

Committee: FINANCE AND RESOURCES

Date: 6 August 2007

Report HEALTH AND SAFETY

Purpose of the Report

1. To provide Members with further information on the progress that the Authority is making in relation to its commitment to Health and Safety.

Strategic Planning Framework

2. 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

3. The Health and Safety Group meet 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.

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.

- Defensive Driver Training. A further 12 members of staff attended this course from a range of departments. The training covered safe driving techniques and driver awareness: feedback was again very positive.
- Manual Handling. From the latest accident report it was noted that a number of incidents were linked to manual handling. Another course is in the process of being arranged to reiterate the need for correct manual handling procedures.
- Lone Working. A further Lone Working course will be arranged for the end of the summer when the Information Advisors can take time off from the centres and before the winter season commences.
- Fire Safety. The last of the Fire Awareness training sessions has now taken place and all but 5 members of staff have attended. It is hoped that these staff can be accommodated later in the year when a further course will be run to include any new starters.
- Basic First Aid for Appointed Persons. A one day course has been organised in July to enable staff who hold the basic first aid qualification to update their skills and so keep their registration up to date.

Fire Safety

5. The Regulatory Reform (Fire Safety) Order came into effect on October 1st 2006 and replaces The Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997. Fire certificates have been scrapped, and employers are now solely responsible for fire safety within their workplaces. The new Order requires the Authority to carry out fire risk assessments for all owned properties and to review these on an annual basis. The Authority is also required to produce emergency plans for dealing with potential fires, and ensure that all staff receive basic fire safety training.
6. The responsible person for the Colvend site requested that the Fire Safety Officer for Craven visit to ensure that the risk assessment work was being carried out appropriately. This visit occurred in May and the comments were favourable; however the Safety Officer did recommend that the Authority appoint Fire Wardens at the two main offices (which was contradictory to earlier advice obtained elsewhere) and this matter is currently being assessed by the Estates Officer who will report to the Senior Management Team.

Health & Safety Handbook

7. The final amendments to the Health and Safety Handbook have been completed and the book is at present being copied. This will be distributed to all members of staff during the last week of July.
8. There have been some minor changes to the Handbook and some new Codes of Practice have been added to the document due to changes in Health & Safety legislation such as The Smoke-Free Premises, Places and Vehicles Regulations 2007 and The Road Vehicles (Construction and Use) Regulations 2003 (which bans the use of mobile phones whilst driving).

Risk Assessments

9. Display screen and office risk assessments have been completed for the current year and a list of hazards/risks has been compiled. Any outstanding issues are currently being resolved and any necessary items of equipment such as wrist rests will be purchased.

Health & Safety Spot Checks

10. Spot checks continue to be carried out by members of the Health & Safety Group. These are used to identify any issues within the offices, centres or workshops which may have been overlooked. Monthly checks are being carried out at both offices by members of the Finance & Resources Team.

Accident/Near Miss Reporting

11. The quarterly report of accidents and near misses was discussed at the last Health & Safety Meeting. Several incidents involving members of staff slipping on the parking area opposite the bowling green at Colvend were noted. The Chairman of the Health & Safety Group reported to the meeting that there is now money available for resurfacing work to take place and that this would commence in the near future.
12. **The Appendix** summarises the Accident and Near Miss Record for the period 1 April – 30 June 2007.

RECOMMENDATION

13. Members are asked to note the content of this report.

Annette Boland
Senior Administrative Officer

12 July 2007

Background documents: None

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Colvend, Back Yard	Accident	Removing cover of a bus timetable case. Caught thumb on something sharp.	Staff	Cut on joint of thumb. Applied plaster and tape.	Maintenance officer inspected case, found small sharp piece of wood.	Maintenance officer has now repaired the case.
Colvend Information Centre	Accident	Going to put notice in public toilets, slipped on gravel on the footpath.	Staff	Swollen knee and skin removed.	Checked path, found to be clear.	All paths at Colvend are checked and cleaned bi-monthly by Maintenance Officer.
Dales Countryside Museum	Accident	Carrying A board, it slipped from grasp.	Staff	Wrists became swollen and painful. Advised by doctor to rest.	Centre Manager decided A board is not to be used any more.	A board removed to store cupboard.
Whernside	Accident	Stepped down off stile and twisted ankle on flat ground.	Volunteer	Sprained ankle. Crepe bandage applied.	Rangers to look at design of stile.	If design found to be inferior, stile will be adapted.
Malham Information Centre	Accident	Stabbed finger with staple when using stapler.	Staff	Small puncture wound on finger. Given antiseptic wipe.	Stapler keeps jamming – now disposed of.	New stapler purchased.
Field near Aysgarth Falls	Accident	Encountered cows with calves, one charged and pushed man against fence.	Visitor	Barbed wire cut left hand. Required 5 stitches and antibiotics.	Visitors are made aware of dangers through notices and the Visitor magazine.	Rangers to look at where notices are positioned.
Colvend Yard	Accident	Closing back door of van, trapped finger in the gap between two doors.	Staff	Slightly swollen finger and bruising.	No action necessary.	No action necessary.
Aysgarth Falls	Near Miss	Chair leg went through a joint in the decking causing person to fall off the chair.	Visitor	No injury to visitor.	Holes have been filled in and new chairs purchased.	Decking must be checked periodically by Centre Manager

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Dale Head, Helwith Bridge	Accident	Closed car door on right hand.	Visitor	Damaged little finger causing it to bleed profusely. Bandage supplied.	No action necessary.	No action necessary.
Malham Car Park	Accident	Parcel shelf of own car fell on eye.	Staff	Injury caused black eye.	No action necessary.	No action necessary.
Hudson House, Reeth	Accident	Putting the A board outside, the middle part of it fell out onto foot.	Staff	Bruised toes.	Maintenance officer to look at A board to ascertain why part of it fell off.	This has now been repaired.
DCM	Accident	Moving large box to access a further box underneath.	Staff	Pulled muscles in right shoulder and neck.	Ensure staff are aware how to manually lift.	Query whether member of staff requires manual handling training.
Malham	Accident	Fell off bike.	Visitor	Badly grazed arm. Visitor given antiseptic wipe & plaster.	Visitor satisfied with attention given.	No further action necessary.
Grass Wood, Grassington	Accident	Stung on the nose by a bee whilst standing on the road.	Staff	Slightly swollen nose. Attended Grassington Medical Centre.	All staff made aware of dangers on site visits.	No action necessary.
DCM	Near Miss	High winds dislodged slates from roof.	N/A	No-one injured.	Rangers cordoned off the area.	Builder called in to repair slates.
Hartlington, Burnsall	Accident	Strained back while mixing concrete for new footbridge.	Staff	Strained back. Employee took some painkillers.	Ensure staff are aware how to manually lift.	Query whether member of staff requires manual handling training.
DCM	Near Miss	Bumped head entering the centre through revolving doors.	Visitor	Bumped head.	Centre Manager ordered strips to put on glass to alert members of the public.	Awaiting delivery.

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
DCM	Near Miss	Wheelchair lift stuck with a visitor on. Staff had difficulty working emergency procedure and had to get members of the public to help to get individual off the wheelchair lift.	Visitor	Staff very nervous using lift as it appears to be unreliable. No injury to visitor.	An out of order sign has been put on the lift. Estates officer to meet lift company to ascertain problem.	If the lift is proved to be irreparably faulty it will be replaced as funds become available.
Grassington Information Centre	Accident	Slipped on stone ramp outside fire exit whilst carrying out survey work.	Staff	Sore finger and slightly aching back.	Checked path, found to be clear.	All paths at Colvend are checked and cleaned bi-monthly by Maintenance Officer.