

National Park Authority Board Meeting

Agenda Item: 8



Annual Health and Safety Report

1. Accidents/Incidents/Near Misses

<u>Type of Accidents/Incidents/Near Misses</u>	2013/14	2014/15
Slip, Trip or Fall	6	10
Injury from Animal	1	20
Contact with or exposure to	2	8
Moving & Handling	2	7
Threat of Physical Violence/Aggression	-	2
Occupational Disease	-	2
Other	7	13
Total	22	62

<u>Accident/Incident/Near Miss</u>	2014/15	RIDDOR reportable
Near Misses	22	-
Injury/Accidents	33	5
Incidents	7	-
Total	62	5

- 1.1 The Park Authority has actively increased the visibility of the process and encouraged more rigorous reporting. In total, individual reporting of accident/incidents and near misses has increased compared to last year which would support that awareness of the process has improved. A new accident/incident/near miss form has also been circulated which aids this process. Each accident/incident/near miss reported is investigated by management and recommendations reviewed by the H&S Advisor.
- 1.2 The five Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reports involved the following;
- Two employees were diagnosed with Hand Arm Vibration Syndrome and as a result robust health surveillance and monitoring systems have been implemented with regards to employee's daily use of equipment and tools which have the potential to emit vibration. A system of risk assessment and training information has also been rolled out.
 - A member of the public fell and experienced a head injury at one of the Park Authority's sites it is responsible for maintaining. Further guidance and

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information has been requested and our solicitors, Harpers, have now provided an opinion with regards to our risk assessment responsibilities for sites we manage and or maintain. This information is currently being digested and a briefing note on recommendations will be forwarded to the Executive in due course.

- An employee had a workplace accident involving work equipment and had to take some time off from work. Recommendations following this centred around rolling out refresher training and tool box talk on correct use of equipment.
- An employee whilst carrying out storm clearance suffered a broken limb. This is currently being investigated by management as to what, if any, changes to work practices and the use of dynamic risk assessments are required.

- 1.3 The majority of “injury” from animals related to tick bites and this is being addressed by circulating a number of preventative tools including an updated risk assessment, information sheet, poster and a tool box talk.
- 1.4 The instances of “Threat of Physical Violence/Aggression” related to verbal abuse experienced by Rangers.
- 1.5 There are no other patterns or trends from the other instances reported.

2. Health and Safety Site Audits

- 2.1 The Health & Safety Site Audits, carried out in September 2014, are now complete with only a select few areas outstanding. Overall the attainment of actions is good, in comparison to proceeding years, and outstanding actions are the final stages of the Risk Assessment review, production of Toolbox talks and safe systems of work and keeping administrative paperwork up to date.

3. Health and Safety Projects

- 3.1 The completion of the first stage of the risk assessment project was delayed due to lack of production of risk assessment documents by teams. As a result of this delay a risk assessment project team was set up in January 2015.

The risk assessment project team have now concluded the review of risk assessments and Managers, along with their competent assessor, are now in the process of reviewing the risk assessments assigned to them by June 2015. Staff will be requested to read all the core risk assessments assigned to their job role and they will be asked to confirm once this has been carried out. Going forward the

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review process and uploading of new risk assessments will be monitored by the H&S Advisor so as to avoid duplication and ensure risk assessment remain suitable and sufficient. The operation of a project team has worked well with regards to Health & Safety and has enabled practical as well as statutory elements to be considered.

- 3.2 Harpers have consolidated their advice regarding the Park Authority's health and safety obligations and liabilities in relation to the West Highland Way and other external sites and assets they manage/maintain into one easy-to-digest advice note. This will be considered by the Executive.

4. Health and Safety Policies and Training

- 4.1 A number of Health and Safety Policies have been updated and circulated organisation wide during 2014/2015, these were Accident, Incident and Near Miss, Display Screen Equipment, Noise at Work and Personal Protective Equipment. We already have a wide ranging suite of Health and Safety policies/procedures, 18 in total, including Stress at Work, Adverse Weather Disruption and Health & Safety Site Inspection procedure. The online recording procedure introduced to ensure staff have read and understood the revised policies is working well.
- 4.2 There has been a positive increase in the breadth of Health & Safety training available, ranging from team briefing sessions on risk assessments to online training on Manual Handling, general H&S awareness and DSE assessment. We are working towards 100% completion rate for all on line training by circulating regular reminders and progress reports to managers.

5. General Health and Safety Updates

- 5.1 The 2014/2015 Health & Safety Action plan has been completed for this period with only a few actions being carried forward for 2015/16; namely the development of COSHH risk assessments, further review of H&S policies and procedures, H&S specific organisation chart and access to specialist advice with regards to external H&S responsibilities.
- 5.2 All 2014/2015 Health Surveillance, which includes Hand Arm Vibration Syndrome, Auditory, Respiratory and Whole Body Vibration, review appointments have now been carried out and all reports received. The two individuals diagnosed with HAVS have received positive reports and there are no further concerns or specific restrictions imposed to their duties. 2015/2016 Health Surveillance appointments have now been requested from Occupational Health.

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- 5.3 The Park Authority now offer a number of e-learning H&S programmes through the British Safety Council which is a shared service with Cairngorms National Park Authority (CNPA). These programmes are interactive training tools which in the future will be supported by the use of toolbox talks and safe operating procedures.
- 5.4 Following on from the HSE Investigation in June 2014 employees are regularly using the HAVS/Noise recording log and regular spot checks are carried out. An audit and measurement of the real time magnitude and noise levels for individual pieces of work equipment, by an external company was completed in October 2014.
- 5.5 An external contractor concluded the Park Authority's fire risk assessment in April 2015 and no major concerns were highlighted within the reports, the concurrent items raised were teams needing to keep up to date with administrative paperwork on statutory fire checks within buildings. The Facilities Manager is looking at simplifying the paperwork to establish if this may assist with this area going forward and this has been highlighted with managers.
- 5.6 A project team has been set up to actively review and enforce the current Lone/Remote working system which requires to be used more consistently across the organisation. The current contract will expire in March 2016 and therefore this will provide the project team with time to investigate risks around lone/remote working and what the needs are.
- 5.7 Quarterly Health & Safety Committee meetings are progressing well with representatives from different areas of the organisation feeding into the development of a robust and forward thinking health and safety culture.
- 5.8 The outcome of the Legionella risk assessment, carried out in January 2015, has confirmed that we have no high risk areas with regards to our water systems and there is some general maintenance work being carried out.
- 5.9 A new Health and Safety page has been updated on Park Central (staff intranet) and there is work on-going in the background with regards to links and content.

Once the information has been finalised the Communications team will launch this page organisation wide and the aim for this to be a more interactive tool for employees.

- 5.10 HR have also launched an HR/H&S newsletter which provides quick and useful updates to employees on important health and safety information.

We are now looking forward into 2015/2016 with an up to date action plan and objectives which will carry over any of the above outstanding actions.