

**Committee: FINANCE AND RESOURCES**

**Date: 30 MAY 2023**

**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 2022 to 31 March 2023. 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 30, to "Ensure that we have HR policies, procedures, terms and conditions to attract and support the right people with the right skills to deliver the work of the Authority effectively".

### **Background**

4. The Authority employs approximately 168 members of staff (135 full time equivalent) and is responsible for approximately 345 active Dales Volunteer's and 57 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 Council (NYC). NYC 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 staff, including specific groups of staff, individual staff, 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, i.e. the general public.

- Study performance indicators, accident and incident statistics, safety audit reports and identify trends, with the intention that these are brought to the attention of SMT or Directors on potentially unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
  - Assist in the development of working practices and rules for Health, Safety and Wellbeing and safe systems at work, having regard to the Health and Safety Executive's guidance.
  - Consider appropriate 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. Health and Safety Action Plans are in place and progress against actions are monitored by the HSWWG. This is a dynamic process and kept under continuous review. Actions are added regularly to the Plans 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 reporting process, H&S spot checks and internal audits, changes in legislation and guidance or property risk assessments.
8. The promotion of the wellbeing element of Health and Safety, including physical and mental health, is undertaken by the HSWWG, Mental Health First Aiders (MHFAs) and HR.
9. The HSWWG is chaired by the Director of Park Services.

### **Health, Safety and Wellbeing Activities undertaken in 2022/23**

10. Activities undertaken included:
- Safety audits on Authority property at Aysgarth Falls and Dales Countryside Museum (DCM) at Hawes.
  - Audit of Control of Substances Hazardous to Health (COSHH) assessments (annual review).
  - Review of health, safety and wellbeing policy statement (annual review).
  - Health and Safety Handbook reviewed and updated (annual review).
  - Codes of Practice and COSHH assessments updated (annual review).
  - Risk assessment forms and process reviewed and updated (annual review).
  - Generic Risk Assessments reviewed and updated (annual review) with risk from COVID now incorporated as a specific hazard, where appropriate.
  - 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 near miss form has been removed (because it was rarely used) and all incidents (near miss, accident or verbal or threatening behaviour) are now reported using the same form.

- Accidents and incidents forms collated, they're shared as a standing item on HSWWG agenda, and appropriate learning is identified (ongoing).
- Sickness absence statistics is a standing item on HSWWG agenda.
- Promotion of national and international events related to wellbeing, i.e. Stress awareness month, World sleep day etc.

### Training

11. A list of training courses that 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), is available at Appendix A.
12. An e-learning training platform (ELMS) is available for staff, which includes a number of health, safety and wellbeing courses, including COSHH, manual handling etc.

### Accidents and Incidents

13. The **Appendix** summarises accidents reported over the past 12 months, from 1 April 2022 to 31 March 2023, and includes all accidents reported by staff or volunteers.
14. It can be seen from the table in the **Appendix** that most accidents in 2022/23 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.
15. A comparison of the number of accidents over the last 10 years is shown in the table below.

Year	Park Services	C&C	Corporate Services	Volunteers	RIDDOR reportable	Total
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
2022/23	4	2	2	2	0	10

16. 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.
17. 17 incidents were reported during 2022/23 that were considered 'near misses', an increase from the 14 reported in 2021/22. It is unlikely that this number is a true reflection of incidents across the Authority as it is an ongoing challenge to encourage staff and volunteers to report near miss incidents. Accident and incident reporting is a standing item on the HSWWG.

## **Health and Safety Actions for 2023/24**

18. The delivery of the Health and Safety Action Plans will continue and will be monitored by the HSWWG on an on-going basis.
19. The HSWWG, HR and the trained Mental Health First Aiders will continue to raise awareness of mental health and the wide provision of support available for staff to access.

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

17 April 2023

## Appendix A

### Training courses taken place in 2022/23 related to health, safety and wellbeing

- IOSH Managing Safely (full initial course and refresher courses);
- First Aid (including for outdoors, paediatric, and emergency for volunteers);
- Fire Warden;
- De-escalation/the prevention and management of conflict;
- Dealing with difficult behaviour and situations;
- Essential risk management for national parks;
- Occupiers liability;
- Practical manual handling;
- Hill craft and Mountain Leaders
- Bush craft and fire lighting'
- Working safely near water;
- Working in confined spaces;
- Chainsaw maintenance;
- Felling small trees;
- Emergency tree work;
- Woodworking machines
- Abrasive products;
- Asbestos awareness;
- Streetworks excavation and reinstatement:
- Construction (Design & Management) Regulations;
- 360 Excavator;
- 4x4 off-road driving;
- Forward tipping dumper;
- All-terrain vehicle;
- Mobile Vertical and Mobile Boom;
- CAT & Genny;
- Evac-chair;
- Building resilience and wellbeing;
- Neurodiversity in the workplace;
- Mental health first aider;
- Mental health awareness; and
- Managing mental health at work.

## APPENDIX B - ACCIDENT CAUSES ANALYSIS: 2022-2023

Number of staff  
Number of Volunteer Days worked

168
6,000

CAUSE OF ACCIDENT	Non RIDDOR	RIDDOR	TOTALS
01 - Contact with moving machinery of material being machined	1		1
02 – Hit by moving, flying or falling object	1		1
03 – Hit by moving vehicle			
04 – Hit something fixed or stationary			
05 – Injured while handling, lifting or carrying	2		2
06 – Slipped, tripped or fell on the same level	3		3
07 – Fell from height	1		1
08 – Trapped by something collapsing			
09 – Drowned or Asphyxiated			
10 – Exposed or in contact with a harmful substance			
11 – Exposed to fire			
12 – Exposed to Explosion			
13 – Contact with electricity or an electrical charge			
14 – Injured by an animal			
15 – Physically assaulted by a person			
16 – Verbally assaulted by a person			
17 – Another kind of accident	2		2
<b>TOTALS</b>	<b>10</b>	<b>0</b>	<b>10</b>

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

RIDDOR (specify number and type of accident)	No of Accidents	Type of Accident
Specified Injury	0	
Occupational Disease	0	
Dangerous Occurrence	0	
Gas Incident	0	
Fatality	0	
Over 3 day Absence	0	

