

**Committee:** FINANCE AND RESOURCES

**Date:** 25 MAY 2021

**Report:** ANNUAL HEALTH, SAFETY AND WELLBEING REPORT,  
YEAR TO 31 MARCH 2021

### **Purpose of the report**

1. This report is a statement of the Authority's health, safety and wellbeing performance in the year to 31 March 2021. It aims to update Members on the progress that the Authority is making in relation to meeting its commitment to managing 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:

***Corporate Plan, Objective 34***

*"Plan and manage all aspects of the National Park Authority's business to make the most effective use of our resources"*

### **Recommendation**

3. That Members note the report.

### **Background**

4. The Authority employs approximately 165 members of staff (126 full time equivalents) and is responsible for approximately 280 volunteers in varied roles and exposed to varied hazards.
5. Health and Safety support in the Authority is provided by an internal Health, Safety and Wellbeing Working Group (HSWWG) and guided through a Service Level Agreement (SLA) with North Yorkshire County Council (NYCC). NYCC provide a qualified Health and Safety practitioner via the SLA for on-going advice and support and attendance at HSWG meetings.
6. The purpose of the HSWWG is to:
  - Advise the Senior Management Team (SMT) and Directors on the Authority's Health & Safety Policies, including the review and development of appropriate procedures and processes.
  - Consider Health, Safety and Wellbeing at Work as it affects Authority employees, including specific groups of employees, individual employees, Dales Volunteers and other volunteers including work experience placements, Members and others in respect of whom the Authority has a responsibility under Health & Safety legislation – the general public.

- Study performance indicators, accident and near miss statistics, safety audit reports, trends and other incidents (e.g. abuse), with the intention that reports are made to SMT or Directors on potential unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
  - Assist in the development of working practices and rules for Health and Safety and safe systems at work, having regard to the Health and Safety Executive's guidance.
  - Consider Health, Safety and Wellbeing training, particularly with regard to the effectiveness of such training, together with advice to SMT on training needs.
  - Consider the adequacy of Health, Safety and Wellbeing communication and publicity within the Authority.
  - Promote good Health, Safety and Wellbeing working practices.
7. A Health and Safety Action Plan is in place and progress against actions is monitored by the HSWWG. This is a dynamic process and kept under continuous review. Actions are added regularly to the Plan and each action has a target date for completion, the risk associated having been assessed and the action prioritised accordingly. Actions can arise through the incident and near miss reporting process, H&S spot checks, changes in legislation and guidance or property risk assessments.
8. Wellbeing has been introduced in the name of the HSWWG during 2020/21 to incorporate and promote the wellbeing element of Health and Safety including mental health.
9. The HSWG is chaired by the Director of Park Services.

### **Health, Safety and Wellbeing Activities undertaken in 2020/21**

#### 10. Activities included:

- Safety audits on Authority properties in Orton (workshop and office).
- Water management plan (management of legionella) now in place, following review.
- Audit of COSHH assessments (Control of Substances Hazardous to Health).
- Representative on '3 Parks Ranger Service H&S Group', covering ranger services across the Yorkshire Dales, Lake District and North York Moors NPAs.
- Health and Safety Handbook reviewed and updated (annual review).
- Codes of Practice updated (annual review).
- Risk assessment forms and process reviewed and updated (annual review).
- Generic Risk Assessments reviewed and updated (annual review).
- First aid boxes updated (monthly check).
- Annual audit of personal protective equipment (PPE) completed.
- Review of PPE for volunteers.
- Fire alarm tests and fire drills undertaken at all premises.
- A Health and Safety Competency Framework has been used during the annual staff appraisals to determine H&S training requirements.
- H&S 'Toolbox Talks' in place for staff and volunteers.
- The Accident Report Form has been updated and streamlined.
- Accidents and near misses are a standing item on HSWWG agenda, and appropriate learning is identified (ongoing).
- Covid-19 related Risk Assessments.
- Building Induction checklists for returning to the offices/workplaces.

## **Training**

11. The following training courses have taken place during the last 12 months, raising and reaffirming Health and Safety awareness, and ensuring mandatory training for tasks is up to date (where relevant):
- IOSH Managing Safely;
  - First Aid (including for outdoors work, emergency, and for volunteers);
  - Fire Warden;
  - De-escalation;
  - Chainsaw refresher;
  - 360 Digger training;
  - Off-road driving;
  - Quad Bike training;
  - Managing staff at a distance;
  - Mental Health First Aider Training;
  - Mental health awareness; and
  - Managing mental health at work.
12. An e-learning site is accessible for staff, which includes a number of Health and Safety courses.

## **Accidents and Near Misses**

13. The **Appendix** summarises accidents reported over the past 12 months, from 1 April 2020 to 31 March 2021, and includes all incidents reported by staff or volunteers.
14. The incident reporting procedure recognises the importance of line managers' involvement in investigating accidents within their teams. Officers complete an electronic form which is forwarded initially to the line manager who will investigate. Depending on the findings the risk assessment and/or code of practice may be amended, as appropriate.
15. Three near misses were reported during 2020/21, a decrease from the 6 reported in 2019/20. It is an ongoing challenge to try and encourage staff and volunteers to report near misses. It is unlikely that this number is a true reflection of near misses across the Authority. Near misses are a standing item on the HSWWG.
16. There was one incident which was potentially RIDDOR reportable (RIDDOR stands for the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'). The incident involved a member of staff undertaking physical tasks during the day, including walling and manual excavation of a hole to erect a signpost. During the day the member of staff also slipped on a patch of ice which may have contributed to the incident. He felt pain in his back at the end of the day which gradually got worse. He was subsequently signed unfit for work by his GP. A RIDDOR form was submitted to the Health and Safety Executive (HSE) on the basis that the officer was off work for more than three days. There was no contact from the HSE.
17. It can be seen from Table 2 in the **Appendix** that most incidents in 2020/21 involved staff in the Park Services Directorate and volunteers' service. This is perhaps unsurprising given the nature of work and number of people (including volunteers) undertaking practical roles within that Directorate.

18. This is the ninth year that Health and Safety statistics have been reported in this way, and a comparison of the number of incidents with previous years is shown in the table below.

<b>Year</b>	<b>Park Services</b>	<b>C&amp;C</b>	<b>Corporate Services</b>	<b>Volunteers</b>	<b>of which RIDDOR reportable</b>	<b>Total</b>
2012/13	5	0	2	4	1	11
2013/14	11	3	0	6	1	20
2014/15	8	1	2	4	2	15
2015/16	6	1	2	1	2	10
2016/17	7	2	1	1	0	11
2017/18	7	1	2	5	0	15
2018/19	4	0	0	3	1	7
2019/20	6	0	0	1	1	7
2020/21	4	1	0	2	1	7

### **Health and Safety Actions for 2021/22**

19. The delivery of the Health and Safety Action Plan will continue and will be monitored by the HSWWG on an on-going basis.
20. The Coronavirus pandemic has, for obvious reasons, led to a huge amount of extra work in regards to the health, safety and wellbeing of the Authority's staff and volunteers.
21. The pandemic will continue to have a significant impact on what Health and Safety Actions take place in 2021/22, but we will also focus on continuing to raise awareness of mental health, amongst other areas.

**Vikki Thomas**  
**Head of HR**

6 May 2021

## APPENDIX

ACCIDENT CAUSES ANALYSIS: 2020-2021 – Table 1

Number of employees	165
Number of Volunteer Days Worked	1519

CAUSE OF ACCIDENT	Non RIDDOR	RIDDOR	TOTALS	ACCIDENT TYPE	Service Areas				TOTALS
					Park Services	Cons & Comm	Corporate S	Vols	
01 - Contact with moving machinery of material being machined				01 - Contact with moving machinery of material being machined					
02 – Hit by moving, flying or falling object				02 – Hit by moving, flying or falling object					
03 – Hit by moving vehicle				03 – Hit by moving vehicle					
04 – Hit something fixed or stationary				04 – Hit something fixed or stationary					
05 – Injured while handling, lifting or carrying	3	1	4	05 – Injured while handling, lifting or carrying	3	1			4
06 – Slipped, tripped or fell on the same level	3		3	06 – Slipped, tripped or fell on the same level	1			2	3
07 – Fell from height				07 – Fell from height					
08 – Trapped by something collapsing				08 – Trapped by something collapsing					
09 – Drowned or Asphyxiated				09 – Drowned or Asphyxiated					
10 – Exposed or in contact with a harmful substance				10 – Exposed or in contact with a harmful substance					
11 – Exposed to fire				11 – Exposed to fire					
12 – Exposed to Explosion				12 – Exposed to Explosion					
13 – Contact with electricity or an electrical charge				13 – Contact with electricity or an electrical charge					
14 – Injured by an animal				14 – Injured by an animal					
15 – Physically assaulted by a person				15 – Physically assaulted by a person					
16 – Verbally assaulted by a person				16 – Verbally assaulted by a person					
17 – Another kind of accident				17 – Another kind of accident					
TOTALS	6	1	7	TOTALS	4	1		2	7

RIDDOR (specify number and type of accident)	No of Accidents	Type of Accident
Major Injury		
Reportable Disease		
Dangerous Occurrence		
Fatality		
Over 3 day Absence	1	Undertook several physical tasks in the day and also slipped on a patch of ice. Attended GP and absence from work for more than 3 days