REPORT OF PERSONNEL MANAGER

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2014-15

Purpose of Report

This report informs members about the issues and activities relating to health and safety management and practice in the Authority during 2014-15 and looks forward to 2015-16.

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.

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)

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

Author: June Skilton Personnel Manager
Consultees: PCNPA H and S group and therefore staff; Leadership Team

| PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

**HEALTH AND SAFETY ANNUAL REPORT
2014-15 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 2014-15 in terms of issues and activities relating to health and safety management and practice across the Authority.

Section 2 provides performance reporting for 2014-15 and sets out risk priorities and plans for 2015-16.

Guiding principles and statutory duties

The Authority approved revised Health and Safety Policy and Arrangements in March 2015. 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.

Section 1 Annual Report 2014-15

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 weekly HSE bulletins and monitor updates and consultations at the quarterly Health and Safety (H and S) meetings.

The HSE provide regional areas of concern with three being highlighted in Wales in 2014-15: falls from height, injuries from poorly guarded machinery and workplace transport.

Legislation

During 2014-15, the HSE continued to update Approved Codes of Practice (ACoPs), such as Work Equipment (PUWER – Provision and Use of Work Equipment regulations) and Lifting Equipment (LOLER – Lifting Operations and Lifting Equipment Regulations) along with others not relevant. There was a legislative update relating to Construction and Design.

Relevant Officers have/are considering these updates.

Officers have not identified any significant relevant HSE consultations ahead in 2015-16.

1.2 2014-15 Actions

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

In last year's annual report, Members approved an action plan with 3 key objectives, 4 interim risk priorities and a set of interim performance measures (whilst reporting on the plan is annual, the plan is a 3-year plan to 2016-17).

Three 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.

Four Risk Priorities:

1. Stress and mental health issues;
2. Lone Working;
3. Dogs and

4. HAVS (Hand Arm Vibration Syndrome)

Note: A detailed report on progress on the objectives, actions in relation to the priorities along with performance against the measures is set out in Section 2.

Highlights for the year have been:

- Developing and introducing a revised H and S Policy and Arrangements;
- Introducing a revised role description for H and S Group representatives and integration in to team management processes;
- Approving and disseminating guidelines for managers relating to Property, Team and Rights of Way;
- Approving a Safeguarding (children and vulnerable adults) policy, with ongoing awareness process in place;
- Implementing checking regime under Disclosure and Barring Scheme
- Reviewing the risk assessment process to introduce a risk rating matrix.
- Commissioning a noise assessment at Cilrhedyn;
- Commissioning a review of the Authority's approach to managing Hand Arm Vibration Syndrome (HAVS) issues;
- Reviewing and updating all machinery risk assessments;
- Researching and trialling electric kit (eg hedge trimmers);
- Beginning a cascade process of mental health awareness;
- Delivering a legionella awareness session to 15 property managers and staff;
- Over 80 attendances on practical/machinery courses;
- Successfully integrating the trainee programme;
- Introducing revised First Aid at Work arrangements;
- Continuing active membership of the Pembrokeshire Wildfire Group.

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 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 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. The table in section 2 lists the H and S accidents/incidents/near misses and separates them from the non- H and S records. This format will follow for future years.

Incidents/Accidents data includes visitors/public/contractors etc as well as employees.
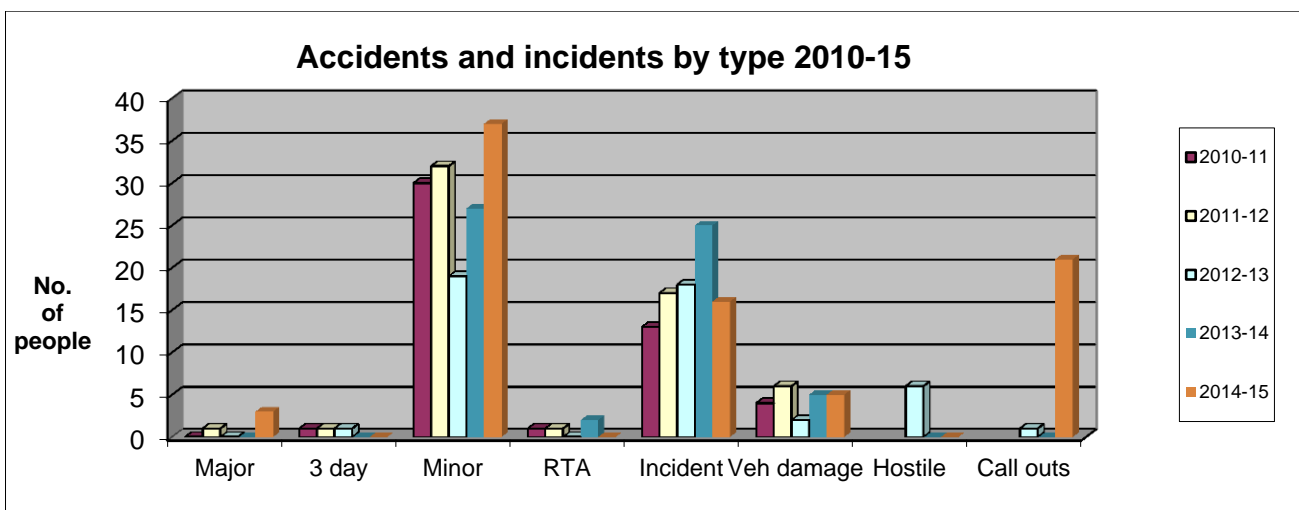
Notes:
The call out data is a result of starting to use the system for recording these and for triggering subsequent administration processes.

Specified injuries (previously termed major) and/or over 7 days absence:
Three incidents fall under this category:
- A work related incident occurred during last part of 2014-15 which resulted in an absence from work some weeks later; this was a reportable incident which was reported in 2015-16;
- an over-7 day absence resulting from an incident at the work site and
- an over-7 day absence resulting from an injury which may have occurred at work some time previously.

Minor injuries/incidents
There is a recorded increase in minor injuries – these range from members of the public scraping their hands on stonework to employee slips and trips and manual handling issues. Managers have commented that staff seem more forthcoming with incident reporting and therefore this may be an increase due to reporting – the reporting of 9 'near misses' supports this possibility. However, there are significant numbers of employee minor injuries occurring which warrants further attention in terms of awareness and monitoring. Of the 49 incidents recorded, 33 involved staff and 4 volunteers, the remainder were members of public.

Accidents and incidents by person affected
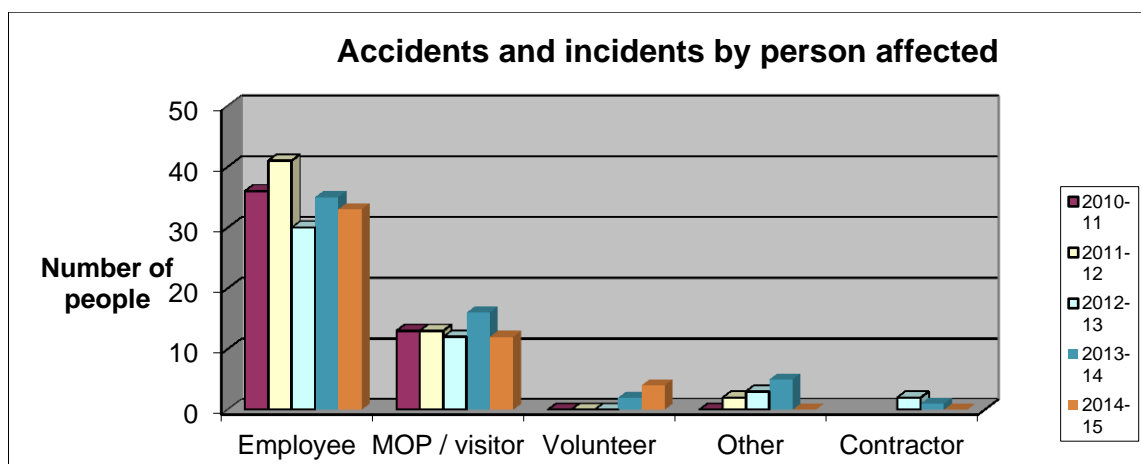
Note in 2014-15 only H and S incidents are recorded by 'person affected' excluding call outs etc

1.4 Health and Sickness

Sickness levels:

It was noted last year (2013-14) that the sickness absence level was significantly higher than it had been in previous years, due to an increase in long term absences which were largely attributable to mental health issues.

Absence in 2014- 15 has dropped back again to just below the 2012-13 level, with short term absence levels remaining fairly stable but with a reduced long term absence. 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 temporary staff.
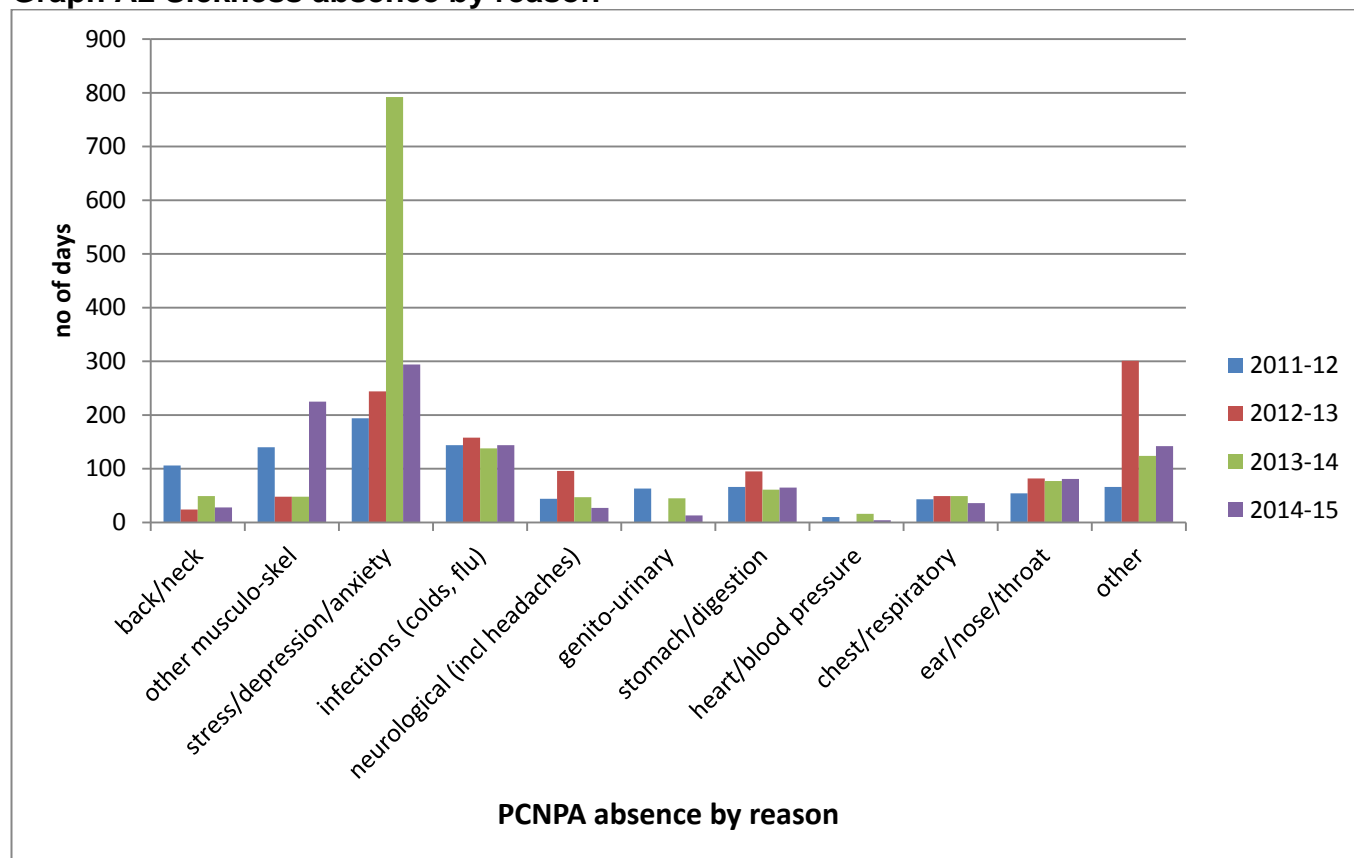
Graph A1 Short/long term absence
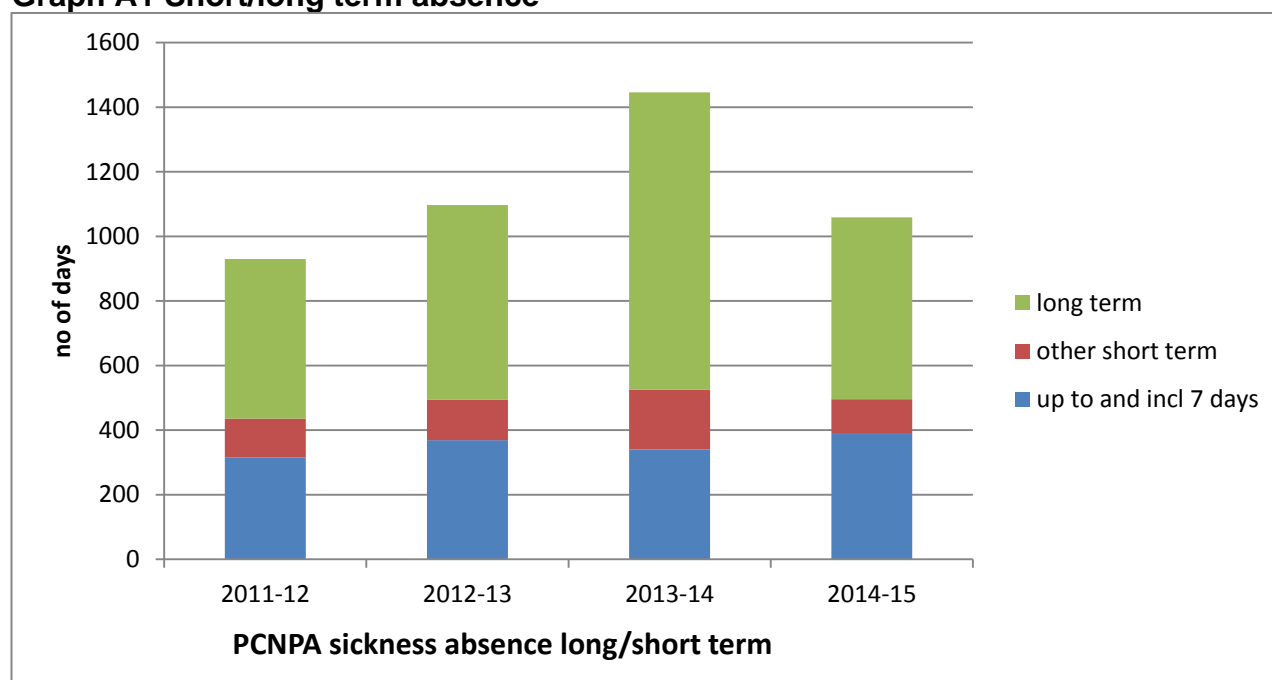
*Long term absences are those over 4 weeks

Graph A2 shows the spike in mental health absence last year, with a small spike in musculo-skeletal absence in 2014-15. There were 2 long term absences in this category in 2014-15.

Graph A2 Sickness absence by reason

Costs of Absence

As an indicative figure, based on the median salary paid in the Authority, the cost of absence in 2014-15 was £70,487 (which is 1.8% of total employee 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 5 new referrals during 2014-15, one of these in relation to a potential work-related condition.
21 health screenings of new employees were carried out.
There were 9 appointments with the OH consultant or adviser.

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 and a 24 hour helpline. In 2014-15, 6 employees benefited from counselling, 3 from the local service provider, 3 from the helpline (2 of these were telephone based). This is a lower figure than the previous year (11), but is higher than some previous years, when numbers were as low as 3 (although this is pre-helpline).

A further 4 employees used the helpline for telephone advice and good feedback has been received about this.

Whilst employees mostly presented with depression or anxiety, presenting problems are multiple – work issues were raised by 2 employees along with life events, loss, relationships, trauma, early life events.

The contract for the helpline service is part of the Welsh public sector procurement service, and is due to be re-tendered in 2015.

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.

This Authority continues to record a high relative level of accidents/incidents; some authorities have actions planned to improve reporting levels especially near misses. Officers know of RIDDOR-reportable incidents in at least 3 other authorities in 2014-15.

National data

HSE:
HSE reported 142 deaths in 2014-15 (9 of these in Wales) following the lowest ever recorded number of work fatalities last year.
The most frequent causes of injury at work are: manual handling and slips and trips. The top 2 risks cited by employers are: dealing with difficult people and manual handling.
There are higher rates of workplace injury in manual occupations and for less experienced workers.
Overall, UK performance is better than many other European countries in key outcome areas and in H and S management.

HSE: most significant work related health conditions are work related stress, musculo-skeletal, skin and asthma. The estimated number of new cases of stress, depression or anxiety has remained broadly flat for more than a decade.
Long latency conditions are asbestos related, other respiratory, hearing loss, cancers and vibration-related.
Vibration-related: caused by hand held power tools, workers in construction, foundries, and manufacturing most at risk. The number of new claims has been declining over the years.

CIPD: sickness absence
The Chartered Institute of Personnel and Development (CIPD) Absence Report 2014 reports:

Absence rate:
7.9 days public sector (PCNPA rate = 8.1days)
6.6 days private sector

In private sector, 14% of absence is long term, 27% long term in public sector – in PCNPA this was 53%. CIPD report that long term absence is a particular feature of public sector.
Work related stress and musculo-skeletal were major issues in public sector, in private sector, minor illnesses were a concern, with stress lower down the list (stress not traditionally a feature in manufacturing).

Other Authorities

Sickness absence:
The rates reported by other National Park Authorities vary considerable, see graph. Some authorities have reported no long term absence in that year, some authorities have differently constituted workforce, many have seen significant staffing cuts.

Officers will research further to see what can be learnt from other authorities.

NPAs sickness absence2014-15
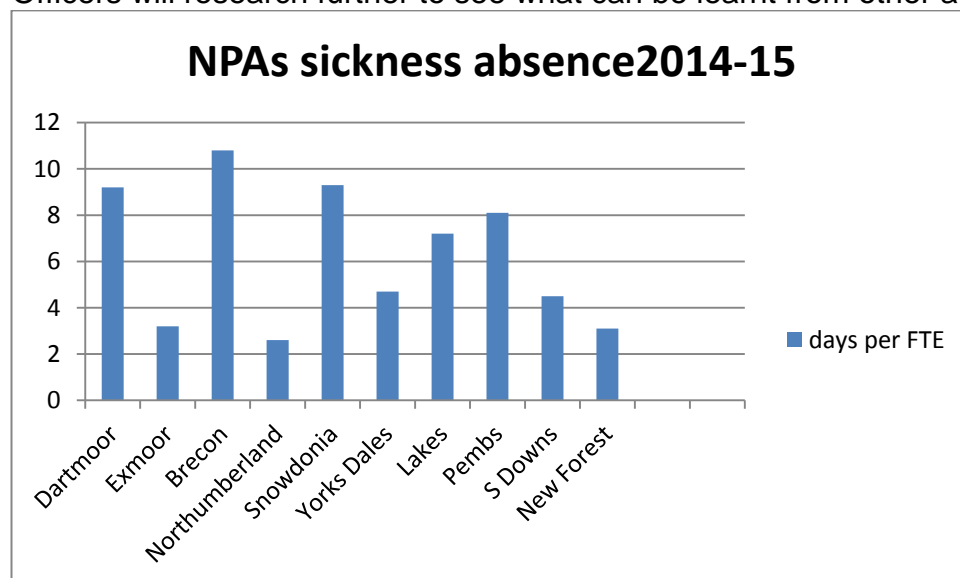
Pembrokeshire County Council report a rate of 10.2 days per FTE, with musculo-skeletal and mental health/stress as leading reasons.

1.6 Training and Learning

Practical land management skills

2014-15 has seen 81 attendances (44 last year) on practical training courses, which includes the 5 x Skills in Action Trainees. This training accounted for 40% of the total training spend as well as the Trainee project budget. Much of this training is refresher training for experienced staff, that is regular (usually 5 year) refresher-updates of skills plus the trainee programme.

Training during the year covered the following areas:

Number of attendees	Course
3	ATV (All Terrain Vehicle)
15	Brushcutter
4	Chainsaw
2	Plasma tower
4	Clearing saw
8	Pedestrian mower
6	Ride on mower
4	4 x 4 off road driving
17	CAT (Cable Avoidance Tool) and Genny
2	Woodchipper
3	Dealing with windblown trees
1	Safe Use of pesticides
5	Manual handling
5	IOSH working safely
2	Trailer
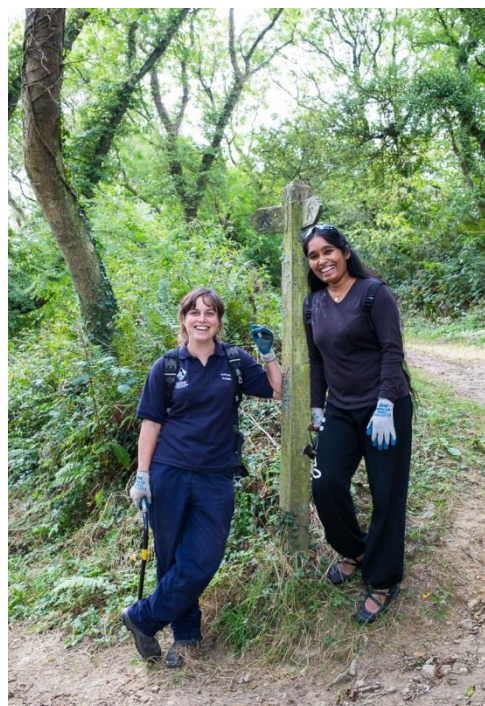
Some feedback from participants:
"experience in using 4 x 4 vehicle off road in various situations is a vital skill for land management work, the off road course was great!"
"reminds you of useful things even though using the machine safely is something we do all the time"
"updated on a number of forgotten useful maintenance tips"

First Aid

47 employees received first aid training during 2014-15 (compared to 38 last year), including trainees.

Remote Emergency Care	12
First Aid at Work (FAW) Qualification (3 day)	2
FAW requalification	6
Emergency First Aid at Work (1 day)	8
Annual Refresher	19
	47

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 – 39 current Authority staff in total have undertaken tier 1. During 2014-15, the Authority's lead officer and deputy attended both Tier 2 and training on 'dealing with allegations'. A further deputy lead officer will attend Tier 2 in 2015. Lead Officers provided awareness sessions for all teams across the Authority.

Other
15 property managers and operational staff attended a half-day session about Legionella

12 staff including many members of H and S group attended a day's Personal Resilience session as a pilot programme

2 members of H and S group attended launch day of local IOSH[1] branch

Head of Park Delivery attended a Visitor safety in Countryside Group workshop.

10 managers attended Safer Recruitment training (safeguarding).

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 (tree safety, Carew masonry). An officer group has been established to oversee the monitoring of staff and volunteers delivering the education and activity programmes and to review the monitoring mechanisms.

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[1] Institution of Occupational Safety and Health

Section 2 Performance reporting and action planning

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1. **Objectives: Progress Report 2014-15 and Action Plan 2015-16**

2. **2014-15 Risk Priorities: actions undertaken**
3. **2014-15 Performance measures (lagging and leading indicators)**

4. **2015-16 Risk Priorities: actions planned**
5. **2015-16 Measuring performance**

6. **PCNPA incident data 2014-15**

1. Objectives: Progress Report 2014-15 and Action Plan 2015-16

Objective	2014-15 Progress	2015-16 Plans
Active management of health and safety Review the role of members of H and S group	New policy approved	To set up a project group and engage a consultant to prepare a Visitor Safety Plan
Set and maintain levels of H and S learning/competence for senior managers, service managers, other managers, H and S group and all staff	Revised role of H and S group reps in place, integrated in to team management processes.	IOSH Managing Safely Course to be trialled with view to rolling out (team leaders, H and S reps)
	Formalised requirements for team, property and ROW safety in place	To source a 'Leading Safely' course for CMT
Develop a framework and indicators of a positive health, well being and safety culture		Leadership team to use either the LGA Effectiveness Matrix or the HSE Plan, Do, Check, Act checklist to benchmark current position and identify areas for priority action.
Monitor reports of accidents/ near misses and absences and work with other NPAs	Sharing of comparative data ongoing, no progress with developing agreed set of indicators	H and S group to use the HSE Diagnostic Tool to

Objective	2014-15 Progress	2015-16 Plans
and other appropriate organisations to develop a network for sharing information and statistics.		benchmark current H and S culture and plan actions arising Review mechanisms (such as the injury incidence rate) for benchmarking incident/injury data Review first aid training provision Review approach to monitoring and refreshing machinery skills and competence Investigate lower absence levels recorded by some NPAs to see what can be learnt.
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).	New H and S and Safeguarding policies make clear where responsibilities lie. Safeguarding: checking regime under DBS with updates established, presentation at staff meeting; team awareness sessions carried out, action plan for safer recruitment commenced. H and S issues have been included in the 'toilet door' poster campaigns	H and S group working on initiatives to improve communication and awareness To introduce the British Safety Council introductory leaflet at induction IOSH training will help gain commitment to this H and S session at October staff meeting Every team to complete a team safety plan. Actions within the Safer Recruitment action plan to be completed. To source a 'working safely' course for practical staff

Objective	2014-15 Progress	2015-16 Plans
Ensure effective management of H and S plans, monitoring and records. Establish centralised document management Establish good routines Monitor and support compliance	Centralised management of guidance etc established, needs to bed in	Internal Audit July 2015 IOSH training will help gain commitment to this and will lead to changed management regimes Audit the integration of H and S involvement at team meetings (H and S rep role, team safety plans) Complete HAVS review and implement recommendations Commence a review of the suite of safecards

2. Risk Priorities 2014-15

	Actions Undertaken
Stress and other mental health issues	Renewed existing Helpline contract Worked with WWAMH[2] to develop programme of awareness, with several sessions scheduled for 2015
Lone Working	Introduced random location checking 36 staff signed up to Careline
Dogs	Guidance drafted, not yet issued
HAVS	Consultancy engaged and project underway in 2014-15, initially data collection Purchased different kit 1 x referral to Occupational Health HSE awareness leaflet distributed

3. Performance Measures 2014-15

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

Lagging Indicators	2014-15
PM 1 To have no incidents leading to major injuries or over 7-day absence	3 incidents resulting in over-7 day absences
PM 2 To have fewer than 3 incidents leading to over 3 day absence	3
PM 3 To have fewer than 3 cases of work related ill health, including work related stress	1 tbc
PM 4 To have fewer than 8 days of sickness absence per staff member for the year	8.1 days

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[2] West Wales Action for Mental Health

Leading Indicators	
PM 5 100% of relevant staff are up to date with their DSE assessment	98.8% (1 outstanding out of 86)
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	Checking was carried out on 6 occasions, with 43 individual checks
PM 7 100% of 'business' drivers (not casual drivers) undertake their safe driver session and/or refresher	97.3% (2 outstanding out of 73)
PM 8 100% of staff who hit absence triggers are 'case reviewed'	underway
PM 9 100% of relevant staff are refreshed re HAVS awareness	100% (HSE leaflet issued Nov 2014) HAVS project underway since Feb 2015

4. Risk Priorities 2015-16

Risk Priorities 2015-15	Actions Planned
Work pressure	Identify work pressure points, including personal safety/difficult people, to inform future actions Review costs of revised helpline provision under Welsh procurement contract and to maintain if possible Arrange a series of mental health awareness sessions for staff, leadership team, H and S group, team leaders Arrange an introductory session in Mindfulness
Sedentary behaviour	Arrange staff awareness sessions Carry out poster campaign and other publicity Collect data: how sedentary are people, what are the barriers to 'sitting less/moving more'
Manual handling	Develop a framework for assessing work involving manual handling and support with appropriate training/awareness
Use of Vibrating machinery	Review and implement recommendations from consultant's report Hold a Staff awareness session

5. Measuring Performance 2015-16

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: Health surveillance in place for 100% of staff exposed to vibration |
| PM 7: Sedentary behaviour data has been collected for 100% of desk-based staff |
| PM 8: 100% of staff have access to helpline |
| PM 9: 100% of staff who hit absence triggers are 'case reviewed' |
| PM 10: 100% of teams are covered by a current safe working plan |
| PM 11: 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 |
| 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 |

6. PCNPA Incident data 2014-15

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.

This table lists the H and S accidents/incidents/near misses and separates them from the non- H and S records. This format will follow for future years.

H and S Incidents	minor/ under 3 day	3 day and over*	Row Totals
Contact with moving machinery or material being machined	2		2
Hit by moving, flying or falling object	3	1	4
Hit by a moving vehicle			
Strike against something fixed or stationary	5		5
Injured while handling, lifting or carrying	7		7
Slipped, tripped or fell on the same level	9	1	10
Fell from a height up to and incl 2 metres	1		1
Fell from a height over 2 metres			
Trapped by something collapsing			
Drowned or Asphyxiated			
Exposed or in contact with a harmful substance			
Exposed to fire			
Exposed to an Explosion			
Contact with electricity or an electrical charge	1		1
Injured by an Animal	1	1	2
Physically assaulted by a person			

H and S Incidents	minor/ under 3 day	3 day and over*	Row Totals
Verbally assaulted by a person	1		1
Near Miss	n/a	n/a	9
Another kind of accident	7		7
Column totals	37	3	49
Other Incidents			
Call outs to property and similar	n/a	n/a	21
Vehicle damage	n/a	n/a	5
Safeguarding	n/a	n/a	0
Other Incidents			7
Total	n/a	n/a	33

RIDDOR*	Number of	Type of Accident
Specified Injury		
Over 7 day absence injury	1	Hit by object Reported in 2015-16
Reportable Disease		
Dangerous Occurrence		
Fatality		
Over 3 Day *please note no longer reportable*		

Who involved H and S incidents only	No of Incidents
Employee	33
Visitor/member of Public	12
Volunteer	4
Contractor	0
Other	0
Total	49