

## **REPORT OF PERSONNEL MANAGER**

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### **SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2012-13**

#### 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.

#### 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 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.

#### 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

Significant managerial resources are allocated to health and safety across various teams and posts, eg Area Warden Managers, Technical Officer, Building Projects Officer, Farm Conservation Officer, Centre Managers as well as the dedicated H and S Officer post (3 days per week within Personnel team) and the overall management of the Personnel Manager and Chief Executive.

#### Risk considerations

There are considerable H and S risks as regards staff and others affected by the Authority's activities – health, financial, legal and reputational risks. 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. Outcome 8 of the Authority's Corporate Strategy has 2 relevant indicators

- We maintain our position as a good employer
- The trend in the number of serious health & safety incidents is reducing

## 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 conservation and understanding outcomes 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 consider and 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**  
**2012-13**



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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 2012-13.

It refers to the relevant two indicators within Outcome 8 of the Authority's Corporate Strategy

- We maintain our position as a good employer
- The trend in the number of serious health & safety incidents is reducing.

### **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 Health and Safety Executive (HSE) reviewed its strategy in 2009 with an aim to be 'part of the solution' for businesses, rather than a constraint.

Key themes are:

<b>HSE strategic themes</b>	<b>What this means for PCNPA</b>
A renewed momentum to improve health and safety performance	Regular reporting to CMT  Benchmarking  Effective H and S management framework
Response to a wide range of risks – from more small businesses, from new sectors and new technologies, as well as traditional industries and long-standing risks.	Refer to HSE bulletins for updates  Broad representation on the H and S Group and Staff Reps to pick up issues across the organisation
Finding new ways of engaging workforces in workplace safety and health	Employee Wellbeing group have used a range of participation and health promotion tools  Use of team meetings and staff meetings
Business and public sector leaders who understand the business benefits of a practical approach to health and safety rather than a focus on compliance.	H and S is positioned within the HR service  Annual reporting to members across a broad range of activity
We need to regain the value of the brand for what is real health and safety and challenge its devaluation as a synonym for unnecessary bureaucracy and an excuse for not doing things.	Maintain an informed but practical approach underpinned by robust systems and procedures

### **HSE Myth busters**

Throughout the year, the HSE have ‘blogged’ a ‘myth busters challenge panel’ where they deconstruct some of the occasions where H and S has been used as the reason not to do something – showing that usually there are other reasons behind decisions or that organisations have become over-cautious about hazards.

### **Legislation**

During the year there were changes to the RIDDOR and First Aid at Work regulations. HSE will be consulting on the following during 2013-14:

- COSHH
- Managing and Working with Asbestos
- Control of legionella

- Workplace Health, Safety and Welfare.

## 4 2012-13 Actions

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

1. Comprehensive and coherent site risk assessments at all our key sites – good progress made in reviewing these during the year, and has carried over into 2013-14. This has involved staff across various teams.

A monitoring and reporting process was put in place regarding masonry falls at Carew, following reports of incidents. This involved staff across various teams.

Coast Path safety statement was updated and reissued (NTO).

2. Tree Safety Policy: was approved by CMT in January 2012; tree safety awareness and inspection training was provided to 17 staff; tree survey work underway. This has involved staff across various teams.

Database for tree survey and property risk assessment has been established within Delivery team to ensure management can access centralised records.

3. Skills review was carried out across practical work teams followed by relevant training to update experienced staff and train new staff. Technical Officer and Area Managers in Delivery heavily involved.
4. Livestock handling reviewed and refreshed: training, PPE (head protection), equipment (hurdles).

Other:

- 8 defibrillators were purchased and put in place across the Authority's sites.
- The careline 'emergency phone' system was put in place to support other lone working processes.
- Low key events for 'national stress awareness day' and responsible alcohol use were held.
- A very successful Comic Relief Bike Ride took place in March.
- The Authority signed up to the 24hour staff helpline on the back of the Welsh Public Sector contract, in November.
- The Employee Wellbeing Group 'got into its stride' in September.

Actions for further progress:

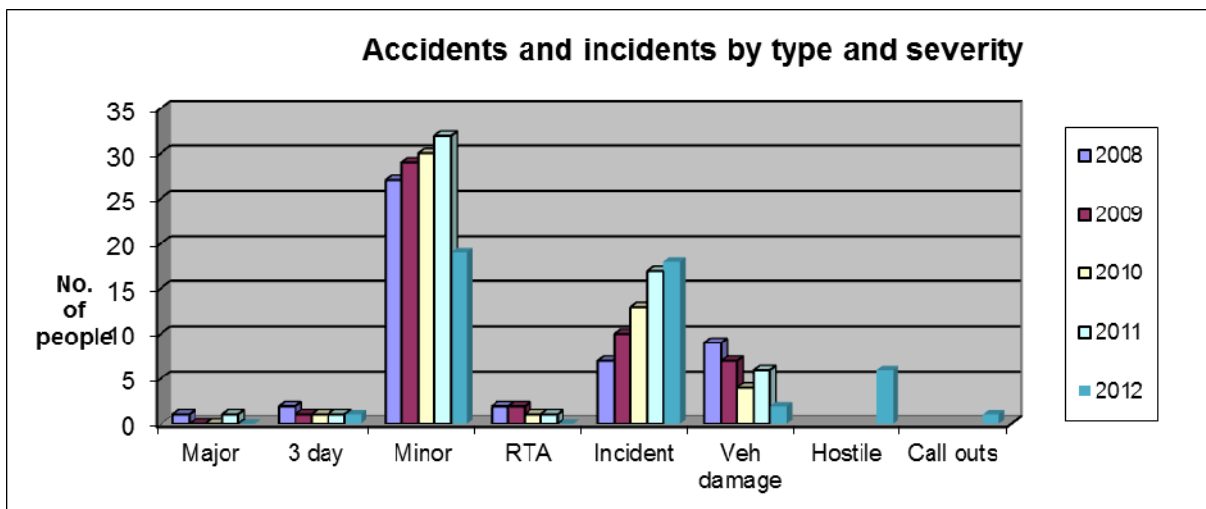
Set up process to allow information about potential 'difficult people' situations to be available across teams – this task has not been completed due to long term absence.

To use the new personnel software as a tool for disseminating the H&S message and for setting up workflows - major benefits will be seen in coming months.

Building relationships with other NPAs to develop a network for sharing information and statistics – each Authority resources the H and S function differently eg some use consultants, some have specialist officers some don't – therefore it has not been straightforward to establish this and has been delayed by absence.

## 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. All incident and accident reports are acted upon, in the first instance by the line manager and then the H&S Adviser or Technical Officer may get involved as necessary. Management team also 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.

Hostile incidents and out of hours callouts will be shown as a category in the future.

### Minor injuries

2012-13 saw the lowest level of minor injuries reported and the highest level of incidents – given that incidents are a 'warning' of a hazard which results in no injury, this is a positive trend!

Slips, trips and falls remain a common reason for injury and a commonly reported

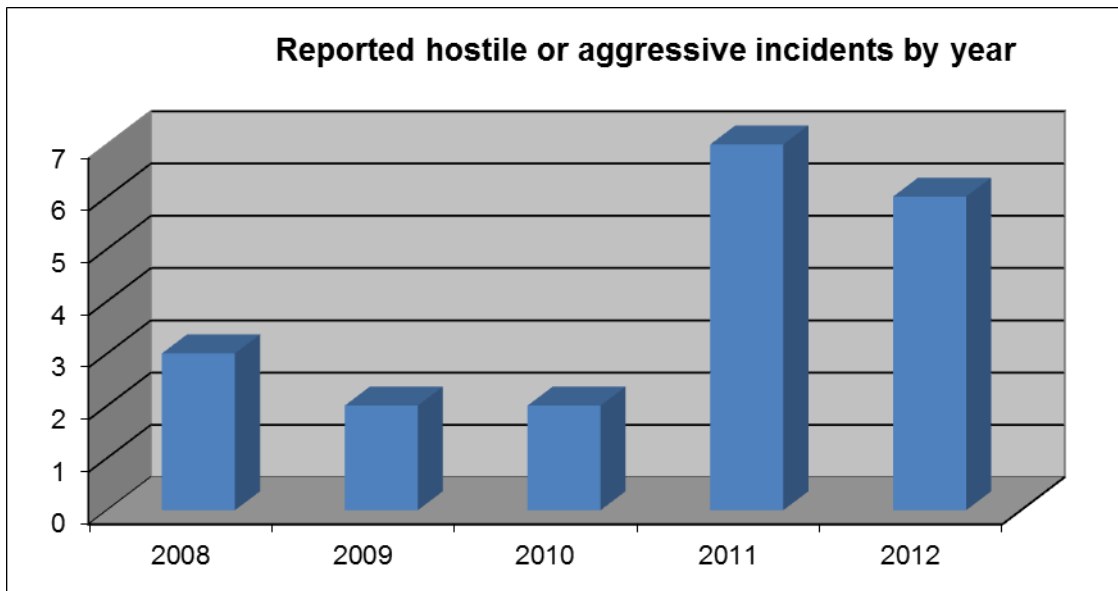
incident - see also national data later in this report. The number reported in 2012-13 for the Authority was the lowest for the past 5 years.

### Vehicle damage

Incidents of vehicle damage peaked in 2007. An on-going programme of driver awareness training and follow ups after such incidents has contributed to a general reduction in numbers since 2007 – down again this year after a ‘blip’ last year.

### Hostile/aggressive incidents

The large increase in reported incidents last year results from a greater level of reporting arising from the Authority’s interest in this area of risk rather than an increase in the number of incidents. Last years’ annual report included action taken in relation to this risk in terms of sharing of information and conflict management training – and the figure has fallen this year.



## 6 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.

This Authority continues to record the highest level of accidents/incidents and this can actually be regarded as a positive – the information gives us the power to implement reviews and improvements.

Obviously the number of major accidents (injuries) recorded by all Authorities is low, as it is for PCNPA – in fact, none recorded in 2012-13, 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**

Note: data taken from HSE report. 2012-13 data will not be available until later in October.

HSE report that in 2011-12, 173 workers were fatally injured at work. In Wales, 18 workers died (the 4<sup>th</sup> highest figure of the 11 regions in UK). UK fatalities are mostly in construction, agriculture and waste/recycling.

Employers reported 22,433 major injuries (mostly from slips and trips and falls from heights) and 88,731 injuries leading to absence from work of over-3 day (handling/lifting/carrying and slips/trips).

The level of self-reported work-related illness overall has been falling since 2007-8, although the level for stress/depression/anxiety shows less of a fall.

## **7 Training and Learning**

### **Practical land management skills**

With the changes in delivery of practical work resulting from the organisational restructuring in winter 2011, there was a focus during 2012-13 to ensure a coherent and up to date set of skills across the new teams. This resulted in twice as much training activity as last year at a cost of nearly £12,000 (half the overall training budget).

Courses have been run during the year covering the following areas

- Conservation Grazing in Practice – 12 candidates
- Telehandler – 2 candidates
- 4X4 off-road driving – 8 candidates
- Pedestrian mower (rotary & flail) – 7 candidates
- Chainsaw C.S 30+31- 1 candidate
- Brushcutter – 2 candidates
- Brushcutter update for experienced staff – 7 candidates
- Powered Pole Pruner – 7 candidates
- Trailer towing – 2 candidates
- Cable avoidance training – 11 candidates
- Tree safety assessment training – 17 candidates

Of special note are:

- a) the conservation grazing course, which has enabled the area warden teams to look after the care and transportation of livestock in their area (this task



- was new to them from the restructuring) rather than a specialised team covering the whole Park area, helping to reduce costs and carbon footprint.
- b) tree safety assessment training, which supports the new policy.

## First Aid

34 employees have received first aid training during 2012-13 (compared to 26 last year)

Remote Emergency First Aid Level 2 – Outdoor 2 days	7
First Aid at Work Requalification – 2 days	4
Annual Refresher ½ day	3
Emergency one day	20
	34

## 8 Monitoring

Monitoring is carried out on both a proactive and reactive basis. 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. Both the Technical Officer and Health and Safety Adviser carry out monitoring while out and about on site.

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

## 9 2013-14 Action Plan

### Reviews:

Carry out a review of the H and S management framework (the interrelationship of risk assessments and safecards; of risk assessments and maintenance plans; possible need for central document management etc) and ensure management regimes support the framework.

Complete an in-house review of Health and Safety at Cilrhedyn (this was underway when HSE inspectors called for an unplanned inspection in June 2013 – to be reported next year).

Review Portable Appliance (PAT) testing routines to ensure our response to requirements is proportionate.

### Legislation

Follow up any legislative changes arising from the HSE consultations mentioned earlier.

**Tree safety**

Monitor the implementation of the Tree Safety Policy to ensure it is fit for purpose in operation.

**Driving**

Review our driver awareness provision and ensure we deliver ongoing sessions for new staff (mandatory) or refreshers when requested.

Ensure that staff can access up to date guidance and details of what is expected of them through a framework of 'checks' and a drivers' handbook.

**Other**

Refresh safety guidance re manual handling via newly commissioned training sessions in order to prevent accidents, injury and promote good back care.

Introduce consistent out of hours call out procedures for all alarmed sites.

Provide staff with expert guidance on Handling Dangerous Dog incidents in order to keep staff safe.

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

**Carried forward from last year**

Set up process to allow information about potential 'difficult people' situations to be available across teams

To develop use of the personnel system to support H and S practices

Work with other NPAs to develop a network for sharing information and statistics.