

REPORT OF HUMAN RESOURCES MANAGER

SUBJECT: HEALTH AND SAFETY UPDATE

Incidents and Accidents – April, May, June

A summary of Incidents during the period is presented below:

ID	Summary	Action Taken
Castel Henllys		
917	Emergency call out due to Intruder alarm in Foyer activated at 2:15am on 14 April 2020. Cause of alarm was faulty PIR.	PIR to be replaced. Fault resolved.
Llanion		
918	Intruder alarm activation at 11pm on 10 June 2020 as a result of a faulty door sensor on the boiler room door.	Fault resolved during bi-annual alarm service, which took place immediately after incident.
Oriel y Parc		
919	Fire Alarm triggered at 8pm on 23 May 2020. Fire Rescue Service in attendance. A report was made by the Chief Fire Officer who concluding there to be no fire risk.	The Fire Sensor responsible for the false activation was air pressure cleaned. Fault resolved.

There were no RIDDOR reportable Incidents or Accidents during the period.
 There were no Incidents or Accidents reported by staff Home Working during the period.

Corporate Health Standard

A draft Action Plan (for accreditation against the Bronze Corporate Health Standard) is near completion before consultation with management, staff and relevant Committee members from July onwards.

Safeguarding

Under PCNPAs duty to protect young children and vulnerable adults, the Authority is required to ensure officers undertaking specific roles undertake Safeguarding training. In April 2020, the Authority took the decision to require all staff to complete Level 1 Safeguarding training, to raise awareness and understanding amongst all staff and not just those working directly with young children or vulnerable adults. 75% of staff have, so far, completed the training during the current lock-down and staff feedback has been relatively positive.

Coronavirus COVID-19

PCNPA Officers have, during June, been preparing a Recovery Plan to support the Authority's re-opening to the public, based on a phased approach. Committee Members will be provided with a verbal report, following internal approval of the Plan. Staff and Union Representatives will also be consulted.

The next phase of Recovery Planning will be to ensure Risk Assessments are updated to incorporate measures to mitigate risks posed by Covid-19. These are already being worked upon by managers and staff.

Staff welfare remains a key priority for both staff furloughed through the Government's Job Retention Scheme and those continuing to work from home.

Prior to lifting lock-down for the Authority a plan will be drawn up to manage the unfurloughing of staff, ensuring they are fully briefed on the health and safety measures put in place and addressing any concerns staff may have about returning.

Recommendation: Members are asked to NOTE this report

(Further information is available from the Kelland Dickens, Human Resources Manager, on 01646 624825 – email kellandd@pembrokeshirecoast.org.uk