

Corporate Focus - Health and Safety



Paper for information

1. Purpose

- 1.1 At the Board meeting in December 2018, members asked for a paper to be presented at the next Board meeting focusing on Health and Safety, as this quarter's corporate focus. This paper is an addendum to the Annual Operational Plan Performance and provides a more detailed update of Health and Safety activity for 2018/19.

2. Recommendation

- 2.1 The Board to note the content of this report.

3. Contribution to National Park Partnership Plan and/or Our 5-year Plan

- 3.1 This paper contributes to our 5-year-plan and our commitment to invest in our staff as well as focusing on continued improvement of our systems and processes to ensure compliance with Health and Safety.

4. Background

- 4.1. The Health and Safety Policy sets out organisational responsibilities, for the Board (or relevant delegated sub group of the Board) this is outlined as:
 - Quarterly Health and Safety reports are submitted to the Board for their appraisal
 - The Board will review regularly any significant risks faced by the Park Authority and adopt a scrutinizer role to ensure that the Park Authority continually develop and implement appropriate systems to manage risks related to health, safety and wellbeing.

Health and Safety reports to the Board have been provided to the Delivery Group historically. With the new arrangements for reporting, the Board will receive a status update and an annual update.

This paper provides the annual update, following the new approach. It outlines information on Health and Safety along with the priorities identified and progress in meeting these. Considering this report is the first of the new approach, some additional background has been provided.

- 4.2. The Park Authority has established policies, procedures and risk assessments to ensure and support compliance with Health and Safety legislation. The key role to support the organisation ensures compliance is our Health and Safety Advisor. Through the appointment of our new Advisor in April 2018 we have increased the expertise and resources in recognition of the need to ensure continual improvement,

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manage higher risk activities that were happening across the organisation such as the development of campsites and a focus on the management of our Estate.

This positive approach has supported a greater focus on Health and Safety across the organisation and updated priorities for our work.

5. Health & Safety Review

- 5.1 The Health and Safety Advisor has carried out a review of our Health and Safety management system, site visits and a GAP analysis across operating activities. This was wide ranging from the robustness of our Health and Safety policy to how we manage serious incidents. The Advisor reviewed current practices and engaged with staff across the organization to inform this work and identified a number of recommendations giving us the foundation for our action plan for the coming year and beyond.

The key priorities identified from the review were:-

- Increased communication was required across the organisation
- A review of policies and procedures was required starting with the Health and Safety Policy which will more clearly define responsibilities at all levels of the organisation
- A review of how we monitor and report on Accident/Incident/Near Miss/Hazards and how we close out actions.
- Fire safety review confirming responsibilities and training required
- First Aid review confirming responsibilities and training required
- Health and Safety training to increase awareness of responsibilities
- A review of our 'Lone Working' procedures to simplify the process and ensure that the current equipment in use still meets our needs.

- 5.2 Actions from the review are all being actioned on a risk based prioritisation. Recently a small project group has been established and is currently focusing on the priorities identified as well as other priorities that have emerged such as Safe Driving and Contractor Management.

Improvements have been seen in a number of areas and examples include:-

- Increased communication; internal & external
- Increased engagement throughout the organisation
- Accident/Incident/Near Miss/Hazard: increased reporting and close out
- Increased awareness through Lunch and Learns as well as tool box talks
- Collation of information and effective management of Health and Safety information
- Improved PPE; successful ear defence trial with ARCO
- Lone Working process improvements
- Site visits; audit, communication, engagement and process assessment

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6. Accidents/Incidents/Near Misses/Hazards

6.1 Another positive outcome from increased engagement with staff has been the significant increase in reporting of Accidents/Incidents/Near Miss and Hazards. Our Health and Safety committee was really encouraged by this level of reporting and the impact the increased engagement was having.

6.2 The table below details the number of Accidents/Incidents/Near Misses and Hazards reported until the end of February 2019 as well as the total number reported for 2017/18 to show the significant difference in the levels of reporting. The definition for each is outlined below:-

Accident: An unplanned event, which causes injury to persons, damage to property or a combination of both.

Incident: An event that does not cause injury or ill health but may have led to loss or damage.

Near Miss: An event that, while not causing harm, has the potential to cause injury or ill health.

Hazard: An object, situation or behaviour that has the potential to cause injury, illness or property damage.

Category	2017/18 Year to Date	2018/19 Year to Date
Accident	23*	44
Incident	-	23
Near Miss	3	13
Hazard	-	33
RIDDOR Reportable	-	1**
Total	26	113

*Accidents and Incidents for 2017/18 were not recorded separately

** The RIDDOR reportable Accident is included in the Accident figures. This accident was reportable as it resulted in a member of staff 'unable to perform their full range of work duties' for more than 7 consecutive days as they aggravated a previous injury during the course of their work.

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The highest number of reports against each category to date in 2018/19 is as follows:-

Category	Sub-Category	Total Reported
Accident	Tick Bites	32
Incident	Strike against something stationary or fixed	4
Near Miss	Road Traffic	5
Hazzard	Slip trip or fall on same level	5
	Environment	5

As can be seen form above the highest number of reported accidents for 2018/19 is tick bites. This was the same for 2017/18 when 14 tick bites were reported. In order to address this, a new tool box talk has been developed alongside a tick kit to communicate, train and inform on effective preventative measures to reduce the number of reported tick bites which in turn reduces the overall risk to employees.

The most common reported incident is striking against something stationery or fixed. Examples include, a stone hitting a window during strimming and a member of staff hitting their head while exiting a mobile tool store. There is no pattern to these incidents therefore the action taken will be dependent on the nature of the incident.

The highest number of near misses reported was in relation to Road Traffic. A review of the Driving policy alongside effective procedures, increased awareness and training of the hazards and risk is underway and will assist in maintaining employee safety in this area.

This is the first year we have recorded hazards and we have been really encouraged by the numbers that are being reported and the engagement of staff in this area.

As highlighted earlier in the report we have introduced a more robust close out process for all accidents/incidents/near miss/hazards. Good progress has been made with 73% closed out as a result of increased communication, engagement, cross team involvement and feedback to all parties involved. Those still to be closed are being progressed by the relevant managers and progress is monitored closely by the H&S Adviser.

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7. Health and Safety Policies

7.1. All Health and Safety policy reviews are monitored through the Audit Committee. The Smoking, Adverse Weather & Travel Disruption and Understanding and Managing Stress policies have been reviewed in line with the timetable for 2018/19, however, as mentioned earlier in the report a number of working practices are being reviewed which will result in revised or new policies and procedures being developed over the coming months. Below is a list of our current Health and Safety policies and procedures:-

- Accident and Near Miss Investigation Reporting
- Adverse Weather and Travel Disruption
- Control of Arm Vibration Syndrome
- Control of Noise at Work
- Control of Substance Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- Drug, Alcohol and Substance Misuse
- First Aid
- Health & Safety
- Site Inspections
- Infection at Work
- Lone and Remote Working
- Manual Handling
- Smoking
- Personal Protective Equipment
- Portable Appliance Testing
- Risk Assessment
- Understanding and Managing Stress
- Young Persons

8. Site Audits

8.1 Audits have been carried out at the following locations, actions have been identified and are being progressed by the relevant managers:-

- Loch Achray
- Loch Chon
- Milarrochy
- Inchailloch

9. Health and Safety Committee

9.1 Quarterly Health and Safety meetings are progressing with representatives from different teams across the organisation in attendance. A Committee presentation at a 10:02 in 2018 highlighted the group and its membership as well as reminding everyone of the Health and Safety helpdesk and the need to engage with this process.

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10. General Health and Safety Update

- We are now members of the 'Visitor Safety in the Countryside Group' – a national group of public bodies who manage rural visitor sites/attractions - which is a great way of sharing good practice and experience and increasing our engagement with Visitor Safety.
- Three defibrillators have been purchased, two will be located with the Ranger boat team and the other will be at mounted externally at Carrochan.
- Ladder training was recently delivered and work is ongoing to ensure compliance across the organisation.

11. Moving Forward in 2019/20

11.1 We will continue to build on the positive progress that has been made in 2018/19 as well as continuing with the activities that are currently underway across the organisation. In addition to this we will:-

- Finalise the review of our Health and Safety Policy which will update responsibilities across the organisation as well as outlining our Safety Management System.
- Agree our new approach to Health and Safety training for all levels of the organisation. The Executive and key Operational Managers recently attended an IOSH Safety for Executives & Senior Managers workshop.
- Establish a Risk Assessment Working Group to review our approach to risk assessments

12. Conclusion

12.1 We have made good progress in 2018/19 and there has been more engagement with Health and Safety throughout the organisation than ever before. As we start to roll out training and raise awareness, engagement will increase and we will take further steps towards a positive health and safety culture.

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