

**Committee: FINANCE AND RESOURCES**

**Date: 9 May 2008**

**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:
  - **Corporate 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 was held on 26 November at the Dales Countryside Museum and is a Chartered Institute of Environmental

Health-accredited qualification. Sixteen members of staff attended, mostly from the Ranger Services.

- First Aid at Work (4 days). This course provides a Health and Safety Executive-approved qualification of recognised first aider in the workplace. Two members of staff will be attending a course in May with a further ten attending a course in October.
- Fire Safety. A further fire safety course has been arranged for May, for any members of staff who missed the previous training sessions and for new members of staff. This course will also cover the training of fire wardens which is now a requirement of the new fire regulations. It is intended that six members of staff from each office will become voluntary fire wardens. At the end of the training these staff should be able to:
  - Identify and address typical fire safety concerns in the workplace;
  - Identify and address typical issues about people's attitudes to workplace fire safety e.g. their response to alarms;
  - Identify and address typical shortcomings in people's performance relating to workplace fire safety e.g. the reporting of defects or concerns.

## 5. Corporate Manslaughter

A member of staff from the Legal Department attended the last Health & Safety Meeting to brief the group about issues relating to corporate manslaughter. The group were asked to find out from their individual departments whether there were any areas of their work where potentially they could be at risk of death, what systems were in place to minimise the risks, and whether the risk assessments already completed were adequate. This information has now been collected and a list will be submitted to the Senior Management Team for a decision on what further action is required.

## Accidents and Near Misses

6. **The Appendix** summarises the Accident and Near Miss Record for the period 1 October 2007 – 31 March 2008.

## Recommendation

7. Members are asked to note this report.

**Annette Boland**  
**Administrative Officer**

Background documents: None

## Appendix

### ACCIDENT AND NEAR MISS REPORT

1 October 2007 - 31 March 2008

Location	Accident/ Near Miss	Details	Staff/ Visitor	Injury	Action planned/Action taken
Malham Information Centre	Accident	Slipped on plastic matting on the path.	Visitor	Grazes to leg/knee and left hand. Wipe/plaster provided.	Area Ranger has been asked to assess whether this area requires any further treatment, for example aggregate covering.
Beezley's Farm, Ingleton	Accident	Concrete section of wall fell whilst using public right of way.	Staff	Although concrete fell on right knee there was no injury sustained.	No further action necessary.
Colvend Workshop	Accident	Slipped whilst removing gate hanging.	Staff	Sliced finger end and end of finger nail. Large dressing and plasters administered.	Staff are expected to have suitable knowledge of how to use small tools. Ensure all ranger staff have the compulsory refresher first aid training every 3 years to deal with such emergencies
Aysgarth Information Centre	Accident	Slipped whilst entering café on the wooden decking.	Visitor	No injury sustained.	Area Ranger has been asked to put the cleaning of the decking on a regular cleaning plan.
Yoredale	Near Miss	Door slammed on shoulder.	Staff	No long term pain.	No further action required.
Arkengarthdale	Accident	Whilst cutting branches on a hawthorn tree, a piece of the tree fell from above.	Staff	A thorn pierced the skin of forehead and caused bleeding. Antiseptic wipe administered.	Staff are expected to have suitable knowledge of how to use small tools. Ensure all ranger staff have the compulsory refresher first aid training every 3 years to deal with such emergencies
Aysgarth Falls	Accident	Whilst cutting down a tree, part of the tree slid and hit left elbow.	Staff	Bruised left elbow and mild pins & needles in left hand.	Staff are expected to have suitable knowledge of how to use small tools. Ensure all ranger staff have the compulsory refresher first aid training every 3 years to deal with such emergencies
Mastiles Lane, Malham Moor	Accident	Was not aware of any injury at the time but when returned to Malham NPC, ankle was very painful.	Staff	Bandaged ankle with elasticated bandage.	No further action required.

<b>Location</b>	<b>Accident/ Near Miss</b>	<b>Details</b>	<b>Staff/ Visitor</b>	<b>Injury</b>	<b>Action planned/Action taken</b>
Malham Cove	Accident	Slipped on steep muddy slope whilst attending walk leader training.	Volunteer	Suspected dislocation on ankle & fracture of lower leg.	All staff concerned are satisfied that every possible precaution was taken to ensure volunteer safety.
Yoredale access road	Accident	Tripped on loose hardcore on uneven road surface.	Staff	Grazed knee.	Projects & Estates Officer has spoken to the site manager regarding the surface of the road. He said they will make every effort to ensure the road is of an acceptable standard.
Planning Office, Yoredale	Near Miss	Door closing mechanism jammed whilst opening door, causing the door to only partially open.	Staff	No injury sustained.	The door closure was found to be faulty & had come loose. This has now been repaired.
Malham National Park Centre	Accident	Whilst closing the barn doors at the front of the centre the horizontal metal bar fell down on hand.	Staff	Severe bruising and swelling. Ice pack administered at home.	Maintenance Officer has been asked to look at the closing mechanism on this door. This has been included in his plan of work.
Colvend, External Affairs Office	Accident	Bent down to sort out boxes, caught forehead on a shelf.	Staff	Very painful bump on head.	The offending shelf has now had the sharp corner removed.
Malham National Park Centre	Accident	Child pulled cable of display which brought the whole display off the wall.	Visitor	Entire display assembly landed on top of the child causing bruising to child's left forehead.	The display has now been removed from the centre and the Interpretation Officer is assessing its future location.