

Committee: FINANCE AND RESOURCES

Date: 24 MAY 2022

Report: HEALTH, SAFETY AND WELLBEING REPORT

Purpose of the report

1. This report is a statement of the Authority's health, safety and wellbeing performance during the year 1 April 2021 to 31 March 2022. It aims to update Members on the progress that the Authority is making in relation to meeting its commitment to managing Health and Safety.

Recommendation

2. That the report be noted.

Strategic Planning Framework

3. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework, and specifically Corporate Action Plan Objective 35, to "Plan and manage the Authority's work so as to make the most effective use of its resources."

Background

4. The Authority employs approximately 169 members of staff (136.5 full time equivalent) and is responsible for approximately 331 active Dales Volunteer's and 61 Young Volunteers, in varied roles across the Authority 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 HSWWG meetings.
6. The purpose of the HSWWG is to:
 - Advise the Senior Management Team (SMT) on the Authority's Health, Safety and Wellbeing, 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 these are brought to the attention of 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 requirements.
 - 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 and internal audits, changes in legislation and guidance or property risk assessments.
8. Wellbeing was introduced in the name of the HSWWG during 2020/21 to incorporate and promote the wellbeing element of Health and Safety, including physical and mental wellbeing.
9. The HSWWG is chaired by the Director of Park Services.

Health, Safety and Wellbeing Activities undertaken in 2021/22

10. Activities included:

- Safety audits on Authority property in Hawes (Bruntacres workshop).
- Audit of COSHH assessments (Control of Substances Hazardous to Health annual review).
- 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 checks).
- Annual audit of personal protective equipment (PPE) for staff completed.
- Review of PPE for volunteers.
- Fire alarm tests and fire drills undertaken at all premises.

- The Health and Safety Competency Framework has been used during the annual staff appraisals to determine training requirements.
- H&S 'Toolbox Talks' in place for staff and volunteers.
- The Accident Report Form has been updated.
- Accidents and near misses are a standing item on HSWWG agenda, and appropriate learning is identified (ongoing).
- Covid-19 related Risk Assessments kept under review.
- Sickness absence statistics has been introduced as a standing item on HSWWG agenda.
- Promotion of national and international events, i.e. Stress awareness month, World sleep day etc.
- Purchased, registered and distributed 37 Personal Locator Beacons (PLBs) and ensured an effective and efficient system is in place should the Maritime & Coastguard Agency (MCA) receive an activation from a member of staff requiring assistance.

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 (full initial course and refresher courses);
- First Aid (including for outdoors, emergency, and for volunteers);
- Fire Warden;
- De-escalation/the prevention and management of conflict;
- Time management and managing multiple priorities;
- DSE Assessor;
- Engagement & promoting understanding;
- Emerging managers;
- Dealing with difficult people;
- Working at height;
- Working in confined spaces;
- Chainsaw refresher;
- Emergency treework operations:
- Abrasive products;
- Asbestos awareness;
- Location and avoidance of underground apparatus;
- Streetworks excavation and reinstatement:
- 360 Digger;
- Off-road driving;
- Quad Bike;
- Leading hybrid teams;
- Child protection;
- Suicide awareness;
- Mental health first aider;
- Mental health awareness; and
- Managing mental health at work.

12. An e-learning site is accessible for staff, which includes a number of health, safety and wellbeing courses.

Accidents and Near Misses

13. The **Appendix** summarises accidents reported over the past 12 months, from 1 April 2021 to 31 March 2022, and includes all accidents 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. Fourteen near misses were reported during 2021/22, an increase from the 3 reported in 2020/21. It is an ongoing challenge to try and encourage staff and volunteers to report near misses, so this number may not be a complete picture of near misses across the Authority. Near misses are a standing item on the HSWWG.
16. There was one incident which was RIDDOR reportable (RIDDOR stands for the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'). The incident involved a volunteer slipping on muddy grass while walling. He fell on his right arm and ribcage. He declined first aid treatment at the time although he took painkillers. He visited A&E a few days later and they confirmed a rib fracture. A RIDDOR form was submitted to the Health and Safety Executive (HSE) due to the fracture injury.
17. It can be seen from the second (right-hand) table in the **Appendix** that most incidents in 2021/22 involved staff in the Park Services Directorate. This is perhaps unsurprising given the nature of work and number of people undertaking practical roles within that Directorate.
18. This is the tenth 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.

Year	Park Services	C&C	Corporate Services	Volunteers	RIDDOR reportable	Total
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
2021/22	6	2	0	1	1	9

Health and Safety Actions for 2022/23

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. Whilst the related restrictions have recently been relaxed, the situation will continue to be monitored and action taken as necessary in line with HSE guidance.
21. We will be continuing to raise awareness of mental health and the provision of support available for staff.
22. Blended working arrangements have now formally been introduced for some roles. These arrangements will be reviewed later in the year and that review will consider any impact the arrangements have had or are having on health, safety and wellbeing.

Vikki Thomas
Head of Human Resources

5 May 2022

APPENDIX

ACCIDENT CAUSES ANALYSIS: 2021-2022 – Table 1

Number of employees	169
Number of Volunteer Days worked	4605

CAUSE OF ACCIDENT	Non RIDDOR	RIDDOR	TOTALS	ACCIDENT TYPE	Service Areas				TOTALS
					Park Services	Cons & Comm.	Corporate Services	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	1		1	02 – Hit by moving, flying or falling object		1			1
03 – Hit by moving vehicle				03 – Hit by moving vehicle					
04 – Hit something fixed or stationary	1		1	04 – Hit something fixed or stationary	1				1
05 – Injured while handling, lifting or carrying	1		1	05 – Injured while handling, lifting or carrying	1				1
06 – Slipped, tripped or fell on the same level	4	1	5	06 – Slipped, tripped or fell on the same level	3	1		1	5
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	1		1	14 – Injured by an animal	1				1
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	8	1	9	TOTALS	6	2	0	1	9

RIDDOR (specify number and type of accident)	No of Accidents	Type of Accident
Specified Injury	1	On 26/10/21 a volunteer slipped on muddy grass while walling and fell on right forearm and ribcage. Did not want First Aid. Painkillers were given. On 29/10/21 A&E confirmed a rib fracture. RIDDOR reported to HSE on 03/11/21 by Volunteer Team.
Occupational Disease		
Dangerous Occurrence		
Gas Incident		
Fatality		
Over 3 day Absence		