

YORKSHIRE DALES NATIONAL PARK AUTHORITY  
FINANCE AND RESOURCES COMMITTEE

13<sup>th</sup> FEBRUARY 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.

**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, on average monthly. The purpose of the Group is to:

- Keep the Finance & Resources Committee abreast of recent developments and progress within the Authority's activities
- Review, develop and advise the Authority on Health & Safety matters, including procedures and processes.
- Monitor and analyse Health & Safety performance indicators 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

**Training**

**First Aid Courses**

Two day re-qualification courses have taken place for all staff who hold the full four day first aid certificate. These courses are held on a regular basis to ensure that these staff keep their certificates and skills up to date.

A one day First Aid Skills Refresher Course was held in November. This course was arranged for staff who are not due to have a re-qualification course until the end of next year but for whom it was felt could benefit from having a skills update between courses.

Both these courses were carried out by First Link Plus (previously WYMAS) and feedback from the participants was that the courses were excellent, well run and useful to update first aid skills on a

regular basis. The trainers also commented that the students were hard working and came with the intention of learning the maximum possible from the day.

### Driver Training

Following a spate of accidents, the H & S Group were asked to look into finding driver training/driving at work courses. The North York Moors NPA use a course called Defensive Driving and they put all their staff on this course. They have been using this course and trainer for many years and feedback is very good.

These courses will commence in April this year and will accommodate six members of staff on each day, twelve in total each year. The cost works out at £54 per employee. It is hoped that the first staff to commence the course will be the fleet drivers.

### Gritting of Car Parks

It was discussed at the last H & S Meeting whether we ought to grit our public car parks or not. It was generally felt that we have a duty of care to make sure car parking areas and paths are cleared, however this contradicts a decision made a number of years ago not to grit car parks. Our insurers have advised us "that once we start to grit, the public will expect it to be done all the time". The group are looking into the background of this decision and costs for the gritting are being sought from local contractors.

A sign has now been purchased for Grassington car park warning the public that the car park is not gritted. The Group have now sought advice from our solicitor regarding the legal recommendations. Since the last meeting a member of the public has fallen on the ice in the car park and broken an arm (see accident report).

### Risk Assessments

DSE and Office Risk Assessments are due to be carried out in April. However due to the move to the new northern office all staff are being reminded to carry out a new display screen equipment assessment for their new workstation.

The problems of lone working in the information centres was again discussed. The Centre Manager is to arrange risk assessments at Malham and Grassington centres and will report the outcome back to the group at the next meeting. The group are also researching what other organisations do for staff who work alone in isolated areas.

### Recommendations

Members are asked to note the content of this report.

ANNETTE BOLAND  
SENIOR ADMINISTRATIVE OFFICER

Background Documents: None  
2<sup>nd</sup> February 2006.

**QUARTERLY ACCIDENT AND NEAR MISS REPORT****1<sup>st</sup> October – 31<sup>st</sup> December 2005**

<b>Location</b>	<b>Accident/ Near Miss</b>	<b>Details</b>	<b>Staff/ Visitor</b>	<b>Injury</b>	<b>Action</b>	<b>Actioned</b>
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
Grassington office – back yard	Accident	Slipped on mud in car park	Staff	Resulted in a fall which has 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	