

Committee: FINANCE AND RESOURCES

Date: 3 December 2007

Report: HEALTH AND SAFETY

Purpose of the Report

1. To update Members on the progress that the Authority is making in relation to meeting its commitment to managing Health and Safety across its operations..

Strategic Planning Framework

2. The information contained in this report is consistent with the Authority's statutory purposes and it's 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

3. The work described in this report is directed by the internal Health and Safety Group which meets 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.
 - 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

4. Ongoing training continues to raise Health and Safety awareness. The following training courses have either taken place or are booked to take place in the near future.
 - Principles of Manual Handling. This training course is due to be held on 26 November at the Dales Countryside Museum and is a Chartered Institute of

Environmental Health - accredited qualification. 16 members of staff will be attending, mostly from the Ranger Services.

- One day Basic First Aid Appointed Person (1 day). This training is aimed at those members of staff wishing to learn basic first aid skills but does not qualify the employee to be a Health & Safety Executive (HSE) - approved first aider. 17 members of staff will have attended during October and November.
- First Aid at Work (4 days). This course provides a HSE - approved qualification of recognised first aider in the workplace. Two members of staff have attended this training since the last quarterly report.
- Fire Safety. A further fire safety course has been arranged for December, for any members of staff who missed the previous training sessions. This course will also cover the training of fire wardens which is now a requirement of the new fire regulations. It is intended that five members of staff from each office will become voluntary fire wardens; their only responsibility will be to check the building as people leave during a fire evacuation.
- MIDAS (Minibus Driver Assessment Scheme) Three members of staff have attended this one day requalification course which is an essential requirement for staff who are required to maintain the MIDAS certificate.
- IOSH (Institution of Occupational Safety & Health). Three members of staff have attended this one day course. We are at present awaiting clarification as to whether this training should be a corporate requirement for all members of staff, in which case further courses will be arranged.

Fire Safety

5. The requirements of The Regulatory Reform (Fire Safety) Order which came into effect last October have now been fully complied with and all the procedures which were put into place at the time are being carried out. One requirement was that risk assessments should be carried out for all our premises on a yearly basis and these are being reviewed to make sure that any changes to the premises are recorded adequately. Visits to all our premises will be carried out in the next month to ensure that all fire safety procedures, action plans and appropriate certificates are in place for each site.

Accidents and Near Misses

6. **The Appendix** summarises the Accident and Near Miss Record for the period 1 July 2007 – 30 September 2007.

RECOMMENDATION

7. Members are asked to note this report.

Annette Boland
Senior Administrative Officer

Background documents: None

Appendix

QUARTERLY ACCIDENT AND NEAR MISS REPORT: 1ST July – 30th September 2007

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Colvend, Grassington	Near Miss	Attending a meeting in the office, turned to leave and tripped over the step.	Visitor	No injury.	Put visible marking strip on step.	Maintenance officer has adapted step to ensure it is more visible.
Aysgarth Information Centre	Accident	Screw was sticking out slightly of door casing.	Visitor	Caused small cut.	Maintenance officer to check	Screw has now been tightened.
Aysgarth Information Centre	Near Miss	Broken glass had been put in waste paper bin. If hand had been used to transfer to external bin, injury could have been caused.	Student	No injury this time but broken glass procedure needs to be addressed.	Ensure staff are familiar with procedures	As long as staff are made aware of procedures by centre managers, no further action required.
Colvend Car Park	Accident	Slipped on plastic 'grasscrete' in car park.	Staff	Fell and hurt hand and arm. Grazed and cut knee.	This problem is already being actioned.	New surfaces for car park are being trialled at present.
Aysgarth Upper Falls	Accident	Slipped on a stone and fell over.	Visitor	Cut on elbow.	Visitor directed to doctors surgery.	No further action required.
Aysgarth Falls	Accident	Children skimming stones, one of the stones hit a child on the back of their head.	Visitor	No injury reported.	Sent to doctors surgery.	No further action required.
Bainbridge	Accident	Walking at lunchtime, stumbled in a pothole in the road on the way out of Yoredale.	Staff	Jarred back.	Discuss temporary surface with contractors.	Potholes in construction road now filled.
Malham Information Centre	Accident	Whilst placing a leaflet back in the holder, it caught the book above which fell off and hit nose.	Staff	Sore nose.	Ensure products are sited at a convenient level.	Centre Manager asked to look at siting of merchandise.
Aysgarth Middle/ Lower Falls	Accident	Sun in eyes, tripped over the low bench (Interpretation panel) in the wood.	Visitor	Injured shoulder & arm. Cuts to forehead and left shin.	Ambulance called, taken to hospital.	Interpretation Officer to look at siting of panel.
Malham Cove	Accident	On limestone pavement, lost balance and slipped and put hand down to break fall.	Visitor	Hurt wrist.	Ambulance called, taken to hospital.	No further action required.