

## **Report of Head of People Services**

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### **Subject: Health, Safety & Wellbeing Quarterly Report**

#### **1. Incidents & Accidents**

Reported Incidents and Accidents in first quarter of 2025 can be found in the table in Appendix 1.

Of the 18 incidents reported in the first quarter of 2025, 9 involved vehicles and the costs for those incidents to date are in excess of £17,000. A subgroup of the Health and Safety Group has been formed to review and revise the Drivers Handbook and to make recommendations re staff training in the driving and handling of vehicles, transport of goods tools and items of small plant. As a direct result of the incident involving the Hilux vehicle and insecure load bespoke mandatory training is being designed for approximately 30 staff and this training will be delivered in June 2025.

Regarding those incidents involving the abuse of staff, training is being sourced on dealing with difficult conversations, conflict resolution. Customer Services training has been identified for staff who are the first point of contact with members of the public and are occasionally subject to abuse and confrontational language.

#### **2. Health and Safety Group**

The latest Health and Safety Group minutes are attached from the meeting on 8 April 2025.

#### **3. Health and Safety Internal Audits**

We have received the draft Internal Audit Report for Accident, Incident and Near Miss Reporting and Investigation. The two recommendations contained within the report are being considered. These relate to capturing the date that the incident, accident or near miss are reported to HR and the improvement of internal investigation processes and improvement actions.

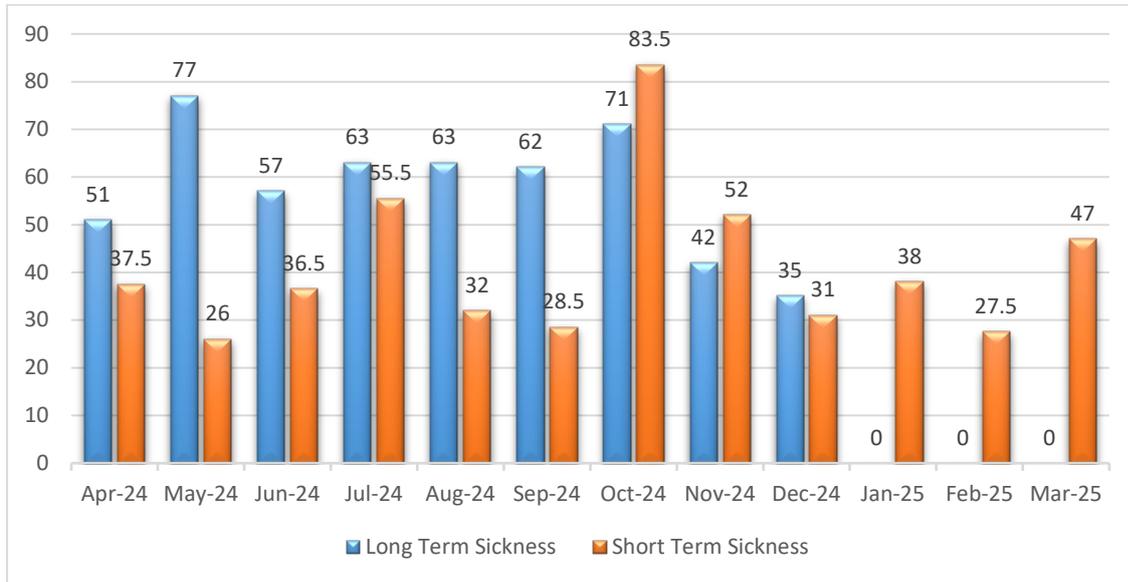
#### **4. Lone Working Policy**

The Lone Working Policy has been tabled for the next Staff Representatives meeting on 8 May 2025

#### **5. First Aid Policy**

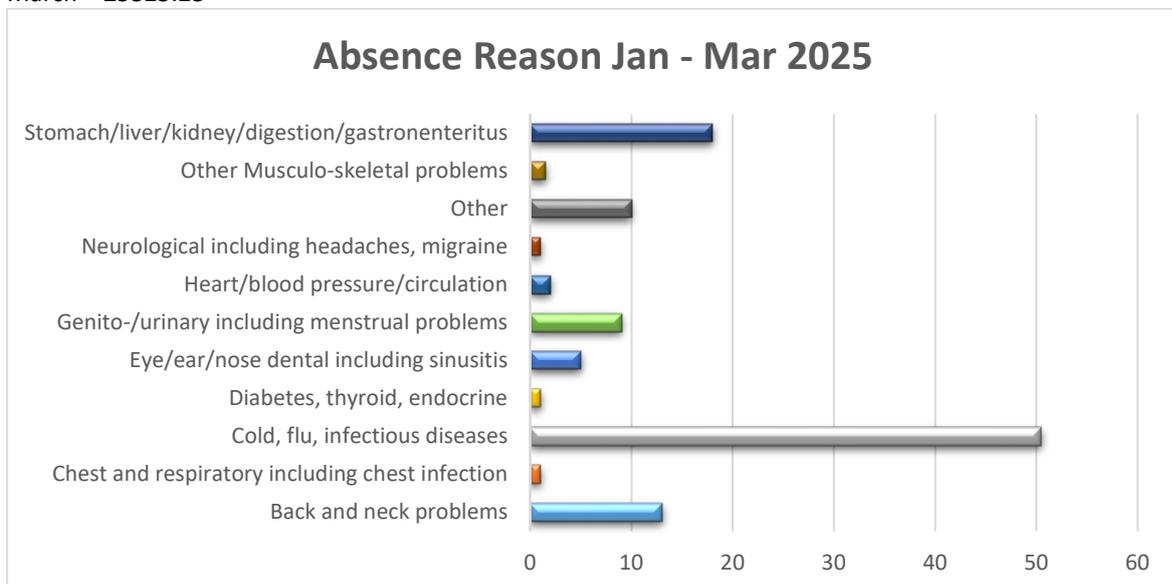
Following on from the Health and Safety Group meeting this has been amended and will be discussed at the next Management Team Meeting on 13 May 2025

## 6. Staff Sickness Absence



Monthly Cost of Absence (based on average salary)

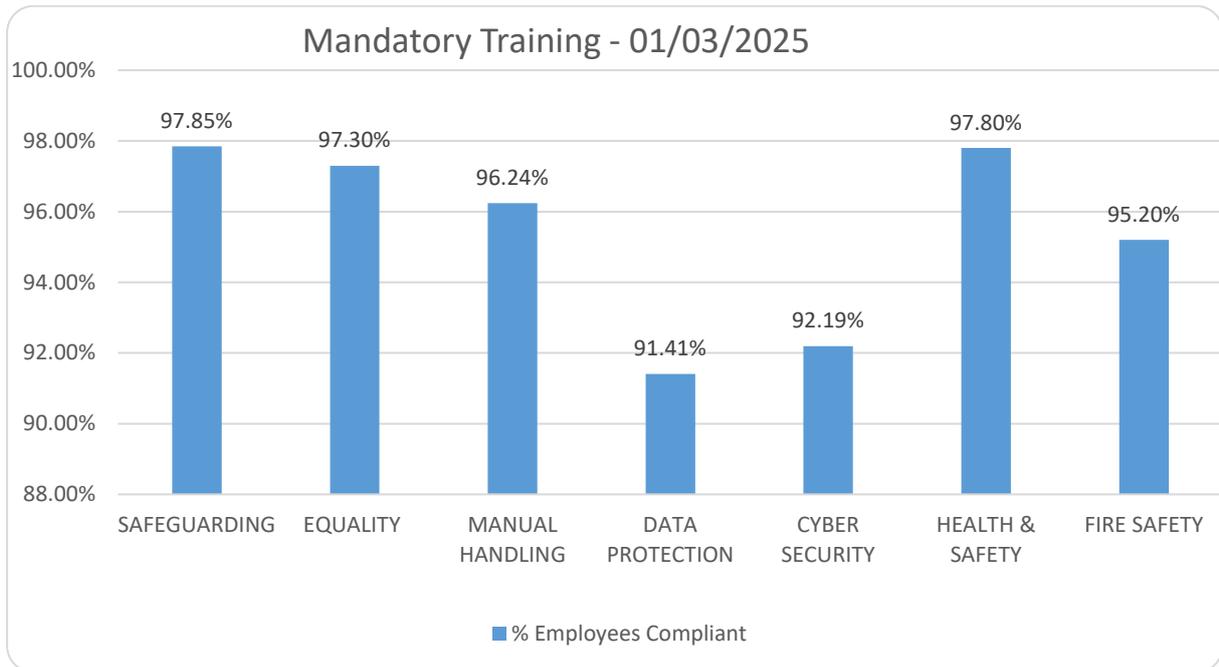
Jan £4305.50  
 Feb £3062.31  
 March £5325.23



It should be noted that we have had no long-term sickness absence cases in the first quarter of 2025. (Longterm sickness absence is a period of sickness absence of 28 days or more.)

Sickness absence is monitored and return to work interviews should take place after every period of absence.

## 7. Training and Development



**Recommendation: Members are asked to NOTE this report.**

## Appendix 1 – Incidents and Accidents

Incident Number	Date	Location	Type of Incident	Injury	Treatment/ Action	Category (for report)	Staff Member Involved	Vehicle details (inc reg)	Investigate	Costs	Actions Taken to prevent re-occurrence	Closed
1	03/01/2025	Llanion	Screw stuck in right hand thumb	Small penetration into right hand thumb		Personal Injury	Yes		N			Y
2	06/01/2025	Cochyn Rownd (OYP)	Fall	Cut to nose and cheek	Offered plasters for cut	Personal Injury	Member of Public		N			Y
3	13/01/2025	Opp Entrance Lane to Cronllwyn, Llanychaer	Abuse/ Harrassment to planning enforcement officer			Near Miss	Yes		N			Y
4	14/01/2025	Withybush Workshop	Scratch to hand	Scratch to hand		Near Miss	Yes		Y			N
5	16/01/2025	Llanion	Scald	Scald to arm	Ran under cold water, burn gel, dressing and tape	Personal Injury	Yes		N			Y
7	20/01/2025	B4329 between Haverfordwest and Eglwysrwr	wing mirror of mini bus damaged. Clipped an object	None	None	Vehicle & Machinery	Yes		N	£20		Y

Incident Number	Date	Location	Type of Incident	Injury	Treatment/ Action	Category (for report)	Staff Member Involved	Vehicle details (inc reg)	Investigate	Costs	Actions Taken to prevent re-occurrence	Closed
8	04/02/2025	Pengegin Woods	Slip	Chainsaw removed layer of rubber from boot		Near Miss	Yes		Y External  RA updated			N
9	05/02/2025	A40 bewteen Canaston and Clarkenhill	Large stone chipped windscreen	None	None	Vehicle & Machinery	Yes		N	£150		Y
10	06/02/2025	Hire Car - Unknown	small cut in tyre	None	Replacement of tyre	Vehicle & Machinery	Yes		N	£217.54		Y
11	07/02/2025	Between Lower Nash and Fingerpost	Attached ladder to vehicle - came loose damage to vehicle	None	None	Vehicle & Machinery	Yes		Y External  NFA Training Need Identified	£10,691		N
12	17/02/2025	Cwm yr Eglwys	Scrape to side of van	None	None	Vehicle & Machinery	Yes	CV72 PKE	N	£50.		Y
13	20/02/2025	Freshwater East Car Park	Abusive behaviour	None	None	Near Miss	Volunteer		Y			
14	24/02/2025	Llanion	Alarm Activation	None	None	Near Miss	Yes		N			Y
15	12/03/2025	Travelling to Brecon	Diesel Fuel put	none	none	Vehicle & Machinery	Yes	CV20 XYC		£2,816		Y

Incident Number	Date	Location	Type of Incident	Injury	Treatment/ Action	Category (for report)	Staff Member Involved	Vehicle details (inc reg)	Investigate	Costs	Actions Taken to prevent re-occurrence	Closed
			into Petrol Hybrid engine									
16	17/03/2025	Bubbleton Car Park	Minibus knocked wing mirror	none	none	Vehicle & Machinery	Volunteer	Get Outdoors Minibus WD70 KGZ		£200.		Y
17	25/03/2025	Moyle Grove Path no 68/8	HAVS	pain to right wrist	Rest and seek medical attention	Near Miss	Yes					Y