

Report of Health and Safety Project Manager

Subject: Health, Safety & Wellbeing Quarterly Report

1. Incidents & Accidents

Incidents reported in 2024.

Date	Location	Type of Incident	Injury	Treatment/Action	Category (for report)	Staff Member Involved
07/05/2024	Llanion	Verbal rant via phone call	None	None	Near Miss	Yes
13/05/2024	Cilrhedyn	Serious illness	Myocardial infarction	Taken to hospital	Personal Injury	Yes
29/05/2024	Llanion	Slip/trip/fall	Grazed arm	None	Personal Injury	Yes
11/06/2024	Carew Castle	Fall	Bang to head	Ice pack to the head	Personal Injury	Member of the public
18/06/2024	Oriel y Parc	Unwanted fire signal	None	None	Building & Infrastructure	No
08/05/2024	Newport Sands	Power barrow tipped	None	None	Near Miss	Yes
18/06/2024	Llanion	Small cut to finger	Minor injury	None	Personal Injury	Yes
23/06/2024	Oriel y Parc	Alarm activation	None	None	Building & Infrastructure	Yes
30/06/2024	Carew Castle	Head contact to arch	Small cut to head and bleeding	Antiseptic wipe and plaster	Personal Injury	Member of the public
02/07/2024	Oriel y Parc	Alarm activation	None	None	Building & Infrastructure	Yes
09/07/2024	Crugiau Cemaes Round Barrow	Cut to finger bracken clearing	Small cut to finger	Sterile wipe and plaster to cut	Personal Injury	Volunteer
26/07/2024	Oriel y Parc	Alarm call out	None	None	Building & Infrastructure	Yes
26/06/2024	Castlebeach Bridge	Fall through broken bridge	Bruising	None	Personal Injury	Member of the public
01/08/2024	Llanion	Liquid spilled in staff room	None	None	Near Miss	Yes
31/07/2024	Carew Castle	MoP feeling unwell	None	Taken to hospital by family	Other	Member of the public

Date	Location	Type of Incident	Injury	Treatment/Action	Category (for report)	Staff Member Involved
13/08/2024	Carew Castle	MoP feeling unwell	None	Taken to hospital by family	Other	Member of the public
12/08/2024	Llanion	Broken mirror	None	None	Near Miss	No
14/08/2024	Oriel y Parc	Attempted break in	None	None	Building & Infrastructure	No
25/08/2024	Carew Castle	Cut finger with knife	Cut finger	Plaster and blue glove	Personal Injury	Yes
01/09/2024	Carew Castle	Spilled hot water on herself	Minor burn injury	Cold water and burn gel applied	Personal Injury	Yes
27/08/2024	Nefern Castle	Cutting branches	Cut to palm	Wipe and plaster only	Personal Injury	Volunteer
10/09/2024	Nefern Castle	Cutting scrub	Cut to face	Wipe and plaster only	Personal Injury	Volunteer

RIDDOR

No RIDDORs have been reported so far this year (Jan-Sep 2024).

Learning From Experience (LFE)

The most concerning incident involved a member of the public whose leg dropped through a gap in a low-level bridge on the Coastal Path. While the injured party was grazed and bruised, they had admitted to not paying attention when walking. The incident was swiftly dealt with, and a new bridge will be installed during the 24/25 winter.

2. Risk Assessment Management Plan (RAMP)

106 risk assessments were initially uploaded to the online folders in Teams, with a few additional documents added since August. All risk assessments have been given a unique reference number and are assigned to department heads to manage through their teams.

An informal meeting took place with the Astari auditor in September to provide an expert review of the risk assessment process and ensure that the risk assessments were compliant with their audit.

3. HAVS – Hand and Arm Vibration Syndrome Monitoring

The Authority have purchased the Reactec R-Link vibration monitoring equipment for each of the Wardens and some space capacity for Rangers or others who wish to monitor their HAVS exposure. This roll-out is expected to be completed by Christmas for winter equipment and March 2025 for the summer equipment.

Managers will be provided with some training by Reactec to understand how the online software system works.

4. Health and Safety Group

The Health and Safety Group minutes are attached from the meeting in July. The minutes of the October meeting are not yet available and will be reported to the next meeting of the Committee.

5. Health and Safety Internal Audits

It was hoped that the internal audits would be carried out in Q3 of 24/25, but the resignation of the Health and Safety Project Manager in October has stopped this work.

6. Training

First aid training for staff will be delivered before Christmas for those that need to ensure their competency remains in date.

Fire Warden training, including use of fire extinguishers, will be delivered before Christmas as well.

7. Staff Sickness Absence

Please refer to the Dashboard.

8. Annual Health & Safety Report

The first annual health and safety report since 2018 was delivered to the NPA in August.

Recommendation: Members are asked to NOTE this report.