

Committee: **FINANCE AND RESOURCES**

Date: **9 May 2007**

Report **HEALTH AND SAFETY**

Purpose of the Report

1. To provide and advise Members on the continuing progress that the Authority is making in relation to its commitment to Health and Safety. This report comprises the regular six-monthly update provided to this committee.

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 contents of this report results from the activities of the Health and Safety Group, which meets quarterly. 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.

- First Aid, 2 day re-qualification course for staff who hold the Full First Aid Certificate. Courses were held in September and November.
- Manual Handling (arranged for officers who identified this requirement in their annual appraisals that they required further training).
- Defensive Driver Training. The first course was held in September 2006 and delivered to twelve members of staff who are all fleet drivers. Further courses will be held each year so that eventually all fleet drivers and other members of staff have the opportunity to attend. The next course will be held in May 2007.
- Lone Working. This course aimed at staff who work alone at information centres or on site, and was held in November. A further course was held in February to accommodate staff who were unable to attend the earlier course.
- Fire Training. Four separate training sessions were held in October and November and accommodated 40 members of staff on each day. A further session is to be held in May 2007 to ensure that all staff have attended this important training.

Health & Safety Spot Checks

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

Fire Safety

6. New fire safety legislation came into effect on the 1 October 2006, replacing previous legislation such as the issuing of fire certificates (which cease to have any legal status). The responsibility for fire safety now rests with the 'responsible person' for the organisation. The new Order requires that the Authority carries out fire risk assessments for all of its properties and that these assessments be reviewed annually; this process involves the production of emergency plans for dealing with any fire situation and requires that all staff receive basic fire safety training. Most of this work has now been completed and a report will be taken to the Senior Management Team to advise on the outcome of the fire risk assessments and identify work required to comply with the legislation.

Health & Safety Handbook

7. It is now two years since the health and safety handbook was updated; the Health & Safety Group are looking to update it with new regulations that may be required. It is expected that the reprint of the handbook will take place in May and will be circulated to all members of staff.

Risk Assessments

8. The authority continues to recognise the importance of risk assessments and is confident that the annual and ongoing processes to be completed over the coming weeks will run very smoothly. We are strengthening our procedures and controls in the collation and recording of all assessments to ensure that all necessary assessments take place.

The outcome of last years Display Screen Equipment/Office assessments was very successful; the co-operation of the Senior Management Team and individuals has meant that any hazards identified have been resolved, through individuals, the Health and Safety Co-ordinator and Line Managers working together.

Accident and Near Miss Report

9. The **Appendix** summaries the accident and near-miss monitoring reports for the period 1 October 2006 to 31 March 2007.
10. Members are asked to note the content of this report.

Annette Boland
Administrative Officer

15th April 2007

Background documents: None

Appendix

SIX MONTHLY ACCIDENT AND NEAR MISS REPORT

1 October 2006 – 31 March 2007

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Yoredale Car Park	Accident	Tripped on loose gravel	Staff	Swollen ankle, bruised knee and wrist. Visited A & E, suspected broken bone in wrist.	Investigating possible remedies to reduce risk of falling in car park.	No action taken as yet. Estates officer looking at various options.
Clapham toilets	Accident	Slipped whilst sawing a piece of wood	Staff	Grazed leg & shoulder. Bruised back & shoulder. Visited doctor one week later. Damaged muscles in back	No further action required. Accident site checked and found OK.	N/A
Yoredale Car Park	Accident	Fell over after standing on gravel which was on loose tarmac	Staff	No injury sustained and no treatment required.	Investigating possible remedies to reduce risk of falling.	No action taken as yet.
DCM Hawes	Accident	Using scissors and stabbed them into hand	Staff	Broken skin. Antiseptic and plaster applied.	No further action required	N/A

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
A684 between Aysgarth and Bainbridge	Near Miss	Falling tree limb just missed car while travelling along A684.	Staff	No injury sustained	No action taken.	N/A
Colvend, Grassington	Accident	Carrying toilet rolls to Grassington toilets, slipped on flags.	Staff	Damaged back and arm.	Checked path, found to be clear.	Check paths bi-monthly.
Yoredale, Bainbridge	Accident	Twisted neck pulling box of paper out of cupboard	Staff	None	Ensure staff are aware how to manually lift.	To query manual handling training.
Yoredale, Bainbridge	Near Miss	Slipped on ice outside front of main building	Staff	None	Authority policy not to grit all areas of car park (but salt to be provided) To discuss at new Health and Safety Meeting.	Salt purchased for spreading. No action taken yet.
Settle Middle School grounds	Accident	Clearing brash and trees – turned and eye was poked by a twig on a nearby tree.	Staff	Slight tear to cornea confirmed by doctor. Antibiotics prescribed.	Make sure members of staff are aware or requirement to wear goggles.	On agenda for ranger services team meeting.
Colvend yard	Accident	Lifting mixing board into trailer	Staff	Strained lower back	Ensure staff are aware how to manually lift.	Queried manual handling training.
Colvend office	Accident	Moving location of printer	Staff	Banged elbow on the corner of a shelf. Elbow very painful and bruised	Checked location of shelf.	No further action necessary.

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action	Actioned
Dales Countryside Museum	Accident	Whilst working on stepladders twisted lower part of back.	Staff	Hurt at the time. Doctor considered would repair itself within 3 months	Step ladder staff. Look at safe use of stepladders.	No action taken.
Compound at DCM	Accident	Tripped and fell on a length of timber	Staff	Unable to prevent the fall due to a current knee problem. No further injury.	Ensure staff are aware of correct procedures.	No further action taken.
York	Accident	Ran into back of another vehicle	Staff	None	No action required.	N/A
Colvend car park	Accident	Carrying large computer box into office from car	Staff	Strained back, started going into spasm. Painkillers taken.	Ensure staff are aware of correct procedures.	To discuss with the member of staff the correct manual handling procedure
Colvend car park	Accident	Getting out of car, feet slipped, causing fall onto side. Grass matting very slippery.	Staff	Bruised hand, arm and shoulder	Park management informed of problems of matting.	Looking at possibility of putting tarmac in parking bays.