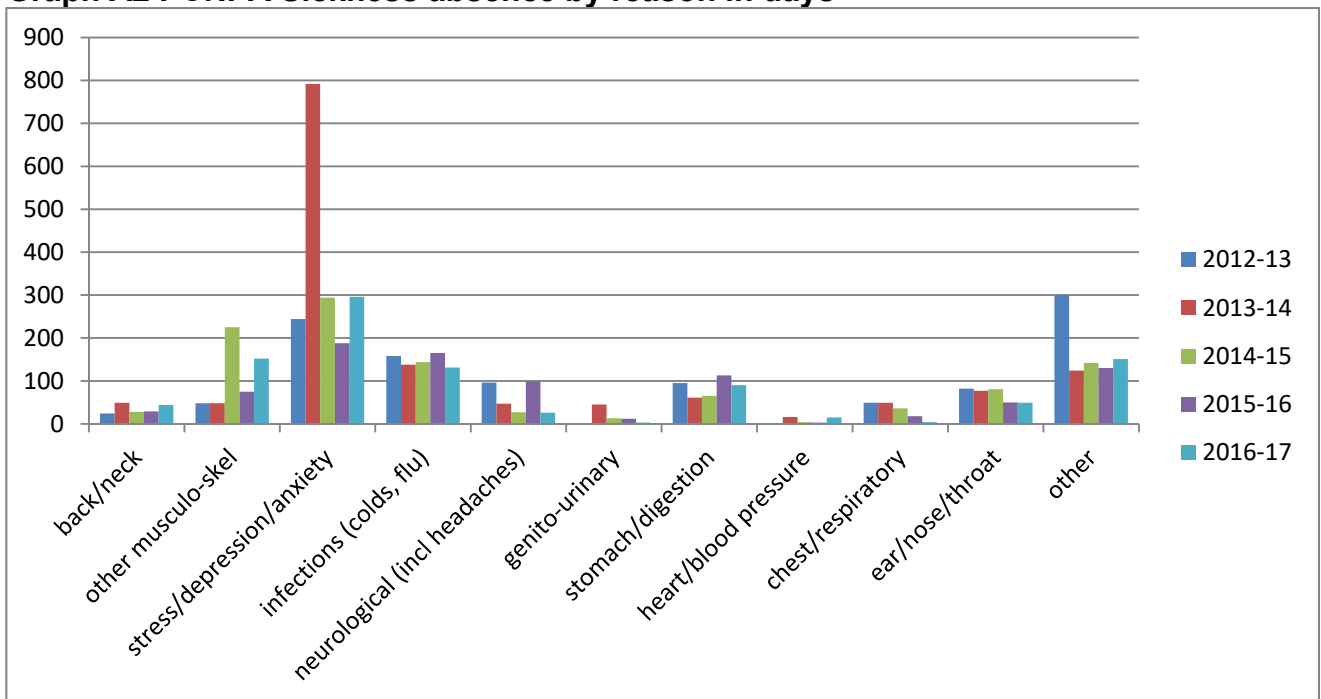
Graph A1 PCNPA Absence - Short/long term in days
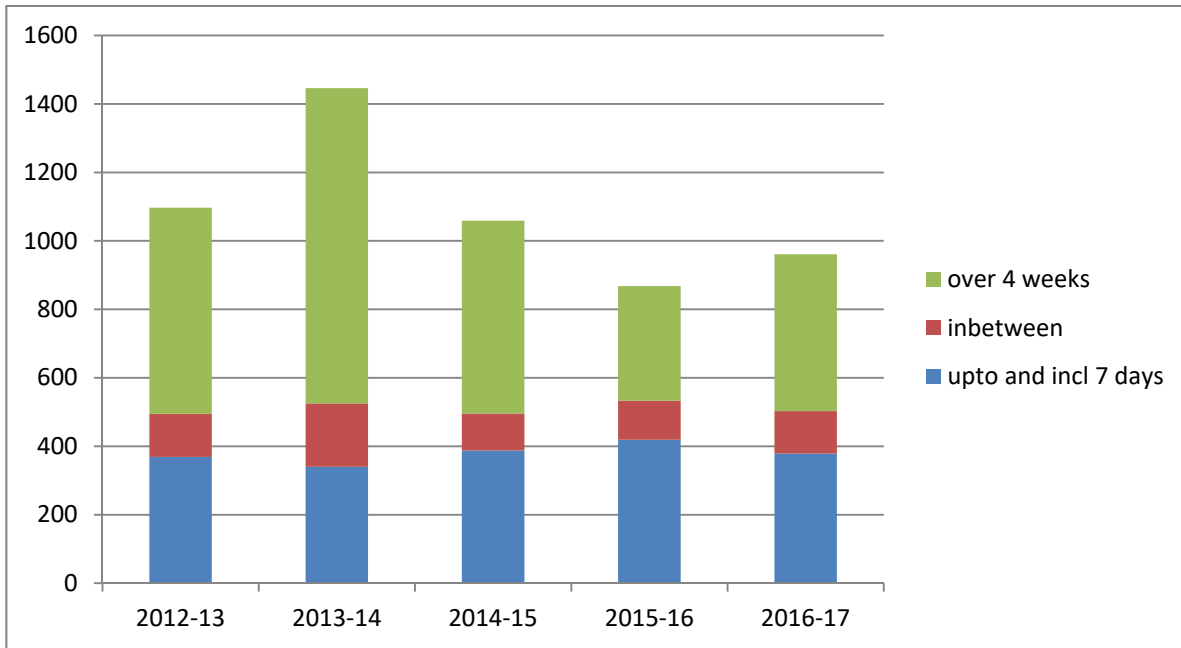
*Long term absences are those over 4 weeks

2016-17 shows an increase in musculo-skeletal issues.

Graph A2 PCNPA Sickness absence by reason in days

Costs of Absence

As an indicative figure, based on the median salary paid in the Authority, the cost of absence in 2016-17 was £73,497 (which is 2% of total salary costs). In some jobs, there is a direct additional cost of employing someone else during an absence (eg adding an additional day to someone on the rota); in many jobs, immediate needs are covered by

others, and work is picked up on return to work. The loss in these cases is therefore one of productivity rather than a direct additional cost.

Occupational Health Advisers
There were 4 new referrals during 2016-17.
14 health screenings of new employees were carried out.
There were several new or follow up with the OH consultant or adviser.
Initial/Annual health surveillance relating to hand-arm vibration was completed for all relevant employees.

Use of Counselling/Helpline provision

The Authority provides two external sources of counselling/support for employees:
- a locally-based counselling service which employees can access direct for personal counselling – 2 employees accessed this service in 2016-17 (last year none did).
- and a 24 hour helpline. The contract for the helpline service is part of the Welsh public sector procurement service.

Eye Sight testing: Employers must meet the costs of eye sights tests for employees who are regular users of Display Screen Equipment (DSE). In 2016-17, the Authority met the costs for 18 staff. There are approximately 70 DSE users.

1.5 Other Statistics

Other National Park Authorities
The accident/incident data reported by other National Park Authorities ranges from the reporting only of staff injuries at some Authorities, to a comprehensive breakdown by type of accident, who it happened to etc similar to that data recorded on this NPAs database.

Examples of data shared has been:
Lake District: 15 staff accidents, 27 staff incidents/near misses
Northumberland: No accidents
North York Moors: 20 accidents, 4 near misses.

This Authority continues to record a high relative level of accidents/incidents; some authorities have actions planned to improve reporting levels especially near misses. Some Authorities monitor employee incidents and not member of public.

National data

HSE:
HSE statistics for 2016-17 will not be available until later in the year.
In 2015-16, HSE reported 144 deaths (13 of these in Wales), a rate per 100,000 workers that is amongst the lowest in the EU. The rate has been falling over past 20 years although seems to be levelling off. The main causes of fatality are fall from height and being struck by moving vehicle.
The main causes of non-fatal injury are manual handling and slips, trips and falls.

HSE continue to report regional trends, with Wales tending to have a non-fatal injury rate above the average for GB, and over a 5-year period, Wales (along with Scotland and Yorkshire/Humber) have highest fatal injury rates, this relates to industry/occupational spread.

CIPD: sickness absence
The Chartered Institute of Personnel and Development (CIPD) Absence Report 2016 reports a marginal fall in the absence rate across all sectors (from 6.9 to 6.3 days per employee), with the public sector rate remaining higher at 9.5 days. PCNPA rate was 7.8 days.

Stress along with acute medical conditions were the most common cause of long term absence; stress was the second most common cause of short term absence after minor illnesses.

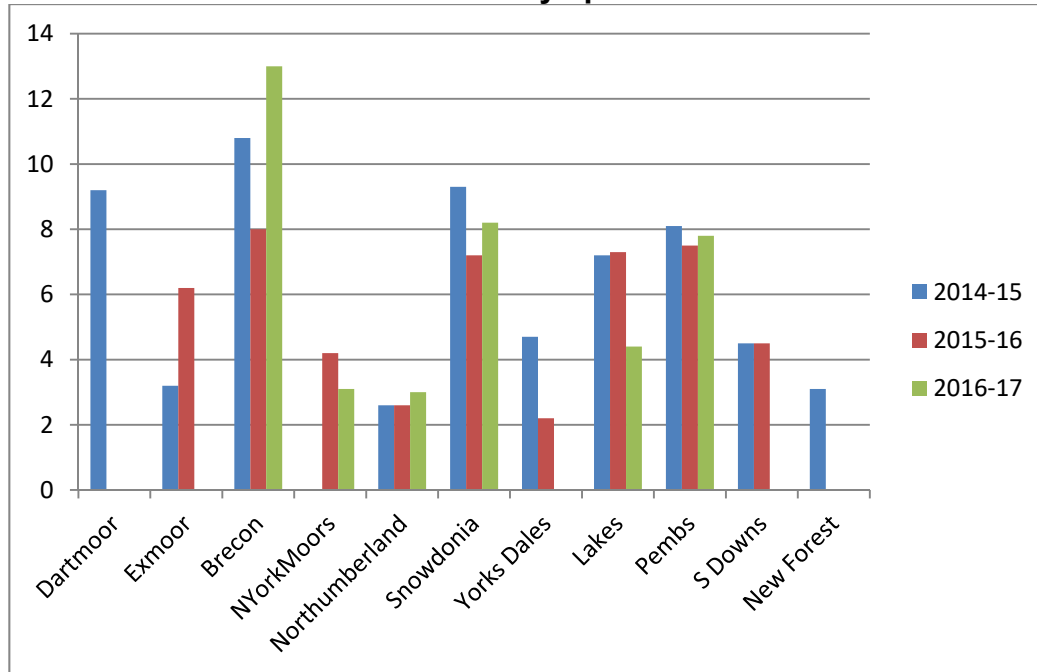The median cost of absence in public sector was £835 per employee

Other Authorities:
Sickness absence:
The rates reported by other National Park Authorities vary considerable from each other and from year to year, see graph. Some authorities have reported no long term absence in that year, some authorities have differently constituted workforce.

NPA Sickness Absence 2016-17 days per FTE

Legend:
- 2014-15 (blue)
- 2015-16 (red)
- 2016-17 (green)

Categories (x-axis): Dartmoor, Exmoor, Brecon, NYorkMoors, Northumberland, Snowdonia, Yorks Dales, Lakes, Pembs, S Downs, New Forest

1.6 Training and Learning

Practical land management skills

2016-17 has seen 116 attendances, on practical training courses, which includes the 5 x Skills in Action Trainees, a substantial increase on last year. This training accounted for around 40% of the total corporate training spend as well as the Trainee project budget. Training during the year covered the following areas:

Number of attendees	Course
11	Abrasive Wheel
2	Amenity Tractor
1	ATV and trailer
0	Basic Tree Inspection
8	Brushcutters and trimmers
7	CAT and Genny
5	Chainsaw maintenance/ cross cutting
3	Excavator Operation
1	Forestry and Arb skills
4	Forward tipping dumpers
2	Hand held applicators
15	Manual Handling
8	MIDAS mini bus
16	Pedestrian Mowers
2	Pesticides safe use
9	Ride on Roller
2	Safe Use of Pesticides
4	Signing, lighting and guarding
8	4 x 4 off road
10	Woodchipper
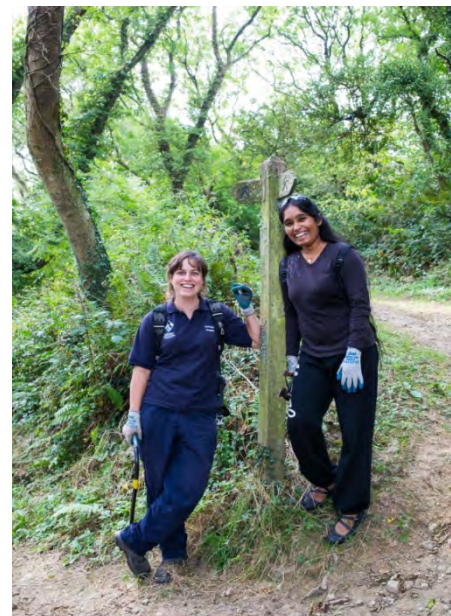
Some feedback from participants:
- I would recommend it, it was very good and a good balance of practical and theory.
- Useful reminder of some of the safety systems that are not used often.
- It was a good course with lots about safety and the maintenance of the pedestrian mower. We had a good amount of practical as well until we were confident.
- Professional advice and demonstrations make staff more aware of their working practices and environment. Having demonstrations in situ makes staff realise how health & safety affects them on a daily basis and in the long term.

First Aid

53 employees received first aid training during 2016-17 (compared to 72 last year).

Remote Emergency Care	15
FAW and FAW requalification	8
Emergency First Aid at Work (1 day)	5
Annual Refresher	25
	53

Safeguarding:

The Authority has an on- going programme to ensure that new staff working in relevant roles participate in the Pembrokeshire Safeguarding Children Board Tier 1 'Safeguarding Children' training – 55 current Authority staff in total have undertaken tier 1. The Authority's lead officer and deputies have attended Tier 2. Tier 1 refresher training was introduced in 2016-17.

Other

Also 14 attended IOSH Working Safely

1.7 Monitoring

Monitoring is carried out on both a proactive and reactive basis. Managers monitor the safe working of their teams. Reactive monitoring may stem from an accident or incident report or from a complaint or comment from a member of the public or other third party. These are reported, investigated, action taken and monitored, as appropriate.

Monitoring regimes have been established for specific risks (such as tree safety, Carew masonry, legionella, portable electrical appliances, fire evacuation).

An officer group oversees the monitoring of staff and volunteers delivering the education and activity programmes and to review the monitoring mechanisms.

Area Warden Managers plan to carry out 4 work site checks annually.

The H and S management handbook will ensure that each area of health or safety risk has adequate monitoring arrangements.

The annual review of property and team safety plans ensures that risks are reviewed each year.

Section 2 Performance reporting and action planning

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1. **Objectives: Progress Report 2016-17 and Action Plan 2017-18**

2. **2016-17 Risk Priorities: actions undertaken**

3. **2016-17 Performance measures (lagging and leading indicators)**

4. **2017-18 Risk Priorities: actions planned**

5. **2017-18 Measuring performance**

6. **PCNPA incident data 2016-17**

1. Objectives: Progress Report 2016-17 and Action Plan 2017-18

Overarching Objectives
1. **Active Management of health and safety**
2. **Promoting Ownership of H and S**
3. *Ensuring effective management of H and S plans, monitoring and records*

2016-17 Progress	2017-18 Plans
Active Management of H and S	
Consolidate Visitor Safety Plan and Risk Assessment approach	The Visitor Safety work will be completed in 2017-18
Establish a mechanism for looking ahead for foreseeable change in ways of working, technology, organisational structures etc which may change or introduce risk or offer opportunities	H and S Group to develop a programme of actions focussed on improving our rating on the HSE tool.
	Continue to regularly promote the Management of H and S Handbook
Team Leaders and Staff reps groups worked through the HSE diagnostic tool and identified areas for strengthening our safety culture (using worker involvement more strongly, developing ownership and responsibility among all staff, deeper investigation of and challenge to causes of incidents, increasing effort on prevention).	Review incident reporting, investigation and scrutiny
	Sickness absence – audit current management processes.

Promoting Ownership of H and S

Safeguarding responsibilities documented in job descriptions and a management structure agreed. Tier 1 refreshed. Flowchart for dealing with allegations distributed

Feedback on team safety plans was communicated.

IOSH 'Working Safely' training for practical staff was undertaken.

Ensuring effective management of H and S plans, monitoring and records

Ongoing improvements to processes.

Staff group involved in 'Sit Less' project at Llanion.

Further IOSH Working or Managing Safely to be undertaken

Involve teams in review of safecards

In house 'tool box talk'-type session to be developed for practical teams

Review of incident reporting

2. Risk Priorities 2016-17

	Actions Undertaken
Sedentary Behaviour	Data collected by staff at Llanion and analysed. Small staff project group formed.
Exposure to Noise	Researched by Area Warden Manager
Fitness for lifetime working (especially in practical roles and nearing retirement)	Considered
To ensure employees take personal responsibility and have individual awareness of risk	Staff Reps group involved in HSE diagnostic toolkit. Team Safety plans should be reviewed at team meetings. 14 staff undertook IOSH Working Safely

3. Performance Measures 2016-17

Indicators will alter each year in order to align with that years risk priorities:

Lagging Indicators	2016-17
PM 1: To have no incidents leading to specified injuries or over 7-day absence	1
PM 2: To have fewer than 3 incidents leading to over 3 day absence	1
PM 3: To have fewer than 3 (new) cases of work related ill health, including work related stress	1
PM 4: To have fewer than 8 days of sickness absence per FTE staff member for the year	7.8 days
PM 5: To have fewer than 7 staff manual handling injuries	4
Leading Indicators	
PM 6: Health surveillance in place for 100% of staff exposed to vibration	100%
PM 7: Sedentary behaviour data has been collected for 100% of desk-based staff	Data collected for 50% of staff
PM 8: 100% of staff have access to helpline	100%
PM 9: 100% of staff who hit absence triggers are 'case reviewed'	ongoing
PM 10: 100% of teams are covered by a current safe working plan	95% of teams have a safety plan, not all were reviewed annually
PM 11: Each Area Warden Manager will make 4 unannounced visits a year to Warden Team work sites to check machinery,	5 out of possible 12 completed,

equipment and systems of work against the task risk assessment(s) and an agreed inspection checklist	pending review of machinery RAs
PM 12: Location/calendar and emergency contact entries are randomly checked at least once per month to ensure the contact information and location details are correct	48 checks were carried out

4. Risk Priorities 2017-18

Risk Priorities 2017-18	Actions Planned
Exposure to Noise	Benchmarking with PCC
Sedentary Behaviour	Staff project group
Fitness for lifetime working (especially in practical roles and nearing retirement)	Review the literature/research Hold scoping meeting
To ensure employees take personal responsibility and have individual awareness of risk	Provide managers with 'real life' examples of incidents that involve 'human error' for team discussion Provide greater feedback on incidents Involve teams in reviews of safecards, incident reporting etc

5. Measuring Performance 2017-18

Indicators will alter each year in order to align with that years risk priorities:

Lagging Indicators:

PM 1: To have no incidents leading to specified injuries or over 7-day absence
PM 2: To have fewer than 3 incidents leading to over 3 day absence.
PM 3: To have fewer than 3 cases of work related ill health, including work related stress
PM 4: To have fewer than 8 days of sickness absence per FTE staff member for the year.
PM 5: To have fewer than 7 staff manual handling injuries

Leading Indicators

PM 6: Noise exposure data collected and analysed for all relevant teams
PM 7: 'Sit Less' staff group produces action plan
PM 8: Each Area Warden Manager will make 4 unannounced visits a year to Warden Team work sites to check machinery, equipment and systems of work against the task risk assessment(s) and an agreed inspection checklist

6. PCNPA Incident data 2016-17

The incident reporting process is also used for reporting/recording incidents of vehicle damage, out of hours call outs to property (this category includes similar incidents such as thefts from properties) and safeguarding.

H and S accidents/incidents employee/contractor/volunteer	minor	3 day and over	total
Contact with moving machinery	3	1	
Hit by moving or falling object	2		
Hit by moving vehicle			
Strike against something fixed/stationary	1		
Injured while handling, lifting, carrying	4		
Slipped, tripped or fell, same level	3		
Fell from height (up to and incl 2 metres)			
Fell from height over 2 metres			
Trapped by something collapsing			
Drowned or asphyxiated			
Exposed or in contact with a harmful substance			
Exposed to fire			
Explosion			
Contact with electricity or electrical charge			
Injured by animal			
Physically assaulted by a person			
Verbally assaulted by a person	1		
Near Miss	4		
Other accident	11		
	29	1	30

Other Incidents	
Call outs to property or similar	16
Vehicle damage	6
Safeguarding	0
Member of public	21
Other	1

RIDDOR		Type of accident
Specified injury		
Over 7 day absence injury	1	machinery
Reportable disease		
Dangerous Occurrence		
Fatality		