

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

23 November 2015

Update on Health and Safety Actions

1. Purpose of the Report

- 1.1 To inform Members of work undertaken on the management action points agreed as a result of the Internal Audit Report dated June 2015.

2. Background

- 2.1 At the September meeting of this Committee, Members were informed of the positive outcome of the Internal Audit inspection relating to health and safety. The report, which provided a Substantial Assurance rating considered the adequacy of the Authority's health and safety systems, procedure and controls.
- 2.2 There were a small number of minor areas where potential improvements were highlighted and management actions to resolve these were agreed. The purpose of this report is to inform Members of the work done to date.

3. Management Actions and Follow-up

- 3.1 The agreed management actions and the work carried out so far are detailed below;

1. Put in place a more robust mechanism to ensure that all completed induction sheets are returned to HR to provide evidence that health and safety induction has taken place.

Action – Improved reminder system has been put in place, induction sheets are actively chased and all those due have been returned.

2. Devise an agreed health and safety refresher training programme where there is no legislative requirement for exact time scales.

Action – this was already part of the agreed programme of works for 2015/16. Refresher timescales have been discussed with relevant staff, and a schedule of refresher health and safety training has been agreed by the Health and Safety Group and endorsed by Directors.

3. Training records should be stored electronically in a private (restricted access) rather than a public (all staff access) area of the Authority's IT network.

Action – training records have been moved to a private area of the network.

4. Managers should be reminded of the need to go through risk assessments with their staff at least annually and staff reminded of their obligation to seek out and read risk assessments.

Action – this action was completed in spring 2015 as all staff signed to confirm that they had read, understood and would comply with their responsibilities as outlined in the Authority's Health and Safety Policy. The July Health and Safety Bulletin gave a reminder to staff of the need to be familiar with risk assessments. At the September Health and Safety briefings, managers were reminded of the

need to ensure that tasks were adequately risk assessed and that their staff were familiar with them. Work on this action point will need to be ongoing and it is intended that the Chief Executive will write annually to all staff regarding health and safety. The letter will cover this point about managers' responsibilities.

5. Amend activity booking form to ensure that customers acknowledge that they are aware of risk assessments relating to their activity (if relevant).

Action – booking form amended.

6. Investigate the arrangements in place to ensure that the buddy system operates effectively for Voluntary Rangers.

Action – further reminders of the need to use the buddy system have been put in place for Voluntary Rangers. Officers consider that the system is adequate given the level of risk inherent in the work that VRs undertake.

- 3.2 The actions detailed above mean that the Authority has fully complied with the recommendations made in the Internal Audit report. Members will receive further reports on Health and Safety activity at the December NPA and February FRASC meetings as usual.

4. Recommendation

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| 4.1 That Members note the content of this report. |
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Background documents to this report
Internal Audit Report – FRASC September 2015

File Ref