



CLYDE MUIRSHIEL PARK AUTHORITY

Report to: Joint Committee
On: 5 June 2015

Report
By
Regional Park Manager

SUBJECT: QUARTERLY HEALTH AND SAFETY REPORT

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the Park Authority's quarterly health and safety monitoring report for January to March 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 note that there were no RIDDOR reportable accidents and a low number of other accidents considering the range of activities that takes place in the Park.
- 2.2 note the impact of the reduction in staffing levels on the Health & Safety culture and processes within the Park.
- 2.3 note that there has been no progress from Corporate Landlord on water ingress at Muirshiel Visitor Centre.

3.0 Background:

- 3.1 The Park Authority is a member of Renfrewshire Council's Corporate Health and Safety Committee. This meets quarterly and is attended by representatives of the council's departments and the joint boards and joint committees.

4.0 Quarterly Health and Safety Monitoring Report:

- 4.1 The quarterly Health and Safety monitoring report is normally presented to the Park Authority as part of the regular meetings cycle:-

Joint Committee meeting	H & S quarter reported
February	Oct, Nov & Dec.
June	Jan, Feb & March
September	April, May & June
December	July, Aug & Sept.

- 4.2 The summary monitoring report to Renfrewshire Corporate H&S Committee is presented as Appendix 1 for the consideration of the Joint Committee. The report details accident statistics, management action and training.
- 4.3 There were no RIDDOR reportable accidents. During this quarter 2 members of staff and 2 visitors sustained minor injuries from slips, trips and falls.
- 4.4 One incident of concern occurred when an outdoor video camera from the WOW project recorded a man poaching in Parkhill wood. The information was passed to the Police and they have taken action against the individual concerned.
- 4.5 Staff reported that part of the estate wall around Parkhill wood is in a dangerous condition. This required immediate and ongoing maintenance.
- 4.6 There has been no update from Corporate Landlord about repairs to Muirshiel Visitor Centre roof regarding the problem of water ingress.
- 4.7 No Health & Safety related courses were attended and no Toolbox Talks were delivered during the period January to March 2015 (by comparison 7 courses were attended in the same period in 2014).
- 4.8 Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety Officers to align its Health & Safety policies, plans and accident prevention programs with those currently in use within Renfrewshire Council. However reduction in staffing levels has slowed progress. The quarterly Health & Safety Planning Group (chaired by the Park Manager) did not meet during 2014/15 and no Health & Safety Plan was issued. The H&S Committee (chaired by the Assistant Park Manager) met twice rather than quarterly.
- 4.9 Some staff have expressed reluctance to attend H&S meetings. They feel that the meetings are a waste of their time or ineffective because Park management and Corporate Landlord do not appear to respond to their H&S concerns with any degree of urgency. Furthermore, reductions in staffing levels has resulted in the remaining employees being more focussed on operational delivery rather than tackling any H&S documentation shortfalls.
- 4.10 Despite these issues, actual working practices appear to be safe and accident levels remain low. However operational practice is not being underpinned by the documentation required by Health & Safety legislation and policies. Until

Park teams are allocated sufficient time resource to review their risk assessments and procedures then this aspect is unlikely to improve.

5.0 Conclusion:

- 5.1 This quarterly report shows a continued low accident rate in the Park. However consideration will have to be given to the impact of recent staffing reductions on Health & Safety. There is a growing indication that insufficient resources are being committed to bring the Park into alignment with Health & Safety legislation and Renfrewshire Council policies.

Appendix 1



To: RENFREWSHIRE CORPORATE HEALTH AND SAFETY COMMITTEE

On: June 2015

CLYDE MUIRSHIEL REGIONAL PARK HEALTH & SAFETY REPORT January - March 2015

This report is prepared by Clyde Muirshiel Regional Park in accordance with the terms of reference for the Corporate Health and Safety Committee, the purpose of which is to evaluate ongoing health and safety performance.

1. Accident Statistical Information including violence and aggression reports

Clyde Muirshiel does not have access to Renfrewshire Council's electronic reporting, so accidents/incidents are recorded on a paper based system.

As can be seen in the table below, during the period January to March 2015 there were no RIDDOR reportable incidents, 2 minor injuries to Park staff and 2 minor injuries to members of the public due to slips, trips and falls. This is four times the number of minor accidents in the same period in 2013 but similar to the same period in 2014. It is fairly low considering the range of activities taking place in the Park.

Type of Accident	Number of Accidents (Staff)	Number of Accidents (Visitors/Volunteers)	% of Total Accidents
Slip/Trip/Fall	2	2	100%
TOTALS	2	2	100%

One incident of concern occurred when one of the Park's wildlife cameras recorded a man poaching in Parkhill wood (Castle Semple Country Park). The information was passed to the Police and they have taken action against the individual.

2. Accident prevention programs

Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety Officers to align its Health & Safety policies, plans and accident prevention programs with those currently in use within Renfrewshire Council. However reduction in staffing levels within the Park has slowed progress.

The quarterly Health & Safety Planning Group (chaired by the Park Manager) did not meet at all during 2014/15 and no CMRP Health & Safety Plan was issued. The H&S Committee (chaired by the Assistant Park Manager) met twice rather than quarterly.

Some staff have expressed reluctance to attend H&S meetings. They feel that the meetings are a waste of their time or are ineffective as Park management and Corporate Landlord do not appear to respond to their H&S concerns with any degree of urgency. Furthermore, reductions in staffing levels has resulted in staff being more focussed on operational delivery rather than tackling any H&S documentation shortfalls.

3. Training

No Health & Safety related courses were attended and no Toolbox Talks were delivered during the period January to March 2015. This compares with 16 courses and 2 toolbox talks in the same period in 2013, and 7 courses in same period in 2014.

4. Occupational Health

Clyde Muirshiel Park uses the Occupational Health Service where appropriate, but there were no referrals and no 'Did-Not-Attend' incidences during the period.

No HSE reportable occupational diseases were recorded during in this quarter.

5. Update on CMRP Health & Safety management

During the past year the reduction in the Senior Management Team capacity (in particular the loss of the full time Park Manager in April 2015 and the 50% reduction in the Assistant Park Manager's hours in October 2015) and other cuts have impacted on various areas of work. This has included Health & Safety meetings and inspections, and the reviewing, updating and archiving of Risk Assessments and Safe Working procedures.

Despite such issues, actual working practices appear to be safe and accident levels remain low. However operational practice is not being underpinned by the documentation required by Health & Safety legislation and policies. Until Park teams are allocated sufficient time resource to attend to Health and Safety matters then the situation is unlikely to improve.

No update is available on the ongoing water ingress issue at Muirshiel Visitor Centre.

Appendix A: Provision of Training - January 2014 to March 2015

<u>Section 1</u> Health and safety training courses (training planner)	1 st ¼ Apr – June	2 nd ¼ July – Sept	3 rd ¼ Oct- Dec	4 th ¼ Jan – Mar
Accident investigation				
Display screen equipment assessment				
Fire risk assessment				
Fire wardens training				
Risk assessment				
Manual handling - (objects) risk assessment				
Violence and aggression				
Working safely accredited by IOSH				
Supervising safely accredited by IOSH			1	
<u>Section 2</u> Health and safety training courses available on request				
Managing safely accredited by IOSH				
Construction safety awareness				
Manual handling risk assessment (people)				
COSHH awareness				
Quality of working life (stress) risk assessment				
Corporate policy on alcohol and substance misuse				
Manual handling (objects) practical training				
Risk Management	1			
<u>Section 3</u> Any other appropriate health and safety training courses, or bespoke courses				
Risk Assessment (refresher on new format)				
British Canoe Union Orientation				
Chainsaw - Felling Medium Size Trees				
Cycle Trainer Course				
Driving Electric Vehicles		1		
Elementary Food Hygiene (outdoor)				
Food Hygiene Certificate				
First Aid at Work – 2 Day Refresher				
First Aid at Work – 3 Day			1	
Feeling Fitter refresher				
Induction (inc Health & Safety)				
Kayak/Canoe 4 star instructor training				
Mental Health refresher (Branching Out)		1		
RYA Instructor Training		1	1	
Stress Awareness			1	
Tree climbing/felling/safety				
White Water Safety & Rescue Training				
Walk Leader Training				
Managing Grievance and Discipline				

Contribution to the National Outcomes of report on H&S monitoring.

1. We live in a Scotland that is the most attractive place for doing business in Europe	
2. We realise our full economic potential with more and better employment opportunities for our people	H&S monitoring and reporting contributes to the achievement of our economic potential and our opportunities for our people
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	
5. Our children have the best start in life and are ready to succeed	
6. We live longer, healthier lives	H&S monitoring and reporting contributes to the safety and welfare of staff and visitors
7. We have tackled the significant inequalities in Scottish society	
8. We have improved the life chances for children, young people and families at risk	
9. We live our lives safe from crime, disorder and danger	H&S monitoring and reporting contributes to the safety and welfare of staff and visitors
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	H&S monitoring and reporting contributes to the development of well-designed, sustainable places
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	H& S monitoring and reporting is a component of quality public services