

REPORT OF PERSONNEL MANAGER

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2015-16

Purpose of Report

This report informs members about the issues and activities relating to health and safety management and practice in the Authority during 2015-16 and looks forward to 2016-17.

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)

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Consultees: PCNPA H and S group, Leadership Team, Staff reps*



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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 2015-16 in terms of issues and activities relating to health and safety management and practice across the Authority.

Section 2 provides performance reporting for 2015-16 and sets out risk priorities and plans for 2016-17.

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.

Guidance published by the Visitor Safety in the Countryside Group (of which we are members) is followed.

Section 1 Annual Report 2015-16

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 'Help GB work well' strategy has 6 areas of focus for HSE:

- Acting Together – promoting broader ownership of H and S in GB
- Tackling Ill Health – highlighting and tackling the costs of work-related ill health
- Managing risk well – simplifying risk management and helping business to grow
- Supporting small employers – giving SMEs simple advice so that they know what they have to do
- Keeping pace with change – anticipating and tackling new H and S challenges
- Sharing our success – promoting the benefits of GB's world-class H and S system

The focus on risk management and workplace health (as well as the traditional safety) are interesting for the Authority to mirror; the focus on new challenges is a useful reminder to look ahead as well as learn from experience. These will be reflected in the Authority's plans.

Legislation

During 2015-16, the HSE continued to update Approved Codes of Practice (ACoPs), such as Safety Signs and Symbols, and to provide new toolkits and guidance, eg COSHH.

Officers have not identified any significant relevant HSE consultations ahead in 2016-17.

1.2 2015-16 Actions

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

In 2014, Members endorsed three overarching 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.

Each year, risk priorities are identified and measures established to help monitor performance, the Risk Priorities for 2015-16 were:

1. Work pressure
2. Sedentary Behaviour
3. Manual handling and
4. Use of Vibrating Machinery

Note: A detailed report on performance is set out in Section 2.

Highlights for the year have been:

- Hosted a meeting/visit of the Visitor Safety in the Countryside Group (VSCG) September 2015
- Engaged a consultant to review, advise and guide an approach to visitor safety to align with the VSCG
- Achieved substantial assurance rating for Health and Safety at 2015 internal audit
- Carried out a H and S Workshop activity at staff meeting October 2015
- Satisfactory outcome from HSE visit November 2015
- Drafted the Management of H and S Handbook for consultation
- Briefed all team leaders re manual handling and draft policy out for consultation
- Completed health surveillance for all relevant employees re hand-arm vibration, including an occupational health briefing that was well received
- Introduced Team Safety Plans.



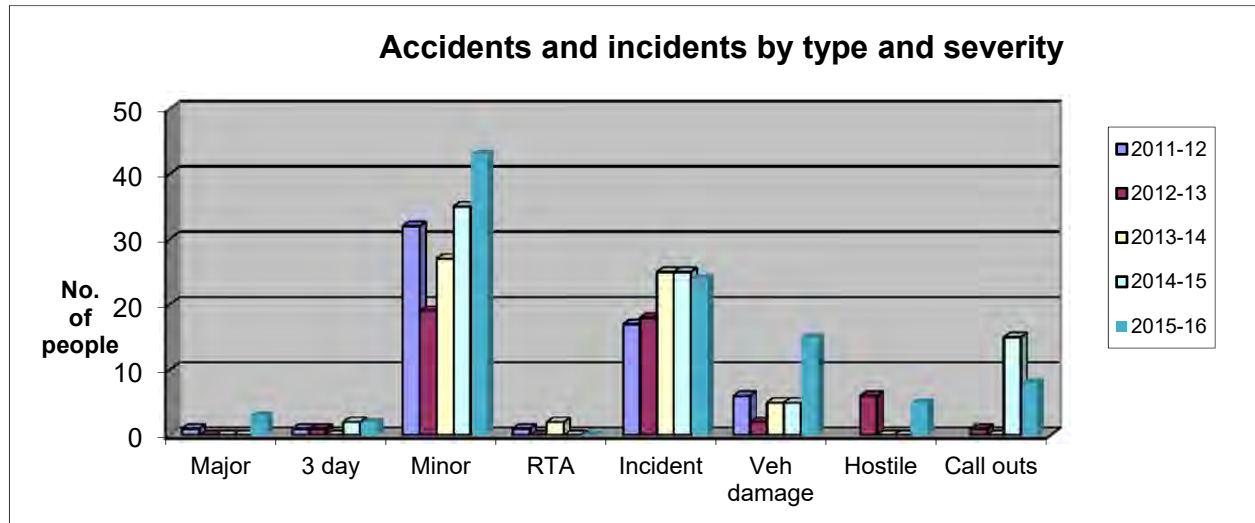
1.3 Accident/Incident data

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.

Analysis of Incidents/Accidents data relating to visitors/public/contractors etc as well as employees is analysed separately.



RIDDOR (Specified injuries (previously termed major), over 7 days absences and reportable diseases which have been reported to HSE) :

Four reports to HSE were made in 2015-16:

- Three over-7-day absences (injuries arising from 1x fall from height, 1 x struck by object 1 x manual handling)
- One reportable disease (vibration-related)

This is an increase over previous years and needs monitoring in terms of lessons learned and any trends.

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, although there have been fewer ‘near misses’ reported this year. See table on page 17 for details: slips/ trips/ falls and manual handling continue to be the highest recorded reasons for injury.

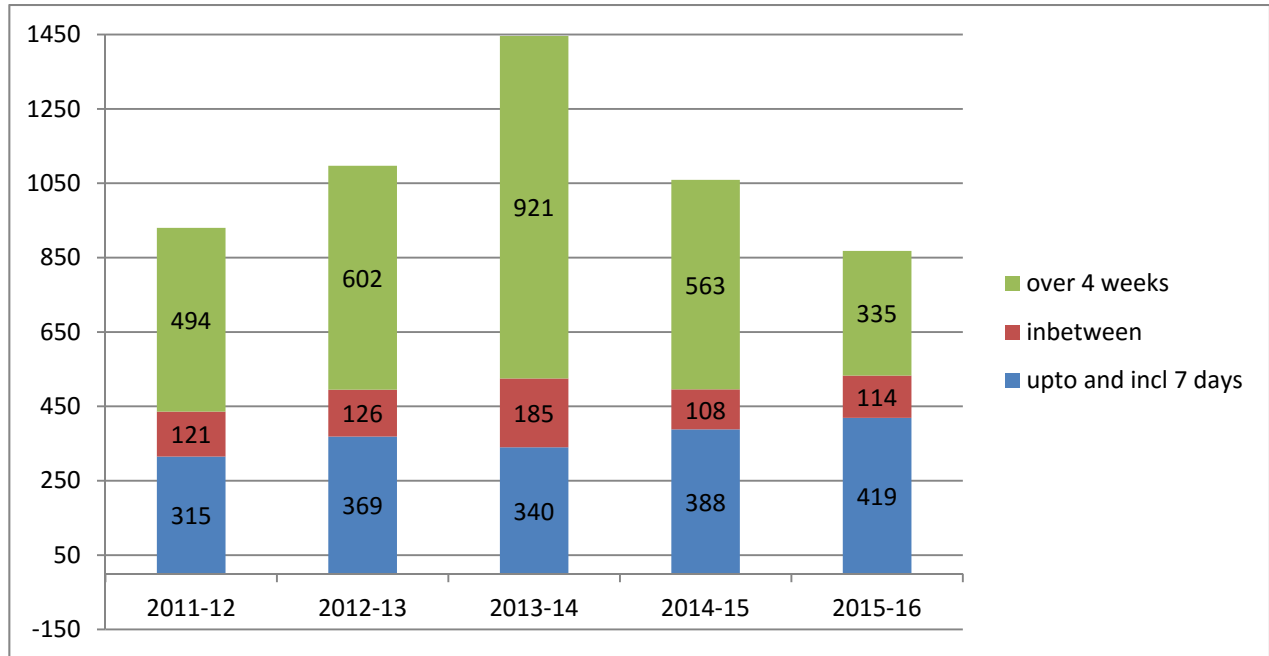
1.4 Health and Sickness

Sickness levels:

Absence in 2015-16 has fallen to below the 2011-12 level, attributable to less long term absence. In previous years, the non-long term rate has looked relatively stable, compared to the fluctuating long term rate. However, it can be seen that absences below 4 weeks in 2015-16 are the highest they have been in this 5-year period. 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.

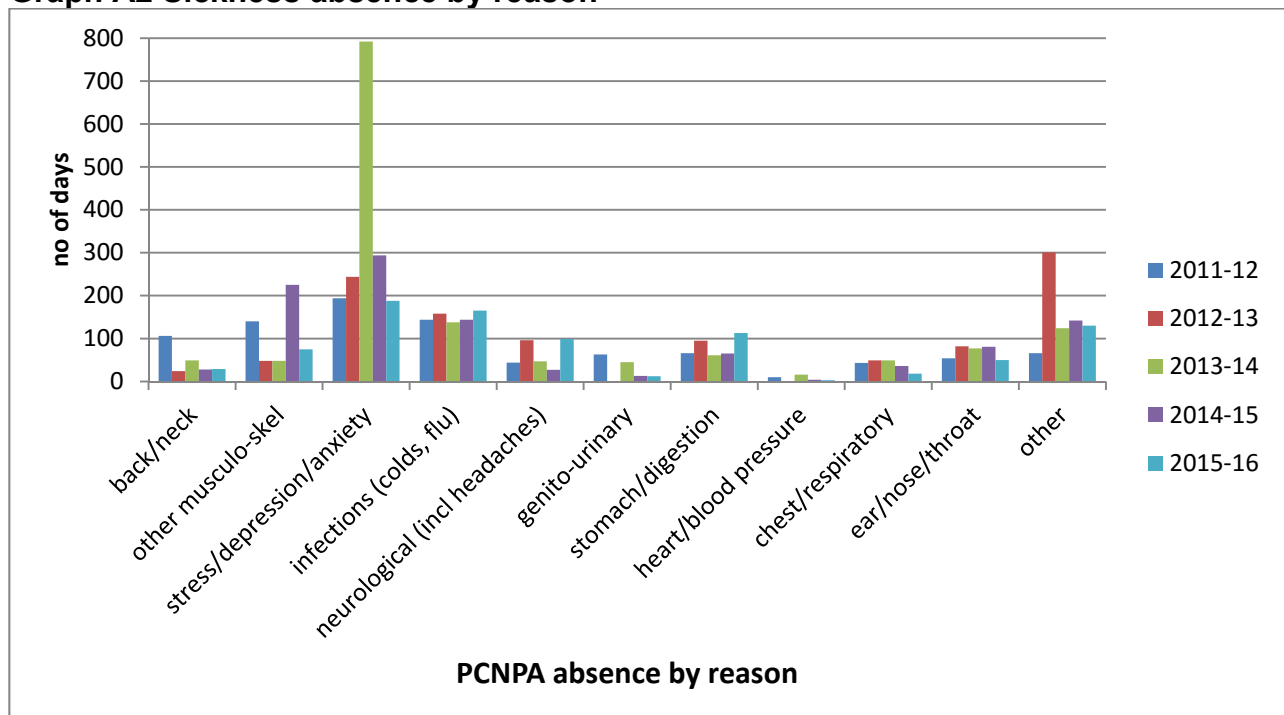
Graph A1 Short/long term absence



*Long term absences are those over 4 weeks

As expected, given that there are more days of shorter absences, there are small spikes in the stereotypical reasons for short term absence: coughs, colds, headaches, stomach upsets, see graph A2.

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 2015-16 was £60,000 (which is 1.6% 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 6 new referrals during 2015-16.

16 health screenings of new employees were carried out.

There were 11 appointments with the OH consultant or adviser.

Health surveillance for 35 staff relating to hand-arm vibration was completed, including a group briefing.

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 – no employees accessed this service in 2015-16, the first time since it was introduced that the service has not been used.
- and a 24 hour helpline. The contract for the helpline service is part of the Welsh public sector procurement service, and the re-tendering exercise in 2015 awarded the contract to a new provider in October 2015. Usage data will only be available annually at contract date so is not available for reporting.

Eye Sight testing: Employers must meet the costs of eye sights tests for employees who are regular users of Display Screen Equipment (DSE). In 2015-16, the Authority met the costs for 13 staff. There are approximately 70 DSE users

Head and Shoulder Massage: The Authority allows employees to attend a practitioner on work site (in employees time and at employees cost), there were 66 attendances in 2015-16.

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. Some

authorities monitor employee incidents and not member of public. As an example of the range of reporting, the Lake District recorded 59 incidents/accidents with no RIDDOR, Yorkshire dales recorded 10 accidents with 2 RIDDOR.



National data

HSE:

HSE statistics for 2015-16 will not be available until later in the year.

Last year, HSE reported 142 deaths (9 of these in Wales) following the lowest ever recorded number of work fatalities the previous year.

HSE reported regional trends in 2015, with Wales tending to have a non-fatal injury rate above the average for GB, and over a 5-year period, Wales (along with Yorkshire and Humber) had the highest fatal injury rate.

CIPD: sickness absence

The Chartered Institute of Personnel and Development (CIPD) Absence Report 2015 reports:

An increase in the public sector absence rate to 8.7 days from 7.9 days in previous year (PCNPA rate 7.5 days). Local government rate is lower than health, central government or education sectors at 7.9 days

The private sector rate was 5.8 days

40% of organisations reported increases in stress-related absence.

The top three causes of stress at work were reported as:

Volume of work

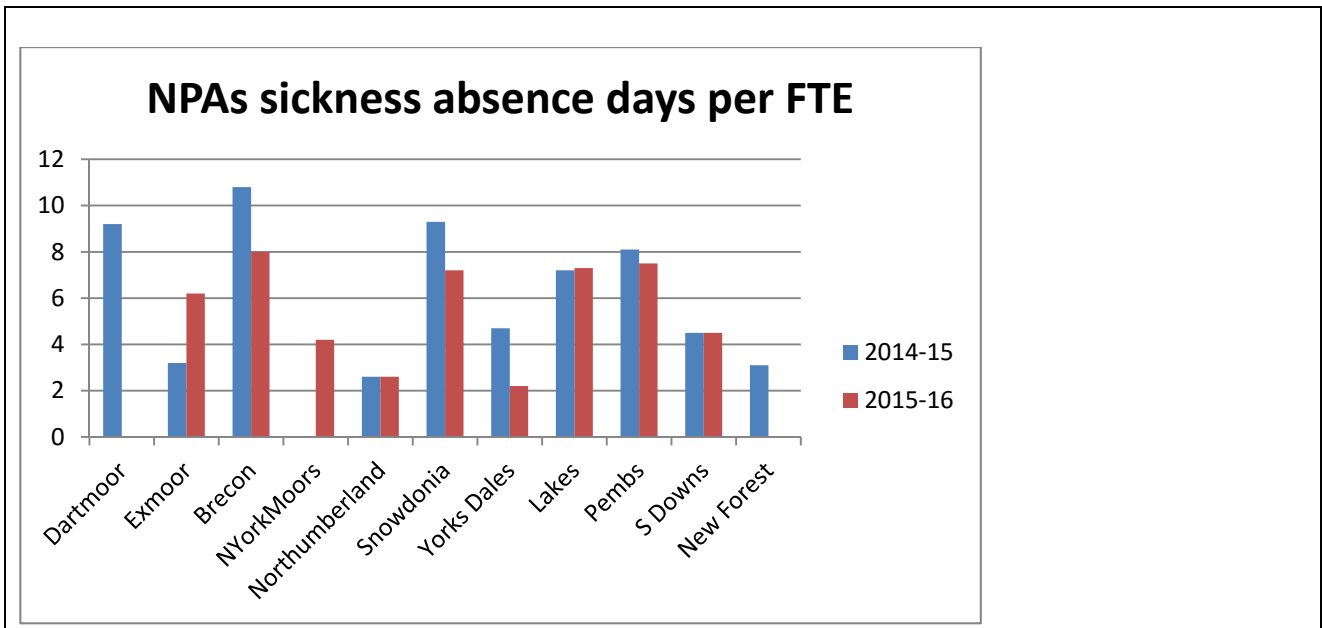
Non-work factors

Management style

Other Authorities

Sickness absence:

The rates reported by other National Park Authorities vary considerable from each other and from year to year, 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.



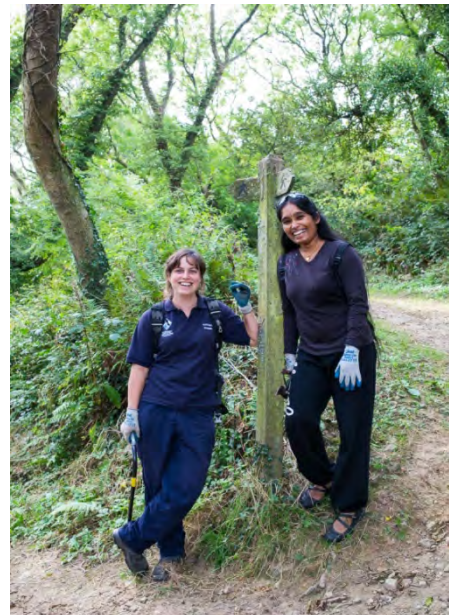
1.6 Training and Learning

Practical land management skills

2015-16 has seen 73 attendances (81 last year) on practical training courses, which includes the 5 x Skills in Action Trainees. This training accounted for around 20% of the total corporate training spend as well as the Trainee project budget.

Training during the year covered the following areas:

Number of attendees	Course
7	Amenity Tractor
3	Basic Tree Inspection
5	Brushcutters and trimmers
18	CAT and Genny
3	Chainsaw refresher
5	Chainsaw maintenance and cross cutting
5	Felling small trees
5	Manual Handling
2	MIDAS mini bus
6	Pedestrian Mowers
6	Powered Pole Pruner
2	Safe Use of Pesticides
2	Tree Climbing refresher
4	IOSH Managing Safely



Some feedback from participants:

“The most useful part for me was the detailed information about accident/incident investigation”.

“It should be essential part of management training, especially those managing more than just an office situation”

“always good to have a refresher on a piece of equipment that can be so useful.”

“I was up-dated on a number of forgotten useful maintenance tips”.

First Aid

72 employees received first aid training during 2015-16 (compared to 47 last year). This accounted for nearly 10% of corporate training spend.

Remote Emergency Care	11
FAW requalification	3
Emergency First Aid at Work (1 day)	28
Annual Refresher	30
	72

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 – 37 current Authority staff in total have undertaken tier 1. The Authority's lead officer and deputies have attended Tier 2.

Other

19 team leaders attended management of manual handling briefing

The Chief Executive and both Directors attended a briefing session for leaders re H and S

20 team leaders participated in mental health awareness workshop

Over 50 employees participated in introductory sessions about mindfulness

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 (such as tree safety, Carew masonry, legionella, portable electrical appliances, fire evacuation).

An officer group oversees the monitoring of staff and volunteers delivering the education and activity programmes and to review the monitoring mechanisms.

Area Warden Managers plan to carry out 4 work site checks annually.

The H and S management handbook will ensure that each area of health or safety risk has adequate monitoring arrangements.

The annual review of property and team safety plans ensures that risks are reviewed each year.

Section 2 Performance reporting and action planning

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1. Objectives: Progress Report 2015-16 and Action Plan 2016-17
2. 2015-16 Risk Priorities: actions undertaken
3. 2015-16 Performance measures (lagging and leading indicators)
4. 2016-17 Risk Priorities: actions planned
5. 2016-17 Measuring performance
6. PCNPA incident data 2015-16



1. Objectives: Progress Report 2015-16 and Action Plan 2016-17

Overarching Objectives

1. Active Management of health and safety
2. Promoting Ownership of H and S
3. Ensuring effective management of H and S plans, monitoring and records

2015-16 Progress

Active Management of H and S

Chief Executive and both Directors attended a briefing on H and S for leaders

Consultancy project commenced to review, advise and guide improving an overall approach to visitor safety in line with VSCG

Internal Audit carried out and followed up

IOSH Managing Safely Course has been trialled by 4 staff

H and S Group worked through the HSE diagnostic tool and identified that an area for improvement was 'compliance', not in the sense of knowing what the law requires, rather using worker involvement more strongly, developing ownership and responsibility among all staff, deeper investigation of and challenge to causes of

2016-17 Plans

Establish a mechanism for looking ahead for foreseeable change in ways of working, technology, organisational structures etc which may change or introduce risk or offer opportunities

Consolidate Visitor Safety Plan and Risk Assessment approach

H and S Group to develop a programme of actions focussed on improving our 'compliance' rating on the HSE tool, which covers the second objective below as well.

incidents, increasing effort on prevention.

Benchmarking information re policy and practice at the NPAs who record lower absence levels has been considered

Approach to monitoring and refreshing machinery skills and competence reviewed and documented

HSE inspector's visit re HAVS was a good learning exercise.

Promoting Ownership of H and S

New staff are given a H and S leaflet

Workshop at Oct staff meeting

Team safety plans in place.

Actions within the Safer Recruitment action plan to be completed.

Ensuring effective management of H and S plans, monitoring and records

RIDDOR: system established to record, follow up and monitor RIDDOR reported incidents

Continue to signpost corporate documents in central folder

Action taken following Internal Audit recommendations

Review and consolidation of practical work risk assessments



Safeguarding review group meets regularly, process for awareness refreshers to be established, awareness reminder for team leaders of their role to be undertaken

H and S group will feedback to managers re team safety plans

'Working Safely' training for practical staff to be established

Introduce more 'alerting' capability to records

Introduce mechanisms to monitor visitor safety

Introduce process for monitoring influences on short term sickness throughout the year.

2. Risk Priorities 2015-16

	Actions Undertaken
Work Pressure	<p>A workshop with staff to identify work pressure points, including personal safety/difficult people was carried over and took place at the May 2016 staff meeting. Staff feedback will be considered in depth during 2016 to inform future actions (to be done by management group).</p> <p>Costs of revised helpline provision under Welsh procurement contract were reviewed and service was maintained.</p> <p>Mental health awareness was cascaded through the Authority, with sessions for leadership team, H and S group and team leaders during 2015 and all staff at the May 2016 staff meeting.</p> <p>Over 50 staff took part in short introductory sessions in Mindfulness, with positive feedback.</p>
Sedentary Behaviour	<p>Staff awareness sessions, poster campaign and other publicity carried out</p> <p>Exercise to collect data carried over to 2016 – waiting for technology (eg apps/fitbits) to develop this capability (monitoring length of non- activity is a different measurement to that of daily activity)</p>
Manual Handling	<p>All team leaders were briefed by specialists from PCC on assessing and managing manual handling activity in their teams. Draft policy out for consultation. Awaiting outcomes of team leader assessments to inform any further training needs for staff in general.</p>
Use of Vibrating Machinery	<p>Relevant staff attended a briefing from H and S consultant.</p> <p>Consultant's recommendations carried out.</p> <p>Health surveillance in line with HSE tiers 1 to 5 established in liaison with occupational health service (provided by PCC)</p> <p>Relevant staff attended a briefing session with Occupational Health staff followed by individual appointments as needed.</p> <p>HSE inspector visited in November following RIDDOR report and was satisfied with processes and practices.</p> <p>Area Warden Managers have introduced random work checks to ensure processes are effective.</p>

3. Performance Measures 2015-16

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

Lagging Indicators	2015-16
PM 1: To have no incidents leading to specified injuries or over 7-day absence	3
PM 2: To have fewer than 3 incidents leading to over 3 day absence	1
PM 3: To have fewer than 3 cases of work related ill health, including work related stress	1
PM 4: To have fewer than 8 days of sickness absence per FTE staff member for the year	7.5 days
PM 5: To have fewer than 7 staff manual handling injuries	5
Leading Indicators	
PM 6: Health surveillance in place for 100% of staff exposed to vibration	100%
PM 7: Sedentary behaviour data has been collected for 100% of desk-based staff	Carried over to 2016
PM 8: 100% of staff have access to helpline	100%
PM 9: 100% of staff who hit absence triggers are 'case reviewed'	ongoing
PM 10: 100% of teams are covered by a current safe working plan	95%
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	ongoing
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	Checks were carried out 11 times covering 65 employees

4. Risk Priorities 2016-17

Risk Priorities 2016-17	Actions Planned
Sedentary Behaviour	Collect data from relevant staff, and identify any actions relevant when we have the data
Exposure to Noise	Engage consultant to undertake noise measurement and make recommendations, this is largely an issue for practical outside teams using machinery (Cilrhedyn assessment done recently)
Fitness for lifetime working (especially in practical roles and nearing retirement)	Consider how to help staff stay fit for work through to retirement
To ensure employees take personal responsibility and have individual awareness of risk	H and S group to develop and carry out an action plan using HSE resources where possible.

5. Measuring Performance 2016-17

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: Noise exposure data collected and analysed for all relevant teams
PM 7: Sedentary behaviour data has been collected for 100% of desk-based staff
PM 8: 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 9: 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 2015-16

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	1		1
Hit by moving, flying or falling object	3		3
Hit by a moving vehicle			
Strike against something fixed or stationary	4		4
Injured while handling, lifting or carrying	3	2	5
Slipped, tripped or fell on the same level	5	1	6
Fell from a height up to and incl 2 metres	1	1	2
Fell from a height over 2 metres			
Trapped by something collapsing			
Drowned or Asphyxiated			
Exposed or in contact with a harmful substance	1		1
Exposed to fire			
Exposed to an Explosion			
Contact with electricity or an electrical charge			
Injured by an Animal			
Physically assaulted by a person			
Verbally assaulted by a person			6
Near Miss	n/a	n/a	1
Another kind of accident	3		3
Column totals			32
Other Incidents			
Call outs to property and similar	n/a	n/a	9
Vehicle damage	n/a	n/a	17
Safeguarding	n/a	n/a	0
Other Incidents			2
Total	n/a	n/a	27
RIDDOR*	Number of	Type of Accident	
Specified Injury			
Over 7 day absence injury	2	Fall from height Struck by moving object	

H and S Incidents	minor/ under 3 day	3 day and over*	Row Totals
Reportable Disease	1	Vibration	
Dangerous Occurrence			
Fatality			
Over 3 Day <i>please note no longer reportable</i>	2		

Who involved H and S incidents only	No of Incidents
Employee	
Visitor/member of Public	27
Volunteer	
Contractor	
Other	
Total	

