

**North York Moors National Park Authority
Finance, Risk, Audit and Standards Committee**

2 February 2015

Health and Safety

1. Purpose of the Report

- 1.1 To update Members on the recent ATV accident, progress made on the 2014/15 Health and Safety action plan, and;
- 1.2 To seek approval for the 2015/16 action plan.

2. Background

- 2.1 Both Members and Officers are keen that Health and Safety continues to have a high priority and the following approach was agreed at the February 2014 meeting of this Committee;
- the February meeting of FRASC will be presented with a proposed action plan for the Authority's health and safety activity during the coming year;
 - progress against this action plan would then be presented to the December National Park Authority meeting, thereby enabling all Members to have an input on an annual basis. This meeting would also be provided with data regarding the number of accidents and near misses reported, as well as working days lost as a result of workplace accidents.

3. Progress on the 2014/15 Health and Safety Action Plan

- 3.1 At the February meeting of FRASC, members approved to 2014/15 Action Plan. The Authority's Health and Safety Group, chaired by the Assistant Director of Corporate Services, is responsible for ensuring that the annual action plan is delivered. Progress to date is as follows;
1. Review of Health and Safety policy document;
 - Review completed and revised document approved by Members at December NPA. The policy document is being issued to staff. Managers are going through the policy with staff face to face, so that all concerned are fully aware of their personal responsibilities. Staff are also required to sign formally confirming that they have a copy of the Policy and understand what is expected of them.
 2. Develop an annual health and safety plan, together with arrangements for annual reporting;
 - Completed and this update for Members is part of the revised annual reporting process. The proposed 2015/16 action plan is detailed in paragraph 4 of this report.
 3. Develop a systematic approach to managing and auditing health and safety;
 - The system that has been adopted is based on the Health and Safety Executive's 'Plan, Do, Check Act' approach which has a balance between

systems and behavioural approaches to management. <http://www.hse.gov.uk/managing/plan-do-check-act.htm>
A summary document illustrating how the Authority's management actions comply with this is available on request.

4. Carry out fire safety risk assessments for the Authority's buildings;
 - Annual fire safety risk assessments have been carried out for the Authority's buildings and a series of minor actions taken as a result.
5. Use the existing asbestos surveys to develop management plans;
 - Advice on developing these plans was sought via the Service Level Agreement and it has been agreed that new surveys should be carried out as the survey requirements have become more rigorous. A company called Lucion will be carrying out new surveys which will form the basis of the asbestos management plan.
6. Review risk assessments to ensure that all significant operational risks have been addressed;
 - Annual risk assessment review has now been completed and updated assessments were 'signed off' at the January 2015 Directors' meeting;
7. Review volunteer risk assessments;
 - Completed. Volunteer risk assessments are reviewed by the volunteer team on a six monthly basis. The review has incorporated the recommendations from the 2013 Health and Safety report.
8. Set up a service level agreement with NYCC;
 - Completed and operating well. NYCC provided helpful advice on the content and structure of the report provided to HSE following the ATV accident;
9. Develop a clearer approach to managing contractors, including authorisation to start work;
 - A clearer approach was discussed by the Health and Safety group on 10 December. This has now been implemented for all contractors working on the Authority's sites;
10. Review the Lone Working Policy in view of the audit's comments;
 - Completed and policy has been updated accordingly;
11. Refresher workshop for senior managers to remind them of their leadership role in achieving effective health and safety management;
 - Workshop delivered on 5 November and further discussions between Chief Executive and Directors held on away days at the end of the month. The discussions on corporate responsibility will be followed up in 2015/16;
12. Conduct a risk assessment of the Authority's buildings to understand more fully the risks posed by legionella;
 - Specialist contractors, Hertel, are booked to complete this work.

3.2 While some of actions are of an ongoing nature, there has been considerable health and safety activity during the current year. The importance of this has been brought sharply into focus by the recent ATV accident and this has helped to shape the proposed approach for 2015/16.

4. **2015/16 Action Plan**

4.1 At the December NPA, Members agreed with Officers' initial thoughts regarding the draft action plan for 2015/16. This has now been expanded and the proposed plan is detailed below;

- Review of the Authority's approach to health and safety training, including refresher time periods;
- Thorough review of the processes in place for the control of substances hazardous to health;
- Full implementation of the action plan resulting from the ATV accident;
- Development of a plan to ensure better reporting of 'near misses';
- Integration of Ranger and Volunteer service risk assessments to ensure a consistent approach;
- Consider the practicality and costs involved with developing IT based solutions to tracking lone workers;
- Chief Executive and Directors to complete the Local Government Association's 'Health and Safety at Work Effective Leadership' matrix to assess corporate performance;
- External audit of actions taken since the 2013 health and safety review;
- Develop an effective way of using the information in the HSE's electronic bulletins to enhance staff understanding of wider health and safety issues.

4.2 The plan provides a mix of developing initiatives already taken this year, looking at other practical day to day issues and seeking to use external advice effectively as well as taking a corporate view. Members' opinions on these or any other items they feel should be included are very welcome.

4.3 The responsibility for implementing this plan rests with the Assistant Director of Corporate Services and the Health and Safety Group.

5. **Accident Involving an All-Terrain Vehicle (ATV) on 22 October 2014**

5.1 Members were briefed in both November and December regarding this accident. The Health and Safety Executive have confirmed that they are satisfied with the Authority's accident investigation and proposed course of action. This means that they will not be carrying out any investigation of their own.

5.2 The member of staff concerned suffered a rib injury and minor lacerations to his hand. The damaged rib has been much slower to heal than had originally been anticipated and a return to work in early February is expected.

5.3 At December NPA, Members were informed of the actions that the Authority was undertaking and the Director of Park Services is required to report on progress to the Chief Executive regularly during this year. The first of these update reports has been produced and actions are taking place as agreed. Members will be updated again at FRASC in May.

6. **Financial and Staffing Implications**

- 6.1 It is anticipated that an additional expenditure that is incurred as a result of this report will be minor and absorbed within existing budgets. Reductions in budgets are not preventing the provision of appropriate Health and Safety training or personal protective equipment.

7. **Contribution to National Park Management Plan**

- 7.1 A robust and proportionate method of dealing with health and safety will ensure that staff can be assured that their working environment is well managed and safe, maximising the time available to be spent of delivering the Management Plan targets.

8. **Legal Implications**

- 8.1 The conclusions outlined in the report together with the implementation of the actions will help to further improve Health and Safety practice and ensure that the Authority can demonstrate that it is fulfilling its legal obligations.

9. **Recommendation**

- 9.1 That Members note the progress made on the Health and Safety action plan for 2014/15, and
9.2 Approve and make any comments on the proposed plan for 2015/16.

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Background documents to this report

File ref.

1. 'Plan, Do, Check, Act' Approach to Managing Health and Safety
2. Accident Investigation Report, Nov 2014
3. National Park Authority Reports, Dec 2013 and Dec 2014
4. Finance, Risk, Audit and Standards Committee Report, Feb 2014
5. Finance, Risk, Audit and Standards Committee Report 2012
6. Performance Monitoring and Management Report 2010
7. Performance Monitoring and Management Report 2009