

REPORT OF PERSONNEL MANAGER

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2013-14

Purpose of Report

This report informs members about the issues and activities relating to health and safety management and practice in the Authority during 2012-13 and looks forward to 2014-15.

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 CMT, with consideration/follow up identified as appropriate.

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

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 issues within the Authority's Welsh Language Scheme.

Recommendation

Members are asked to note the report.

Background Documents

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

(For further information, please contact June Skilton, Personnel Manager)

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Consultees: PCNPA H and S group; Leadership Team*



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1 Introduction.

This report informs Members of the issues and activities relating to health and safety management and practice in the Authority during 2013-14.

Following the lengthy absence and subsequent departure of the Authority's in house H and S Adviser, revised H and S provision has been approved by CMT.

2 Guiding principles and statutory duties

The Authority's Health and Safety policy statement recognises and accepts the Authority's responsibility as an employer for providing a safe and healthy workplace and work environment for all its employees and others affected by its actions. This is particularly so as a public body.

Alongside this responsibility for work-based issues, the policy makes a commitment to seek to support, inform and encourage healthy lifestyles, in particular linking with health promotion, attendance management, flexible working and life balance and Occupational Health.

3 National strategies and the wider context

The major health and safety act in the UK, the Health and Safety at Work Act, under which most duties and responsibilities lie, is 40 years old in 2014. The Health and Safety Executive (HSE) continues to provide guidance, advice and 'toolkits' to assist employers in their duties.

Legislation

During 2013-14, there were legislative updates relating to the following, with revised Approved Codes of Practice (ACoPs) issued :

- COSHH
- Managing and Working with Asbestos
- Control of legionella
- Workplace Health, Safety and Welfare.

Relevant Officers have/are considering these updates.

HSE will be consulting on the following during 2013-14:

- Provision and Use of Work Equipment Regulations (PUWER) (including woodworking machinery) – this is a light touch review, aimed at simplifying and updating. No major changes expected.
- Construction (Design and Maintenance) Regulations
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) relating to petrol tankers.
- ACoPs such as safe work in confined spaces and safe use of lifting equipment

4 2013-14 Actions

Alongside maintaining and developing existing operational work, all teams across the Authority have made significant progress in many areas. This included adapting to the prolonged absence of a key adviser.

Corporate Reviews:

Guidelines for Managers were developed relating to

- Property
- Team Working
- Rights of Way

(to be approved and implemented in 2014)

In-house review of Health and Safety at Cilrhedyn completed. Learning points from unplanned inspection by HSE in June 2013 incorporated (see appendix).

Portable Appliance (PAT) testing routines were reviewed and amended to ensure our response to requirements is proportionate.

Tree safety:

A review suggests that the Tree Safety procedures adopted in 2012-13 are working effectively.

Driving:

Revised arrangements for driver awareness were introduced in house and a Drivers Handbook was prepared and adopted.

Safeguarding (children and vulnerable adults): cross team working to develop a revised policy and framework, to be approved and implemented in 2014.

Other

Consistent out of hours call out procedures established for all alarmed sites.

Mapping process for sharing of information about potential 'hostile' situations established.

Walk leader volunteers: programme of training, monitoring and support in place for volunteers who are sometimes working in challenging settings across the National Park and in particular Castlemartin Range.

Fostering independence in groups: support to schools, SI groups and others to help them to access the outdoors independently eg appropriate training (such as first aid, planning and delivering an activity safely) provides them with competence and confidence to discover the outdoors without the direct input of our staff/volunteers.

Health and Safety Group undertook site visits to Porthgain and Carew and having found these useful, site visits will follow in future where appropriate.

Wider circulation of HSE bulletins has raised awareness and allows for learning points to be shared.

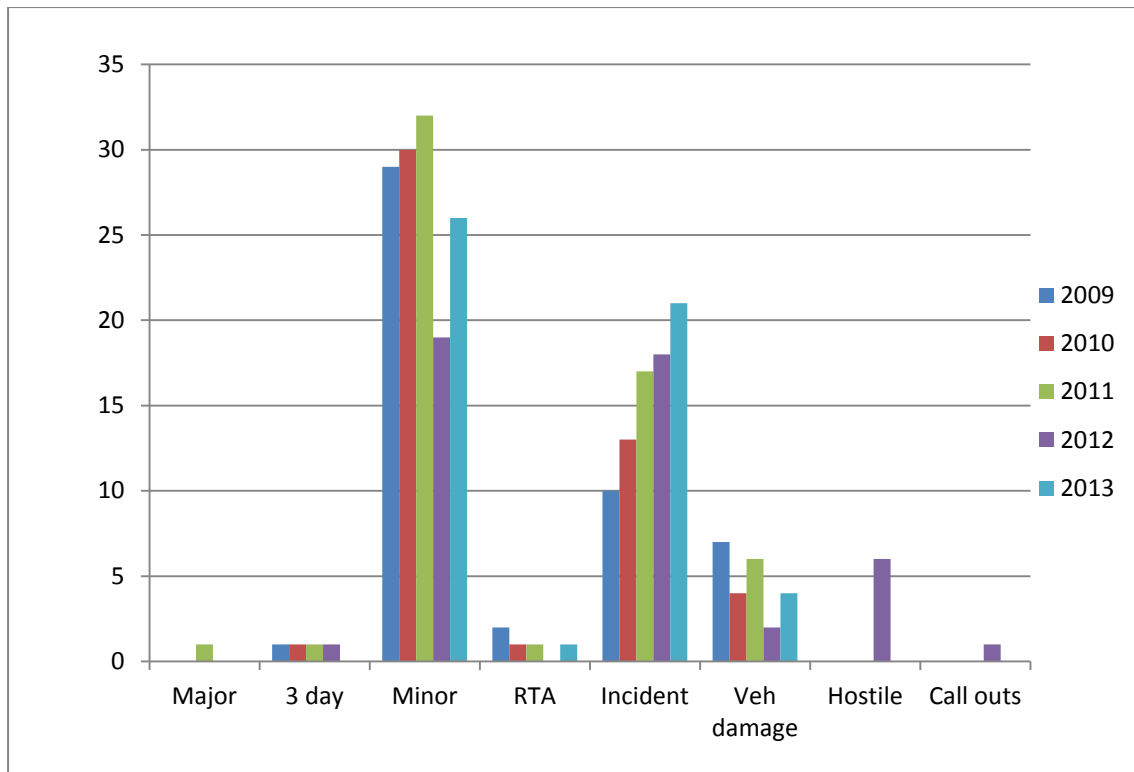
PCNPA became members of the 'Visitor Safety in the Countryside Group'.

Resurfacing work was carried out at major sites such as the car park at Poppet Sands

5 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 tend to 'welcome' a high level of incident reporting.

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 above graph shows the types of incidents and severity of accidents recorded.

Major/3-day incidents

Again, no major incident this year and no incident causing an absence of 3 days or more.

Minor injuries/incidents

A combined increase – nothing in the data to identify whether this is due to increased reporting or an actual increase in number.

Hostile/aggressive incidents

No incidents reported.

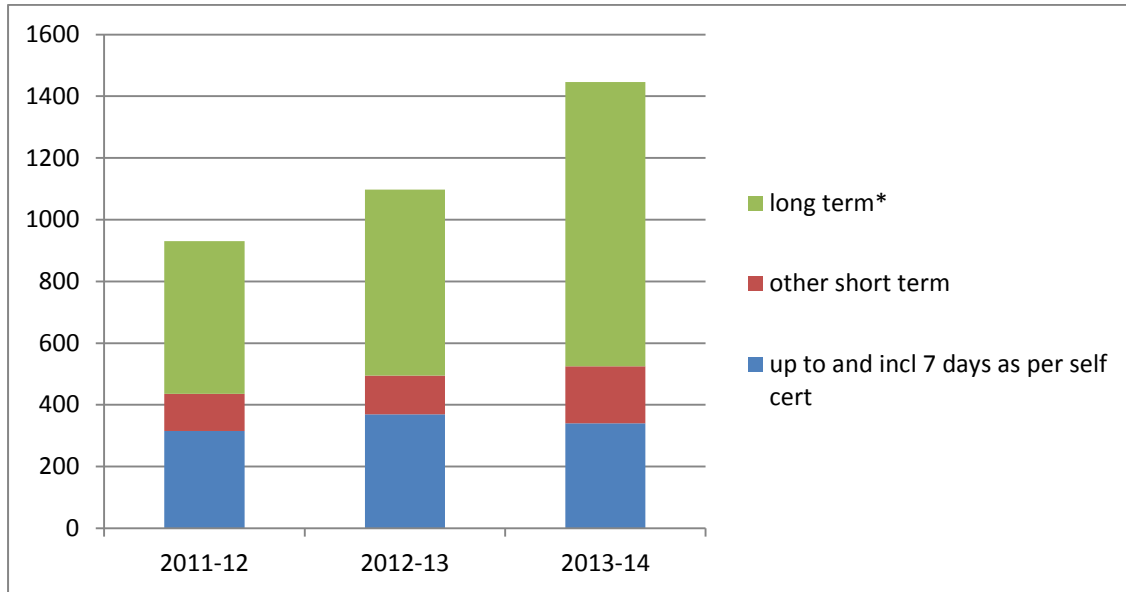
6 Health and Sickness

Sickness levels:

Sickness absence level in 2013-14 is significantly higher than it has been in recent years: a total of 1445 days: this compares with 1096 days in the previous year and 930 days in 2011-12.

Analysis of the data (graph A1) shows that the level of self-certificated and other short term absence is stable, but with a significant increase in long term absence.

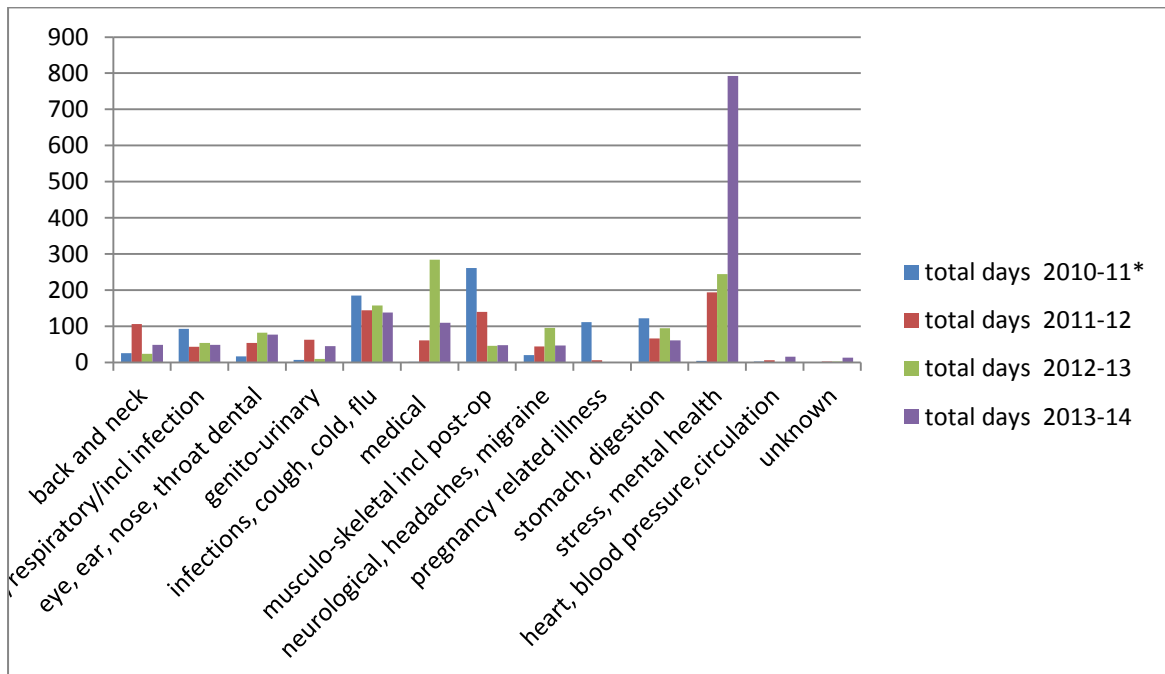
A1



*Long term absences are those over 4 weeks

Graph A2 shows that the increased absence is largely attributable to mental health issues. 7 employees were off work long term with depression, stress, anxiety etc. and a further 3 employees had short absences for these reasons (totalling 792 days). This compares with 6 employees in the previous year, totalling 244 days. The average length of absence has doubled.

A2



Further graphs are provided in the appendix. *2010-11 data is provided for comparison but is likely to be under-reported.

Use of Counselling/Helpline provision

11 employees benefited from counselling, 7 from the local service provider, 4 from the helpline. This is a similar figure to the previous year, but is an increase on figures from a few years previous, when numbers were as low as 3. Three of these employees were off work sick at the time of accessing support – 8 remained in work. Presenting problems can be multiple – of the 7 using the local service, 16

problems were given:

3 Marital/relationships

4 Work

4 Family

2 Loss

1 Trauma

2 Early Life

7 Other statistics

Other 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.

PCNPA is liaising with the Safety Officer at the Peak District NPA to develop better benchmarking.

This Authority continues to record a high relative level of accidents/incidents and this can possibly be regarded as a positive – the information gives us the power to implement reviews and improvements. However, when looking purely at accident data for staff (ie excluding member of public, volunteers etc), staff at PCNPA are recording over twice as many minor accidents as at Peak District. This may well be due to better reporting levels (the Peak District Safety Officer (who also advises South Downs and Northumberland) reports that he is interested in ways to ensure minor accidents and incidents/near misses, are reported), however, this is something to keep under review. See appendix for available data.

Obviously the number of major accidents (injuries) recorded by all NPAs is low, as it is for PCNPA – in fact, no major or 3-day absence accident here in 2013-14, and this is the comparator that really matters. If PCNPA was recording more major accidents than others, or if our trend alters, this will be a cause for review.

National data

HSE: accidents

Provisional data released by HSE in July 2014 reports the lowest ever recorded number of work fatalities in 2013-14 – 133 deaths (7 of these in Wales) and that the UK consistently records one of the lowest rates of fatal injuries to workers among the

leading industrial nations in Europe – although “any death at work is a death too many” (HSE).

In 2013-13 (the latest detailed data analysis available from HSE), the main causes of major injuries at work were slips and trips (43%) and falls from height (13%). The main cause of over 7-day absence was handling/lifting/carrying at 26%.

HSE: work related conditions

80% of new work related conditions (as self-reported in the Labour Force Survey) were either musculo-skeletal disorders or stress/depression/anxiety. Similarly, since 2005, an HSE surveillance scheme has collected reports of new cases of work-related ill health from a sample of around 300 general practitioners (GPs), and in 2012:

Musculoskeletal disorders were the most common type of work related illness. Mental ill health gave rise to most working days lost.

CIPD: sickness absence

The Chartered Institute of Personnel and Development (CIPD) Absence Report 2013 reports:

Absence rate:

8.7 days public sector (PCNPA rate = 8.9 days)

7.6 days private sector

2/3 of working time lost was due to short term absence (up to/including 7 days) – in PCNPA this was much lower at 24%

With 1/5 of working time lost due to long term absence (4 weeks or more) – in PCNPA this was much higher at 64%

CIPD comment that the public sector generally reports more long term and less short term absence.

8 Training and Learning

Practical land management skills

There was a focus last year on achieving a coherent and up to date set of skills across the restructured practical teams. This year’s activity has been the normal certification of new staff (including seasonal) and refresher training, with fewer courses attended and overall spend lower (£5000 in comparison to £12000 last year).

Courses run during the year covered the following areas

Number of trainees	Course
1	ATV
9	Brushcutter

1	Chainsaw
12	Hand held grinder
11	Manual handling
8	Pedestrian mower
2	other

First Aid

38 employees received first aid training during 2013-14 (compared to 34 last year)

Remote Emergency First Aid Level 2 – Outdoor 2 days	11
First Aid at Work Qualification	2
Annual Refresher	13
Emergency one day	12
	38

CIEH Level 3 Award Risk Assessment Principles and Practice

8 managers attained this award (5 at merit) which required a substantial written assignment. 4 others participated in the taught input.

Safeguarding:

On going programme to ensure that new staff working in relevant roles participate in the Pembrokeshire Safeguarding Children Board Tier 1 'Safeguarding Children' training – 40 Authority staff in total have undertaken tier 1.

Other

24 staff attended a half day course in dealing with Abusive and Threatening Phone Calls

46 staff (including colleagues from PCC and NRW) attended short awareness session regarding dangerous dogs.

“very useful, practical advice”

“excellent format – small groups, short session”

“realised that many of us encounter similar problems – and we have plenty of experience to share in house”

“don't be afraid of closing the conversation if it is unacceptable”

“will be able to put this into day to day use”

9 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.

The Technical Officer follows a programme for regular testing/monitoring the vibration levels of machinery as well as responding to concerns as and when raised.

Monitoring regimes have been established for specific risks (tree safety, Carew masonry).

2013-14 Action Plan

In reality, this is likely to be a 3-year action plan, with annual reporting

Objectives:

1. Active management of health and safety

Review the role of members of H and S group

Set and maintain levels of H and S learning/competence for senior managers, service managers, other managers, H and S group and all staff

Develop a framework and indicators of a positive health, well being and safety culture

Monitor reports of accidents/ near misses and absences and work with other NPAs and other appropriate organisations to develop a network for sharing information and statistics.

2. Promote ownership of health and safety

Embed team and property safety plans

Embed revised safeguarding arrangements

Raise awareness across all levels

Ensure that incidents are reported

Use HR system to support processes

Develop a protocol for accessing both in house and external specialist advice (such as civil engineering, waste, noise etc).

3. Ensure effective management of H and S plans, monitoring and records.

Establish centralised document management

Establish good routines

Monitor and support compliance

Risk priorities:

In future years, risk priorities will be identified from team and property safety plans, therefore these for 2014-15 are interim priorities that are not fully evidence-based.

1. Stress and other mental health issues
2. Lone working
3. Dogs
4. HAVS (Vibration)

Measuring Performance

These are interim measures – in future years, we will set measures related to our objectives and risk priorities

Our performance measures (PM) include what HSE refer to as leading and lagging indicators:

Lagging Indicators

PM 1: To have no incidents leading to major injuries or over 7-day absence

PM2: 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 staff member for the year.

Leading Indicators

PM 5: 100% of relevant staff are up to date with their DSE assessment

PM 6: At least 10% of location/calendar and emergency contact entries are randomly checked to ensure the contact information and location details are correct

PM 7: 100% of 'business' drivers (not casual drivers) undertake their safe driver session and/or refresher

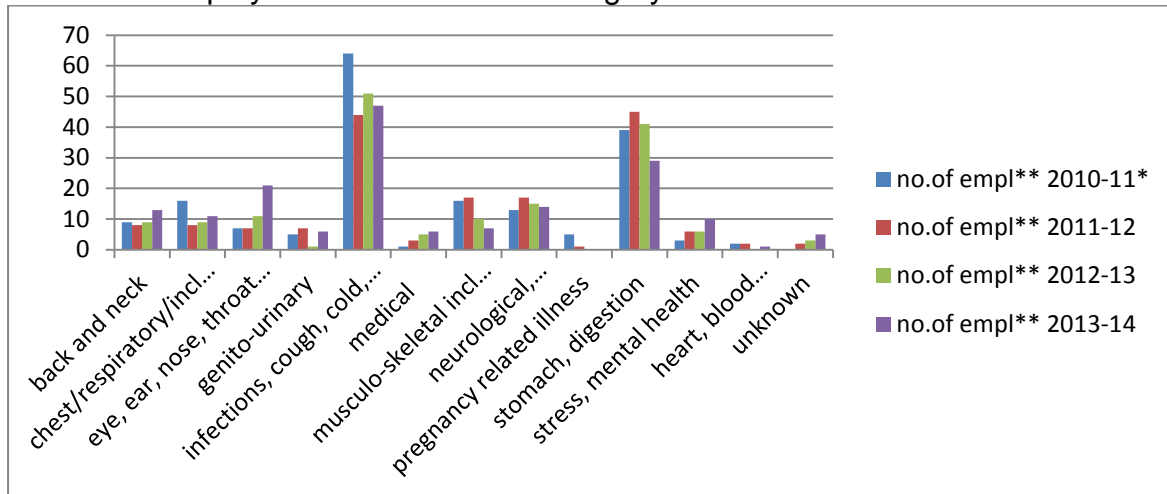
PM 8: 100% of staff who hit absence triggers are 'case reviewed'

PM 9: 100% of relevant staff are refreshed re HAVS awareness

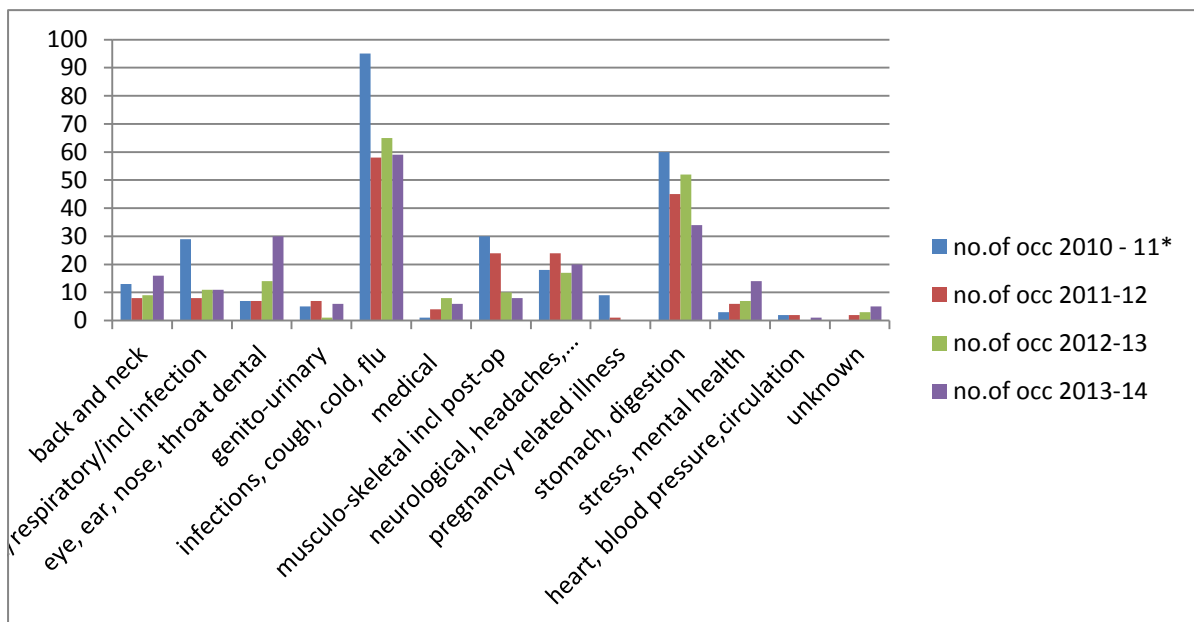
Health and Safety Group
October 2014

Appendix – Additional data

Number of employees absent in each category



Number of occasions recorded in each category



UK NPAs Accident/Incident Data

NPA	Accidents	Incidents	Total
Pembrokeshire Coast	26	21	47
Brecon	17	1	18
Snowdonia	19	1	20
Loch Lomond and Trossachs			17
Peak District	23	2	25

Appendix

Report from Head of Park Delivery regarding HSE inspection of Cilrhedyn Woodland Centre June 2013.

Background:

Cilrhedyn Woodland Centre is the largest of our three Warden and Ranger bases, it also houses a sawmill, carpentry workshop and drying shed. We purchase timber in the round and mill and process the wood to produce finished products. In combination it is a site where health and safety is of particular importance. The site was overseen by the newly appointed Coed Cymru Officer who had already been tasked with a review of the Health and Safety of the operations when we had an unannounced HSE visit.

HSE visit

This was followed at two weeks' notice by a full inspection on June 4th 2013. The inspection focussed on;

- Machinery guarding and operation,
- Fork lift and telehandler operation and maintenance,
- Dust, dust extraction and the ventilation system,
- Public access to the site,
- Staff training
- Stacking Timber

In general the inspection was very positive about the systems in place at Cilrhedyn – this was assisted by the fact that the workshop supervisor had arranged for a specialist inspection and update from Didac machinery skills trainers in Bristol less than a year before the visit. The inspectors did not issue any notices or formal instructions. NPA staff listed issues and suggestions which had been discussed, with a proposed list of actions. This was sent to HSE and followed up two months later with a report of progress. In each case a positive acknowledgement was received.

Work completed since the visit has included;

- Fitting some of the smaller machines into the main dust extraction system
- Providing a missing document that certifies the ventilation system
- Emphasising the importance of regular maintenance and refresher training for the fork lift and Merlo, along with obtaining better service records from the engineer
- Reviewing records and tracking of refresher training needs
- Formalising car parking arrangements for both staff and customers, with new signage for customers
- Providing further manual handling training

Further consideration is needed regarding the approach taken to risk assessment at the centre – currently generic operational risks have been assessed across all of the operations of the centre plus a safe card approach attached to each machine detailing the required actions to keep people safe when it is in use. Whilst the HSE inspectors did not fault this, it was an alternative approach to that which they would expect to see and therefore we need to review to ensure we can robustly justify the approach.