

YORKSHIRE DALES NATIONAL PARK AUTHORITY
FINANCE AND RESOURCES COMMITTEE

7th AUGUST 2006

HEALTH AND SAFETY UPDATE

Purpose of the Report

To provide and advise Members on the continuing progress that the Authority is making in relation to its commitment to Health and Safety (H&S).

Strategic Planning Framework

The information contained in this report is consistent with the Authority's statutory purposes and its' approved strategic planning framework:

- ***Best Value Performance Plan***

"Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources"

Background

The Health and Safety Group meet on a regular basis every two months. The purpose of the Group is to:

- Keep the Finance & Resources Committee abreast of recent Health & Safety developments and issues in relation to the Authority's activities
- Review, develop and advise the Authority on Health & Safety matters, including procedures and processes.
- Monitor and analyse Health & Safety performance information along with other relevant statistics
- Assist in the development of working practices
- Consider and recommend relevant Health & Safety training and development activities
- Promote good Health, Safety and Welfare working practices

As H&S issues affect Members and Officers alike, it is **recommended** that the Corporate and Democratic Core Member Champion be invited to attend H&S Group meetings, as appropriate, and to be briefed on H&S issues they arise.

Training

The Health & Safety Training Plan has been agreed for 2006/7 and the Authority has either organised or is in the process of organising all the activities identified in that plan; Health &

Safety Group representatives have looked at the training requirements of their individual departments to ensure that appropriate courses are arranged.

Ongoing training continues to raise Health and Safety Awareness; courses have been booked and are due to take place as follows :

- First Aid, 2 day (re-qualification course for staff who hold the Full First Aid Certificate)
- First Aid, 1 day (refresher course for staff who hold the Full First Aid Certificate but who feel it is beneficial to have a skills update between courses)
- Manual Handling (arranged for those staff who identified on their annual risk assessment forms that they required further training).
- Defensive Driver Training – The first course has been arranged for September and will be attended by fleet drivers. Further courses will be held each year, as appropriate.
- IOSH (Institute of Occupational Safety and Health) - courses will continue to be held during the year so that all staff will have the opportunity to attend. The next course is scheduled for October 2006.
- Lone Working – Identified for staff who work at information centres or are alone on site.
- Basic Hill Craft – Scheduled for the end of July, the course (which covers orienteering and navigation skills) will be run for rangers and access and recreation staff.

Personal Safety Procedure

The Personal Safety Procedure (PSP) is now being used by all staff. Up to date telephone contact numbers are maintained as part of this procedure. Members of the Health and Safety Group have continued to attend team meetings as requested to reiterate the need to adhere to the buddy system involved in this procedure.

Lone Working

Lone working at the National Park Centres has again been identified as a concern for staff, and a training course-cum-meeting will be held at the beginning of the winter season to look at all the issues, including the counting of cash. Possible solutions are the installation of security lighting and CCTV cameras.

Risk Assessments

The annual Display Screen and Office Risk Assessments have now been carried out for all premises, although further assessments will be needed once work on refurbishing the Grassington annex (the cottage) has been completed. Many of the problems identified in the office risk assessments last year for the Bainbridge site (e.g. office space and ventilation) have been solved with to the completion of Yoredale.

Spot Checks

Spot checks continue to be carried out by members of the H & S Group. These are used to identify any health and safety issues within the offices or workshops which may have been overlooked. A report of completed spot checks and action taken will be circulated to the Health & Safety Group members.

Accidents and Near Misses

Please see the attached **Appendix** for the accident monitoring reports for the year to 30th June 2006.

Recommendations

Members are asked to:

1. note the content of this report, and
2. agree that the Corporate and Democratic Core Member Champion be invited to attend Health & Safety Group meetings.

ANNETTE BOLAND
SENIOR ADMINISTRATIVE OFFICER

19th July 2006

QUARTERLY ACCIDENT AND NEAR MISS REPORTS, FOR THE YEAR TO JUNE 2006**1ST July –30th September 2005**

Location	Accident/ Near Miss	Details	Staff/ Visitor	Action Taken	To action	Actioned
Grassington car park – pedestrian gate	Accident	Gate swung back and hit lady in face and on arm	Visitor	Applied cold compress	RP to look at design of gate	Gate design altered
Aysgarth Upper Falls	Accident	Slipped and fell – sprained ankle	Visitor	Referred to doctors surgery at Aysgarth		
Aysgarth Upper Falls	Accident	Got splinter in nail from railings alongside path	Visitor	First Aider at Centre provided tweezers to extract piece of wood		
Aysgarth Lower Falls	Accident	Gentleman jumped in water to try to save drowning dog	Visitor	Gentleman OK but suffering from shock		
Aysgarth Falls car park	Accident	Child shut finger in car door	Visitor	First Aider at Centre provided bag of ice to reduce swelling & plaster		

1st October – 31st December 2005

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Bainbridge Office Depot	Accident	Caught foot on loose computer lead under desk	Visitor	Injury to right knee which is now swollen, stiff and painful	Ask IT to tidy cables	IT
Bainbridge Office	Accident	Tripped up 3 steps into reception	Staff	Pulled hamstring tendon		
Outdoors (Hawes)	Accident	Hurt back whilst lifting cement	Staff	Doctor diagnosed muscle strain	Manual handling course	AB
Bainbridge office Depot	Accident	No lights on outside of building – collided with parked car	Staff	Bruised knees	? why lights not replaced	Caretaker

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Grassington office – back yard	Accident	Slipped on mud in car park	Staff	Resulted in a fall which scraped the skin off knee – swollen	Look at cleaning of yard	Maintenance Officer
Hawes car park	Accident	Slipped on ice on car park surface	Staff	Banged elbow		H & S Group
Grassington car park	Accident	Slipped on ice in car park	Visitor	? broken wrist	Paramedic attended	H & S Group
Aysgarth NPC	Accident	Banged head on cupboard in staff room	Staff	Slight bump on head	None	

1st January – 31st March 2006

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Yorebridge House	Near Miss	Slipped on black ice outside office	Staff	None		Salt spread to prevent re-occurrence
Yorebridge House	Accident	Hit head on shelf	Staff	Cut on head		
Freeholders Wood	Accident	Banged head on hanging branch	Staff	Headache		
Yoredale, Bainbridge	Accident	Whilst setting up walling frame, pulled a muscle in lower back	Staff	Muscle injury to back		
Bruntacres Workshop	Accident	Emptying bags of lime & cement from a Landover into a skip, lime dust blew into eye	Staff	Discomfort to eye	Washed with cold water & eye wash	Advise on correct procedures for dealing with substances
Yorebridge House	Accident	Lifting full crates of books and paper	Staff	Twisted back, very uncomfortable	Hopefully OK with rest	
Yorebridge House	Accident	Hoovering staircase, walking backwards and missed a step	Staff	Jarred back		

1st April 2006 – 30th June 2006

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
DCM, Hawes	Accident	Slipped on cobbled area outside front door	Visitor	None reported		
DCM Car Park	Accident	Tripped over kerb	Visitor	Grazed right hand. Cannot move middle finger of left hand	Visiting nurse at surgery	
Yoredale	Near Miss	On official union picket. Had to take evasive action from one vehicle. Another vehicle made contact with knees. Both cars driven by members of staff	Staff	No apparent injury		
Lower Falls, Aysgarth	Accident	Undertaking risk assessment. Slipped & fell over on wet limestone rocks	Staff	Landed on right elbow & back. Now suffering backache, neck ache, rib ache & bruised elbow.	Taken painkillers	
Thoralby	Accident	Whilst stile erecting, slipped off wet/muddy stile, caught foot in wire & twisted ankle.	Volunteer	Subsequently found out he had broken ankle, which needed surgery		Contacted RIDDOR to see if we need to report – not required