

## **REPORT OF PERSONNEL MANAGER**

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### **SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2017-18**

#### Purpose of Report

This report informs members about the issues and activities relating to health and safety management and practice in the Authority during 2017-18 and looks forward to 2018-19.

#### 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 Leadership Team.

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)

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# PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

## HEALTH AND SAFETY ANNUAL REPORT 2017-18 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 2017-18 in terms of issues and activities relating to health and safety management and practice across the Authority.

**Section 2** provides performance reporting for 2017-18 and sets out risk priorities and plans for 2018-19.

## Guiding principles and statutory duties

The Authority approved revised Health and Safety Policy and Arrangements in March 2015 and a full Management Handbook was launched in 2016. The policy is being reviewed and updated in 2018. 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 a member) is followed.

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## Section 1 Annual Report 2017-18

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

The HSE launched a campaign in 2017, called 'Go Home Healthy', focussed on 3 priorities – those with widespread prevalence, largest lost time/cost consequences and life limiting or life altering impacts. These are

- Occupational stress and related mental health issues
- Musculo-skeletal disorders
- Occupational lung disease.

## Legislation

Officers have not identified any significant relevant HSE consultations either current or planned for 2018-19.

### 1.2 2017-18 Actions

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 2017-18 were:

1. Sedentary Behaviour (Sit Less, Move More)
2. Exposure to Noise
3. Fitness for Lifetime Working
4. Personal responsibility and individual awareness

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

### 1.3 Accident/Incident data

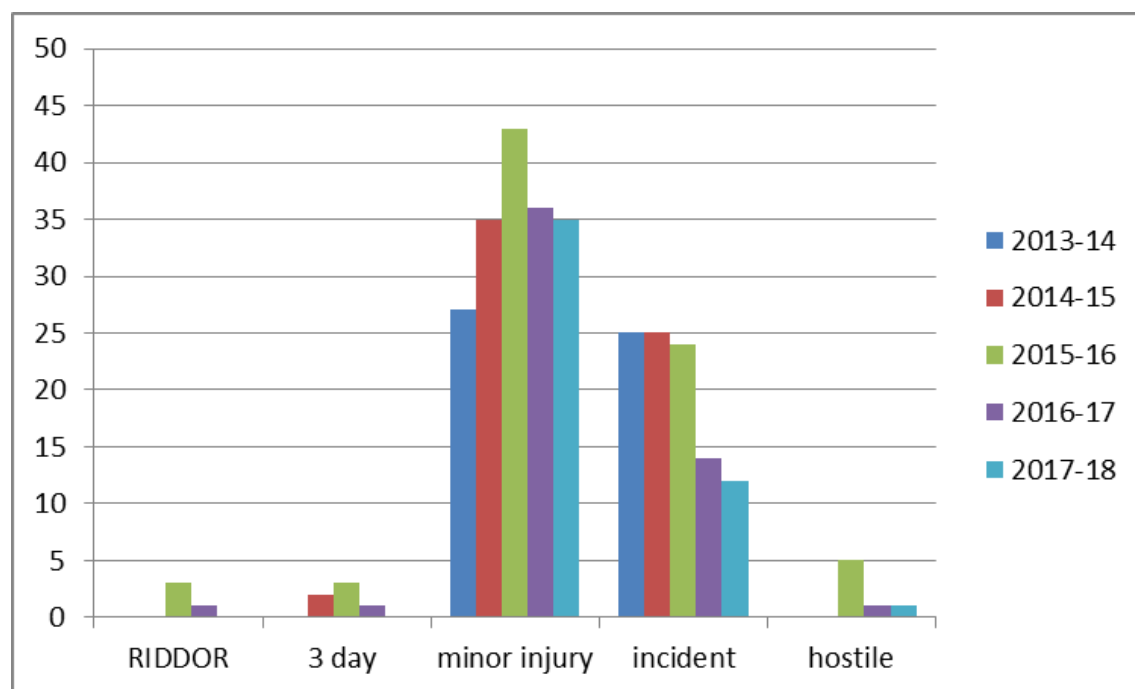
The Authority places great emphasis on the reporting of incidents and 'near misses'. When we take action following an accident, we may prevent a second occurrence of the accident; action taken following an incident may completely prevent someone being hurt in the first place. Therefore we recognise the benefit of the reporting of a wide of incidents.

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 Leadership 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.



## PCNPA Accidents/Incidents



**Note: employee, volunteer, contractor and member of public incidents are all included in the figures.**

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

We had no RIDDOR reportable incidents in 2017-18 (compared to 1 in previous year and 4 the year before that).

### Minor injuries/incidents

Possible trend downwards in reported incidents/near misses (ie where there is no injury), reasonably similar level of minor injuries.

## 1.4 Health and Sickness

### Sickness levels:

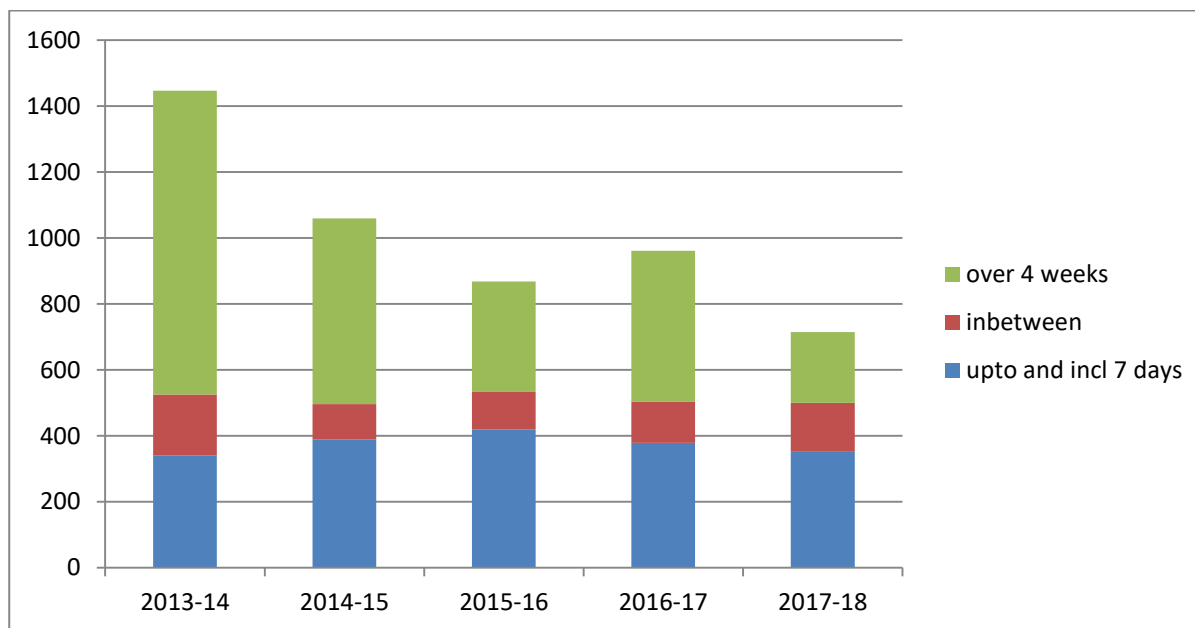
Absence in 2017-8 has fallen from last year. Data continues to show that the overall absence rate is impacted mostly by the level of long term absence. The previously identified slight trend showing an increase in very short absences seems to have levelled off. See graph A1

Graph A2 sickness by reason shows significantly lower level this year of absence attributed to stress/depression, with a higher level attributed to flu and respiratory (reflecting the bad flu infection in Pembrokeshire in early 2018) and a lower figure for 'other' which may reflect improved data collection.

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 seasonal staff.

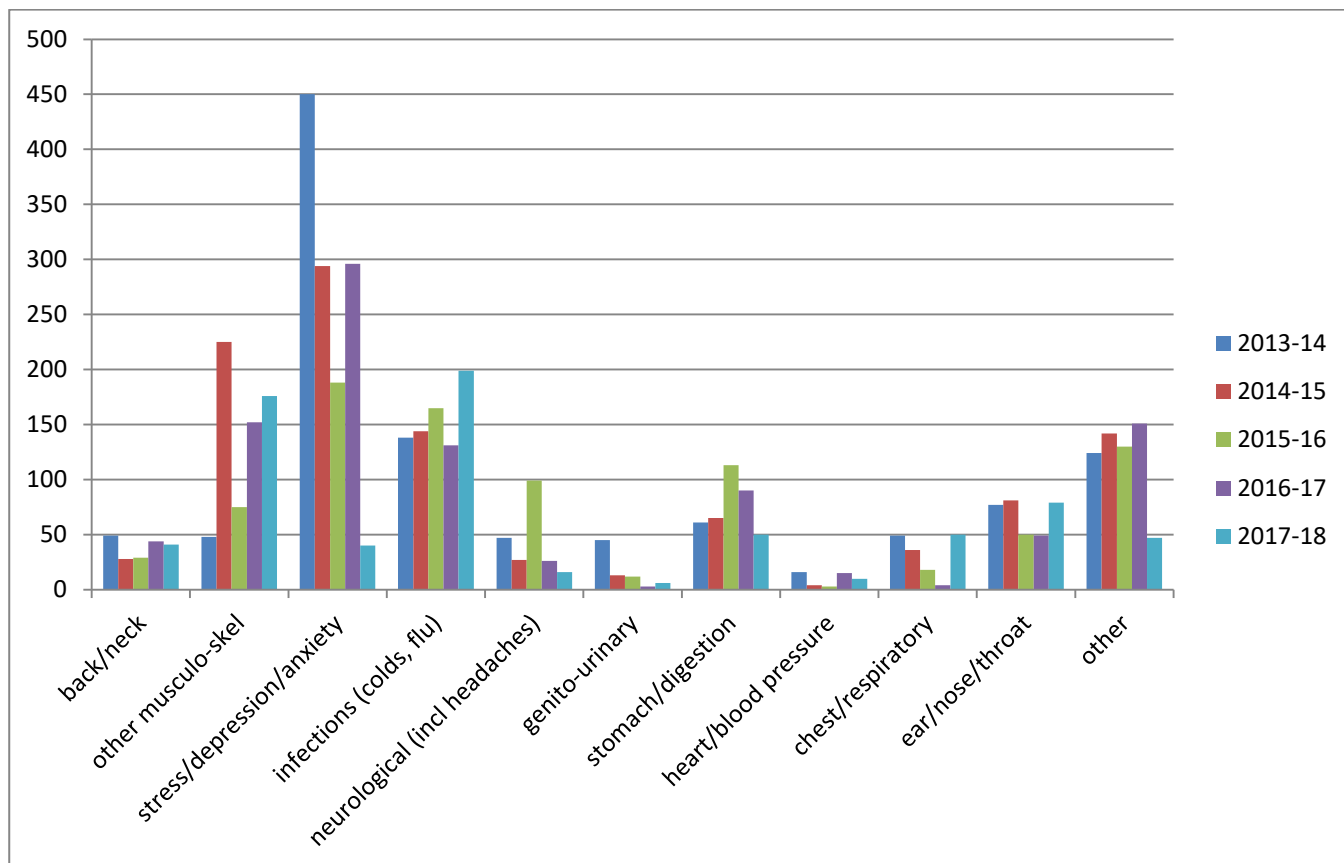


**Graph A1 PCNPA Absence - Short/long term in days**



\*Long term absences are those over 4 weeks

**Graph A2 PCNPA Sickness absence by reason in days**



Note: 2013-14 stress absence has been stopped at 450 to smooth the graph, the actual figure was 792

## Costs of Absence

As an indicative figure, based on the median salary paid in the Authority, the cost of absence in 2017-18 was £55,156 (which is 1.5% of total salary 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 4 new referrals during 2017-18.  
22 health screenings of new employees were carried out.  
There were several follow up appointments with the OH consultant or adviser.  
Initial/Annual health surveillance relating to hand-arm vibration was completed for all relevant employees.

## 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 – 3 employees accessed this service in 2017-18 (2 did previous year, with none the year before that). This service is closing in 2018 due to retirement and we will source an alternative.
- and a 24 hour helpline. The contract for the helpline service is part of the Welsh public sector procurement service.

## Eye Sight testing:

Employers must meet the costs of eye sights tests for employees who are regular users of Display Screen Equipment (DSE). In 2017-18, the Authority met the costs for 18 staff. There are approximately 70 DSE users.

## 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 incidents, most likely related to our policy on reporting of incidents.

The majority of other NPAs report no RIDDOR or over 3 day absence injuries.





## National data

### HSE:

In 2017-18, HSE reported 144 deaths (12 of these in Wales, 1 in Pembrokeshire). Wales has the highest regional fatality rate at 0.85 per 100,000 workers, because of the industry segment.

The main causes of fatality are fall from height and being struck by moving vehicle (same as last year).

The main causes of non-fatal injury are slips, trips and falls and manual handling (same as year).

### CIPD: sickness absence

The Chartered Institute of Personnel and Development (CIPD) Health and Wellbeing Report 2018 reports a marginal increase in the absence rate across all sectors (from 6.3 to 6.6 days per employee), with the public sector rate remaining higher at 8.5 days. PCNPA rate was 5.8 days.

The most common causes of long term absence were mental ill health (eg depression, anxiety), musculo skeletal injuries, stress and acute medical conditions.

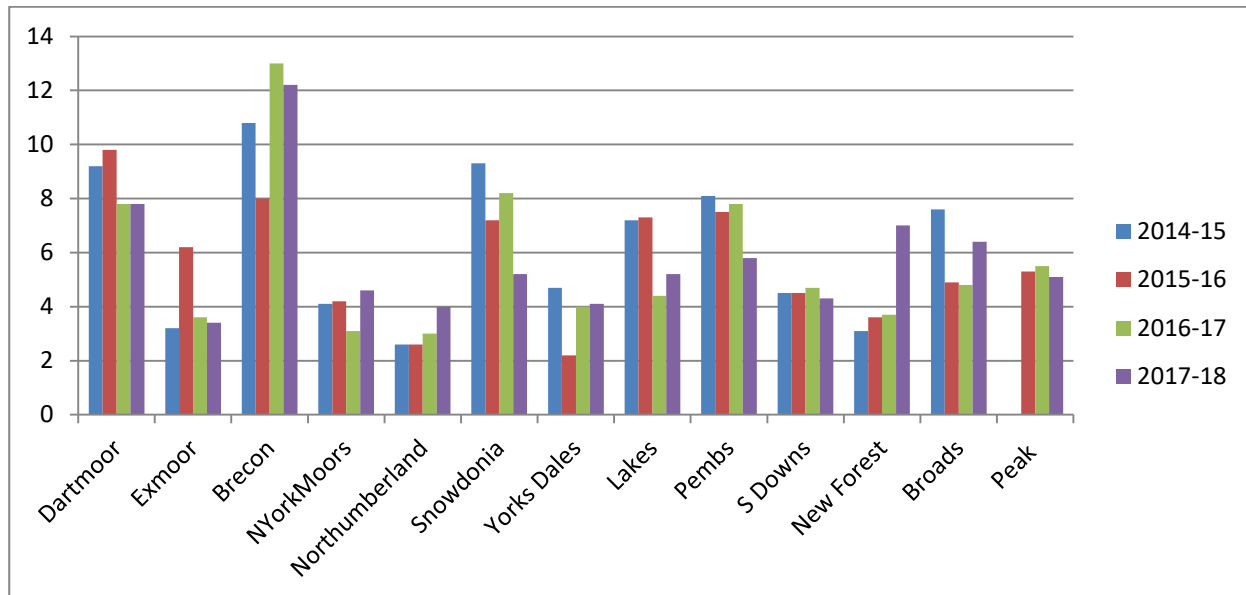


Other Authorities:

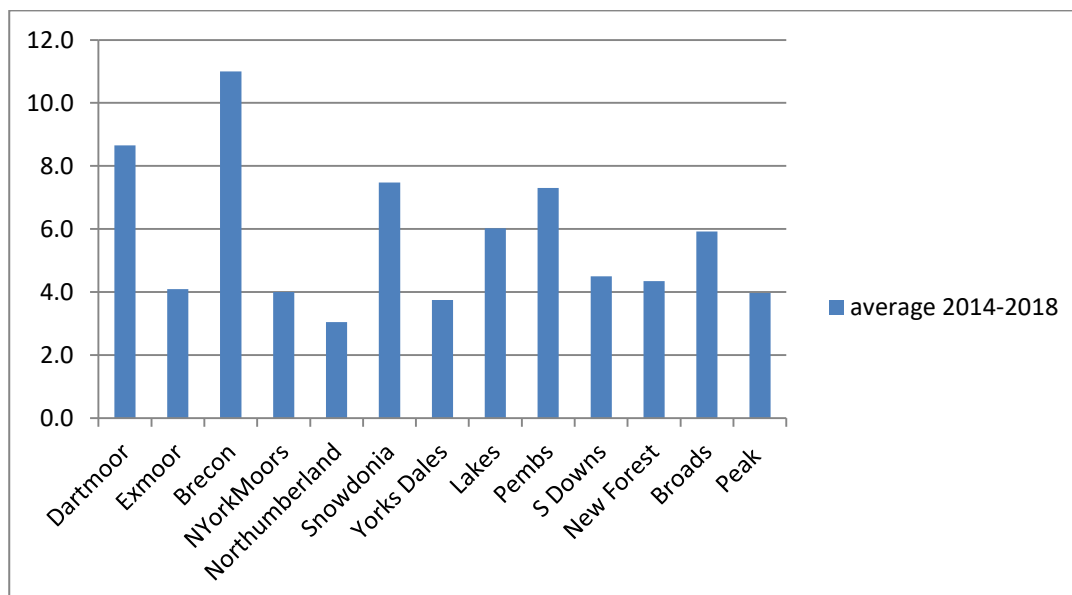
Sickness absence:

The rates reported by other National Park Authorities vary considerable from each other and from year to year, see graph below. Some authorities have reported no long term absence in that year, some authorities have differently constituted workforce.

### NPA Sickness Absence 2017-18 days per FTE



### NPA Sickness Absence Average 2014-18



## 1.6 Training and Learning

### Practical land management skills

2017-18 has seen 105 attendances, on practical training courses, which accounted for around 40% of the total corporate training spend.

Training during the year covered the following areas:

Number of attendees	Course
7	4x4 off road driving
12	Brushcutter/trimmers
3	CAT and genny
5	Chainsaw – maintenance and cross cutting
3	Clearing saw
3	Felling small trees
5	Tree Inspection
3	IOSH managing safely
8	IOSH working safely
28	Manual handling
15	Pedestrian Mowers rotary and flail
8	Powered pole pruner
4	Ride on Mowers
1	Safe use of pesticides

Some feedback from participants:

- lots of useful maintenance and practical information
- Very informative course, which enables a greater understanding of Health and Safety in the workplace and how to identify it before any harm is made to members of staff or the public. Very useful when planning events.
- Has made me more aware of safety issues at work

### First Aid

46 employees received first aid training during 2017-18 (compared to 53 last year).

Remote Emergency Care	7
FAW and FAW requalification	6
Emergency First Aid at Work (1 day)	16
Annual Refresher	17
	46

### 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 – 57 current Authority staff in total have undertaken tier 1. The Authority's lead officer and deputies have attended Tier 2. Tier 1 refresher training was introduced in 2016-17.

## 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.

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.

In 2018, a H and S professional has been contracted to carry out safety assurance visits, very much with a view to support managers in their work not to provide an audit report.





## Section 2 Performance reporting and action planning

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3. 2017-18 Performance measures (lagging and leading indicators)
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### 1. Overarching Objectives

- Active management of H and S
- Promoting Ownership of H and S
- Ensuring Effective Management of H and S plans, monitoring and records.

During 2017-18, work was undertaken to improve the Authority's written policies and practices relating to Visitor Safety, and this will continue in 2018-19 as managers develop revised Visitor Safety Risk Assessments.

During 2018-19, plans are to make senior leader commitment to tackling stress in the workplace fully visible and to review the accessibility of H and S information (digitising).



## 2. Risk Priorities 2017-18

Risk Priorities 2017-18	Actions Planned
Exposure to Noise	Included in safety visits
Sedentary Behaviour	Staff project group established, arranged initiatives that started in 2018-19
Fitness for lifetime working (especially in practical roles and nearing retirement)	Review the literature/research
To ensure employees take personal responsibility and have individual awareness of risk	Ensure annual report and incident data is circulated Review of incident reporting carried over to allow consideration of digital options

## 3. Performance Measures 2017-18

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

Lagging Indicators	2017-18
PM 1: To have no incidents leading to specified injuries or over 7-day absence	0
PM 2: To have fewer than 3 incidents leading to over 3 day absence	0
PM 3: To have fewer than 3 (new) cases of work related ill health, including work related stress	0
PM 4: To have fewer than 8 days of sickness absence per FTE staff member for the year	5.8
PM 5: To have fewer than 7 staff manual handling injuries	7





#### 4. Risk Priorities 2018-19

Risk Priorities 2018-19	Actions Planned
Sedentary Behaviour (Sit Less, Move More)	Evaluate initiatives during the early part of year and develop a plan for future activity
Work Related Stress	All team leaders to attend in house workshop Roll out team stress risk assessment procedure Evaluate Continue to involve, consult and communicate with staff, individually and collectively, helpline and counselling service ongoing
Musculo-skeletal (work related)	All team leaders to attend in house workshop Follow up issues from workshops Review DSE arrangements
Fitness for lifetime working	

#### 5. Measuring Performance 2018-19

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 3 staff manual handling injuries
PM 5: All site risk assessments have been logged during the year

##### Leading Indicators

PM 6: Identify why some staff don't engage with Sit Less, Move More initiatives
PM 7: All people managers have increased their skills in managing pressure/stress in their teams
PM 8: All people managers have reviewed MSD risks in their teams
PM 9: Staff submit incident reports for all instances of verbal or physical abuse connected to work

## 6. PCNPA Incident data 2017-18

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.

<b>H and S accidents/incidents employee/contractor/volunteer</b>	<b>minor</b>	<b>3 day and over</b>	<b>total</b>
Contact with moving machinery			
Hit by moving or falling object			
Hit by moving vehicle			
Strike against something fixed/stationary	1		
Injured while handling, lifting, carrying	7		
Slipped, tripped or fell, same level	8		
Fell from height (up to and incl 2 metres)			
Fell from height over 2 metres			
Trapped by something collapsing			
Drowned or asphyxiated			
Exposed or in contact with a harmful substance			
Exposed to fire			
Explosion			
Contact with electricity or electrical charge			
Injured by animal			
Physically assaulted by a person			
Verbally assaulted by a person	1		
Near Miss	1		
Other accident	1		
	19		

<b>Other Incidents</b>	
Call outs to property or similar	10
Vehicle damage	12
Safeguarding	0
Member of public	22
Other	5

<b>RIDDOR</b>		<b>Type of accident</b>
Specified injury		
Over 7 day absence injury		
Reportable disease		
Dangerous Occurrence		
Fatality		