

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

**6 February 2017**

**Health and Safety**

**1. Purpose of the Report**

- 1.1 To update Members regarding Health and Safety activity during 2016/17 and seek their views regarding the proposed work programme for 2017/18.

**2. Background**

- 2.1 Both Members and Officers are keen that health and safety continues to have a high priority and a revised systematic approach to formal reporting to Members was agreed in the February 2014 meeting of this Committee.
- 2.2 In November 2015, Members and Officers determined that additional short papers would be presented at each FRASC, focussing on different subjects. The main subject for this meeting is looking back at the annual action plan work for 2016/17 and looking forward to planning the health and safety related work for the coming year.

**3. Accidents and Near Misses 2016/17**

- 3.1 At the time of writing this report, a total of 5 accidents to staff/volunteers have been reported since the last meeting. No lost time has been recorded as a result and all accidents were minor in their nature, involving slips or trips;
- 3.2 18 accidents and 2 near misses have been reported since 1 April 2016. As previously reported the nature of 3 of the accidents resulted in either changes in working practice or the removal of a hazard. The hazard identified in one of the near misses has also been dealt with. All of the accidents have been minor in nature, with no lost time as a consequence.
- 3.3 While the number of formally reported near misses is very low, there is plenty of evidence to suggest that staff are proactively discussing health and safety matters and sharing information to assist their colleagues. For example, the Autumn Car Park Wardens' meeting resulted in a useful discussion in which a further 3 'near misses' (silent operation of electric/hybrid vehicles, incorrect use of one-way systems and a hut door opening the 'wrong' way) were identified and actions agreed/advice given as a result. The notes of the monthly Ranger meetings also provide evidence of this type of safety related discussion taking place regularly.

**4. Fire Safety Assessments**

- 4.1 Fire Safety Assessments of the Authority's main operational buildings were undertaken via the Service Level Agreement in December. The reports are awaited, but are expected shortly. These will be used to develop a prioritised action plan which will be implemented in 2017/18.

## 5. Progress on the 2016/17 Health and Safety Action Plan

5.1 The focus of work for the Health and Safety Group each year is the Health and Safety Action Plan approved by Members. Please see below for a summary of progress made to date;

- A staff survey investigating attitudes to health and safety to be conducted – this will be based on a survey developed by the Forestry Commission;

***Survey questions have been finalised and survey has been issued to staff to complete in January. Analysis will be done via Survey Monkey with the results being made available to staff and Members.***

- Validate the effectiveness of health and safety arrangements resulting from the delivery of the Volunteer Strategy;

***Veritau, our internal auditors, have focussed their health and safety audit in early 2017 on the arrangements in place within the Volunteer Service. The purpose of this was to ascertain whether the current arrangements represented a sound basis on which to develop the growth of the Volunteer Service. The Audit report is currently being drafted. Our insurers, Zurich Municipal, have validated the approach that is being taken via Associate Volunteer group agreements.***

- Implement follow-up actions resulting from the investigation into the accident at Hutton le Hole car park on 27 October;

***Practical actions completed early in 2016 and a further follow up reminder has been issued to staff following a recent meeting of Car Park Wardens. The points raised will be reiterated before the start of the main visitor season.***

***The accident was in relation to a set of step ladders brought in from home. Very clear advice has been issued about not using tools other than those provided by the Authority. A register of all of the ladders owned by the Authority has been compiled and these were inspected in December 2016. This inspection resulted in 3 sets of ladders being taken out of use and pins for a scaffold tower being replaced. The ladder inspection will be undertaken on an annual basis and is conducted using HSE guidance.***

- Invite the SLA provider to visit an ongoing bridge construction to give an independent view on the safety issues relating to these complex pieces of work;

***Initial and a follow up visit have been undertaken by the SLA provider (Dom Passman of NYCC); a sample method statement for bridge construction is being developed by one of the Maintenance Rangers taking into consideration 'difficult to access sites'. Dom Passman will return to facilitate discussion on this at a Ranger team meeting in early 2017.***

- Review induction processes to ensure that all new staff receive timely and proportionate health and safety training;

***Basic and appropriate health and safety training is now a key part of the initial induction programme for all staff. The precise nature of this varies depending upon the role undertaken.***

- Introduce targets for each Director to ensure that they carry out a specific number of spot checks on both contractors and staff working methods – the aim of this is to both support good working practices and to weed out any bad ones.

This is in addition to the spot checks that managers are required to undertake as part of their normal health and safety responsibilities.

***Done – each Director has these and will be monitored by CEO as part of appraisal process. Each Department also keeps a record of spot checks that have been undertaken with details of the observations made/action taken.***

- The Health and Safety Group to recommend to the Chief Executive how the proper and effective consideration of health and safety matters might be better incorporated into formal reports and policy development;

***This has been debated at the Health and Safety Group. As a result of this, all Officers who are due to write reports will be reminded each time (as part of the agenda preparation/report writing process) of the need to consider whether the decisions recommended will have health and safety implications to them.***

## 6. Health and Safety Policy 2017/18

- 6.1 The revised Health and Safety policy approved by Members last year was issued to all staff and they were required to sign to say that they had read and understood their responsibilities as outlined in the policy. This process, which will be repeated annually, had the effect of stimulating continued discussion within teams to ensure that staff understand what is required of them.
- 6.2 Substantial changes to our health and safety policy to reflect revised working practices were made in both 2015 and 2016. This year a number of minor amendments have been made either to improve wording or update job roles, but no significant changes are proposed. The revised policy is attached as **Appendix 1**.
- 6.3 Members should be aware that the Policy also includes a paragraph (**3.3 in Appendix 1**) specifically on their health and safety responsibilities. Members' comments and views on these would be welcome.

## 7. Initial Thoughts for 2017/18 Action Plan

- 7.1 The draft action plan will be brought to March NPA for Members' approval. Officers' initial thoughts are that the action plan will include;
- Share the outcome and develop/implement an action plan resulting from the health and safety attitude survey;
  - Adapt the survey and conduct a similar process with regard to Volunteers;
  - Evaluate the effectiveness of the Volunteer Leader training with particular regard being paid to their ability to lead tasks safely;
  - Develop/implement an action plan for the Authority's buildings and fire evacuation procedure following the Fire Risk Assessment inspections and subsequent report;
  - Assess and report back to Members on how the Permit to Work and spot checking systems are working and improving standards with regard to safe working practice;
  - Review the preventative health surveillance that is undertaken with Rangers and Apprentice Supervisors to ensure that it is fit for purpose;
  - Arrange for external verification of the Authority's risk assessments via the Service Level Agreement.

7.2 Members' views on these or any other items they feel should be included are very welcome.

8. **Financial and Staffing Implications**

8.1 There are no significant financial or staff issues related to the contents of this report.

9. **Recommendation**

9.1 That Members;

- Note the work undertaken since the last FRASC meeting on health and safety
- make any comments they wish regarding Members' responsibilities as detailed in the Health and Safety Policy; and
- comment on the proposed 2017/18 Health and Safety plan.

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**Background documents to this report**

**File ref.**

NPA Reports, December 2013, 2014, 2015  
FRASC Reports 2012, 2014, 2015, 2016



## North York Moors National Park Authority Health and Safety Policy

### 1. Introduction

- 1.1 This revised document contains a statement of the North York Moors National Park Authority's general health and safety at work policy, and the responsibilities for carrying out that policy.
- 1.2 Health and safety is a key element in all of our daily work tasks. This policy applies to all of us as individuals whether we are paid staff, volunteers or Members. While it is very important (and a legal requirement) to have a written health and safety policy, its success depends upon the active involvement of everybody.
- 1.3 I expect that all of you should be aware of the health and safety policy **and** specific health and safety requirements that apply to your jobs. You must report any potential hazards in the premises, work methods or equipment to either your line manager, Director or Assistant Director of Corporate Services. I can assure that all health and safety issues will be taken very seriously.
- 1.4 This document is available on every notice board, the Intranet, included in the new starter induction pack, and should be given to and brought to the attention of everybody who works for the Authority, whether they are paid or unpaid.

Signed:

Date February 2017

A handwritten signature in black ink that reads 'Andy Wilson'. The signature is written in a cursive, flowing style.

Andy Wilson  
Chief Executive

## 2. **General Policy Statement**

- 2.1 The Health and Safety at Work Act 1974 places legal responsibilities upon the Members of the North York Moors National Park Authority and all of its employees/volunteers. The Authority recognises and accepts these responsibilities for providing a safe and healthy workplace and working environment.
- 2.2 The Authority will take all reasonable steps to meet its responsibility by;
- (a) Providing adequate control of the health and safety risks arising from its work activities;
  - (b) consulting with employees on matters affecting their health and safety;
  - (c) providing and maintaining safe plant and equipment;
  - (d) ensuring the safe handling and use of substances;
  - (e) providing information, instruction and supervision for all employees/volunteers;
  - (f) ensuring all employees/volunteers are competent to do their tasks and to give them adequate training;
  - (g) preventing accidents and cases of work related ill health;
  - (h) maintaining safe and healthy working conditions; and
  - (i) reviewing and revising this policy at regular intervals.

## 3. **Responsibilities for Health and Safety**

- 3.1 All members of staff have broad responsibility for health and safety as well as the specific tasks listed below. While the Authority's general approach to health and safety is one of working with staff to seek a joint approach, any member of staff who does not comply with their personal responsibilities will be subject to disciplinary action.
- 3.2 **All Members, employees, volunteers and students on work placement have responsibility for the health and safety policy by:**
- (a) Taking reasonable care for the safety of themselves, their work colleagues (including volunteers and apprentices) and the public;
  - (b) making themselves familiar with, and conforming to, the Authority's health and safety policy statement at all times;
  - (c) co-operating with the Authority regarding any legal duty imposed by legislation or associated codes of practice;
  - (d) always using the correct equipment and abiding by the operating instructions/regulation;
  - (e) wearing appropriate personal protective equipment issued for specific tasks or for use with certain equipment;
  - (f) following all risk assessments and CoSHH (Control of Substances Hazardous to Health) information relating to day to day duties and work tasks;
  - (g) using correct tools and materials for the job, ensuring these are safe and practicable, and reporting any defects to their line manager immediately;
  - (h) reporting all accidents involving injury, damage or loss and 'near misses' with the potential to cause any of these;
  - (i) reporting any shortcomings which could represent a serious and immediate danger to health and safety;
  - (j) following established emergency procedures for fire evacuation.

- 3.3 **Members of the National Park Authority** have responsibility to ensure that;
- (a) The Health and Safety Policy is fit for purpose, identifies roles and responsibilities, and defines how health and safety is managed, communicated to all and periodically reviewed;
  - (b) They receive regular reports on health and safety performance;
  - (c) Appropriate training is in place and funds made available for it;
  - (d) The Authority has got access to the right advice from competent health and safety professionals;
  - (e) Risk is managed sensibly by reducing the most serious and common risks and taking a balanced view between the benefit and risk of activities; and
  - (f) Health and Safety is a consideration in decision making and setting a good example themselves.
- 3.4 **The Chief Executive** is accountable to the North York Moors National Park Authority for health, safety and welfare at work for all employees and volunteers, and will:
- (a) Apply and support the Authority's policy for a safe and healthy work place and working environment for all of its employees/volunteers;
  - (b) advise the Authority of priorities for health and safety, particularly through the allocation of resources to preventative measures, training and other relevant health and safety matters;
  - (c) assign particular duties and responsibilities to designated staff with the aim of ensuring:
    - observance of the requirements of the Health and Safety at Work Act 1974 and other relevant regulations;
    - that employees/volunteers receive appropriate training and instruction as may be considered necessary;
    - that safe working procedures are adopted at all times;
    - that suitable safe plant, vehicles and equipment are provided and maintained.
- 3.5 **Assistant Director of Corporate Services** (in their absence, the Director of Corporate Services) is to be responsible to the Chief Executive for:
- (a) Acting on the Chief Executive's behalf as may be necessary in his absence on issues regarding Health and Safety.
  - (b) Co-ordinating the Authority's organisation and arrangements for health and safety, including ensuring that this Policy is updated/reissued annually and that the December meeting of the Senior Management Team reviews all Risk Assessment and CoSHH (Control of Substances Hazardous to Health) Safety Data Sheets.
  - (c) Organising and chairing meetings of the Health and Safety Group every 2 months.
  - (d) Issuing instructions, information and guidance to assist the implementation of the Authority's Health and Safety policy;
    - arising out of the Health and Safety at Work related Acts as they affect the Authority's employees/volunteers;
    - initiated by the Authority on any of its Committees;
    - initiated by the Health and Safety/Risk Management Group;
    - originating from the Health and Safety Executive or other executive bodies.

- (e) Ensuring that statutory documents and forms are available and that necessary reports and records are completed and maintained.
- (f) Operating the accident reporting procedure.
- (g) Organising Health and Safety related training either on a corporate or individual basis.
- (h) Reporting to Members at each FRASC and annually to the NPA on health and safety matters. This will include details of the number of accidents/near misses, together with information regarding working time 'lost' due to accidents. Members will also be presented annually with the Authority's health and safety plan for the coming year.
- (i) Advising the Chief Executive on training, as the need arises, and making the appropriate arrangements for the training of staff in health and safety matters;
- (j) General supervision of health and safety arrangements, but specifically including fire and security precautions in the premises and grounds of the Authority headquarters in Helmsley.
- (k) Recommending to the Chief Executive revisions to this Health and Safety Policy as the need arises (at least annually).
- (l) Ensuring that the Authority has a service level agreement with another body (currently NYCC) to ensure that there is easy access to higher level health and safety expertise.

3.6 **Directors and Other Nominated Officers** are to apply and support the Authority's policy for health and safety and are to be responsible to the Chief Executive for:

- (a) Supervising their respective Department's staff and offices/accommodation with the aim of ensuring that:
  - Instructions, information and guidance issued by the Assistant Director of Corporate Services are understood and acted upon;
  - ensuring that documented risk assessments (including CoSHH (Control of Substances Hazardous To Health assessments) are undertaken where required and where they do not already exist;
  - safe working procedures are adopted at all times;
  - unnecessary risks to their staff and others, including visiting members of the public, are avoided (including visitors to Authority owned or leased land, e.g. Sutton Bank, Cawthorn Camp, Levisham Estate etc).
  - Health and Safety is a standard agenda item on all Departmental/Team Leader meeting agendas and includes discussion on – accidents/near misses, reports on spot checks made to ensure safe working practices; confirmation that risk assessments are being followed by staff, volunteers and contractors, and updates given on the potential risks to Lone Working staff.
- (b) Issuing, sufficient and clear instructions appropriate to the particular task:
  - to safeguard staff and other persons involved;
  - to ensure, as far as is reasonably practicable, that materials and equipment including vehicles, plant and machinery are used correctly and safely.
- (c) Informing the Assistant Director of Corporate Services of any health and safety matters, including any need for staff training, which require investigation.
- (d) Ensuring that adequate risk assessments are completed and recorded before any site work is carried out, whether or not contractors are involved.
- (e) Directors have specific responsibility for undertaking spot checks (in addition to those required of managers properly carrying out their duties) to ensure that the safety policies and procedures within their departments are properly adhered to.



In particular, the following staff have specific responsibility;

- 3.7 **Head of Recreation and Park Management** is to apply and support the Authority's policy for health and safety and is responsible to the Chief Executive for:
- (a) Managing accommodation in the Sawmill Lane Offices and depot, Castleton depot and mobile display units, including any necessary fire and safety precautions.
  - (b) Ensuring, that materials and any vehicles, plant, equipment and machinery hired or obtained and directly controlled in connection with the Department's work, are serviceable, correctly guarded, equipped as necessary with safety devices and are properly used with due regard to the safety of employees and others involved, including volunteers;
    - ensuring that all tasks are covered by a site specific or generic risk assessment before work commences;
    - issuing, in the cases of work on projects, sites and outdoor locations, sufficient and clear instructions to safeguard staff and any other persons involved;
    - ensuring that Contractors either provide their own or are assisted in developing their own risk assessments prior to any activity commencing on the Authority's behalf;
    - informing the Assistant Director of Corporate Services of any health and safety matters, including any need for staff training, which require investigation.
  - (c) Supervising Park Services staff and volunteers with the aim of ensuring that:
    - instructions, information and guidance issued by Assistant Director of Corporate Services are understood and acted upon;
    - ensuring that documented risk assessments (including CoSHH (Control Of Substances Hazardous To Health assessments) are undertaken where required and where they do not already exist and that these risk assessments are reviewed at least annually.
    - unnecessary risks to Departmental staff and others, including volunteers, contractors and members of the public, are avoided.
    - Health and Safety is a standard agenda item on all Team meeting agendas and includes discussion on – accidents/near misses, reports on spot checks made to ensure safe working practices; confirmation that risk assessments are being followed by staff, volunteers and contractors, and updates given on the potential risks to Lone Working staff.
  - (d) Carrying out regular spot checks on work activities undertaken by the Ranger Service.
- 3.7.1 **Senior Rangers** are to apply and support the Authority's policy for health and safety and to be responsible to the Chief Executive for:
- (a) Applying and supervising health and safety arrangements and issuing any necessary local instructions.
  - (b) Informing the Director of Park Services and/or the Assistant Director of Corporate Services of any health and safety matters, including any need for safety training, which require investigation.
  - (c) Supervising the work of Maintenance Rangers, Assistant Rangers, Voluntary Rangers, other volunteers and National Park Apprentices when on duty.
  - (d) Ensuring that Rangers' vehicles, mobile display units and equipment are:

- serviced, maintained, tested and used correctly and safely in accordance with the manufacturers' or other relevant operating instructions;
  - defects are reported and recorded promptly;
  - repaired promptly by authorised agents when damage or defects occur;
  - fitted with appropriate guards and any statutory safety devices as are necessary;
  - driven and/or operated only by authorised persons who are competent to do so, and who have received appropriate certificated training where applicable.
- (e) Assigning duties and responsibilities to Maintenance Rangers, Assistant Rangers, Voluntary Rangers, other volunteers and National Park Apprentices particularly in the case of work on projects, sites and outdoors locations, with the aim of ensuring that:
- all local instructions, information and guidance issued by the Assistant Director of Corporate Services are understood and acted upon;
  - safe working procedures are adopted at all times and that all tasks are fully risk assessed, including site specific risk assessments if necessary, prior to work being commenced;
  - all necessary protective clothing and equipment is provided and properly used;
  - all dangerous chemicals are stored and used only in accordance with manufacturers' instructions. That all chemicals are recorded in accordance with CoSHH (Control Of Substances Hazardous To Health regulations);
  - all electrical equipment is recorded, inspected and maintained in a safe condition in accordance with the Electricity and Work Regulations 1989.
- (f) Carrying out regular spot checks on practical work being undertaken in their Ranger area.

3.7.2 **Maintenance Rangers** are to apply and support the Authority's policy for health and safety and to be responsible to the Chief Executive for:

- (a) Ensuring that practical work tasks that they are undertaking either on their own or when responsible for others are fully risk assessed. In most cases, the generic risk assessment will be sufficient, but a site specific risk assessment will need to be prepared whenever a significant hazard or risk has been identified over and above those covered in the generic risk assessment.
- (b) Wearing the PPE defined in risk assessments as being mandatory for the task or activity.
- (c) Making sure that volunteers who they are working with follow risk assessments and wear PPE as appropriate.

3.7.3 **Head of Volunteers Service** is to apply and support the Authority's policy for health and safety and to be responsible to the Chief Executive for:

- (a) Applying and supervising health and safety arrangements and issuing any necessary local instructions.
- (b) Informing the Director of Park Services and/or the Assistant Director of Corporate Services of any health and safety matters, including any need for safety training, which require investigation.
- (c) Setting up and maintaining systems which adequately manage the health and safety of all volunteers, groups and associate groups.

- (d) Ensuring that volunteer team leaders are fully trained and understand their health and safety responsibilities.
- (d) Ensuring that the Volunteers' vehicles and equipment are:
  - serviced, maintained, tested and used correctly and safely in accordance with the manufacturers' or other relevant operating instructions;
  - defects are reported and recorded promptly;
  - repaired promptly by authorised agents when damage or defects occur;
  - fitted with appropriate guards and any statutory safety devices as are necessary;
  - driven and/or operated only by authorised persons who are competent to do so, and who have received appropriate certificated training where applicable.
- (e) Assigning duties and responsibilities to Volunteer Leaders and Volunteers particularly in the case of work on projects, sites and outdoors locations, with the aim of ensuring that:
  - all local instructions, information and guidance issued by the Assistant Director of Corporate Services are understood and acted upon;
  - all Volunteers fully understand their health and safety responsibilities;
  - safe working procedures are adopted at all times and that all tasks are fully risk assessed prior to work being commenced;
  - all necessary protective clothing and equipment is provided and properly used;
  - all dangerous chemicals are stored and used only in accordance with manufacturers' instructions. That all chemicals are recorded in accordance with CoSHH (Control Of Substances Hazardous To Health regulations);
- (f) Carrying out regular spot checks on work activities undertaken by volunteers.

3.7.4 **The Head of Education and Youth Engagement** is to apply and support the Authority's policy for health and safety and is to be responsible to the Chief Executive for:

- (a) Informing the Assistant Director of Corporate Services of any health and safety matters, including any need for staff training, which require investigation.
- (b) Ensuring that appropriate risk assessments are undertaken and regularly reviewed.
- (c) Ensuring that the Authority's policies on child and vulnerable adult protection are kept up to date, periodically reviewed and advice taken from external 'experts' where necessary.
- (d) Supervising the Education staff with the aim of ensuring that:
  - all instructions, information and guidance issued by the Assistant Director of Corporate Services are understood and are acted upon;
  - safe working procedures are adopted at all times and that all tasks are fully risk assessed prior to work being commenced;
  - issuing, sufficient and clear instructions appropriate to the particular task, to safeguard staff and other persons involved;
  - DBS and other checks are undertaken in accordance with the Authority's Child Protection Policy with regard to working with children (including those on Work Placements) and vulnerable adults.

3.7.5 **The Assistant Director of Park Services** is to apply and support the Authority's policy for health and safety and is to be responsible to the Chief Executive for:

- (a) Applying and supervising health and safety arrangements including fire and security precautions and issuing any local instructions in particular for the Sutton Bank National Park Centre and The Moors National Park Centre (in consultation with the Assistant Director of Park Services).
- (b) Informing the Assistant Director of Corporate Services of any health and safety matters, including any need for safety training, which require investigation.
- (c) Assigning duties and responsibilities to the Sutton Bank/Moors Centre Caretakers ensuring that:
  - all local instructions, information and guidance issued by the Assistant Director of Corporate Services are understood and acted upon;
  - safe working procedures are adopted at all times and that all tasks are fully risk assessed prior to work being commenced;
  - ensuring that Contractors either provide their own or are assisted in developing their own risk assessments prior to any activity commencing on the Authority's behalf;
  - all protective clothing and equipment that is considered necessary is provided and is properly used;
  - all dangerous chemicals are stored and used only in accordance with manufacturers' instructions. That all such chemicals are recorded in accordance with CoSHH (Control Of Substances Hazardous To Health regulations);
  - all electrical equipment is recorded, inspected and maintained in a safe condition in accordance with the Electricity at Work Regulations 1989.

3.8 **All Staff with responsibility for other staff, apprentices, volunteers and/or contractors** are to apply and support the Authority's policy for health and safety and are responsible to the Chief Executive for:

- (a) Applying and supervising health and safety arrangements including fire and security precautions for their staff. This will include;
  - on at least an annual basis discussing risk assessments and CoSHH (Control of Substances Hazardous to Health) safety data information face to face with staff and making appropriate changes to documentation;
  - carrying out regular spot checking to ensure that staff are working in accordance with risk assessments and the Authority's wider health and safety policies.
- (b) Informing the Assistant Director of Corporate Services of any health and safety matters, including any need for safety training, which require investigation.
- (c) Effectively managing contractors ensuring that:
  - ensuring that Contractors either provide their own or are assisted in developing their own risk assessments prior to any activity commencing on the Authority's behalf;
  - Regular spot checks are carried out to ensure that contractors are working in accordance with their risk assessments and any other health and safety responsibilities stipulated in their contractual documents;

- (d) Setting a positive example to volunteers with regard to health and safety by;
- Demonstrating through knowledge of this policy and risk assessments associated with the task being carried out;
  - Wearing PPE at all times while working or supervising others;
  - Adopting a 'zero tolerance' approach to volunteers or contractors who will not want to abide by the Authority's arrangements for health and safety.

#### **4. Arrangements for Health and Safety in the Authority**

##### **4.1 Communication**

- (a) Noticeboards, for the exclusive display of health and safety information, are located in The Headquarters, Helmsley; the Sawmill Lane Depot, Helmsley, The Moors National Park Centre and Sutton Bank National Park Centre.
- (b) A copy of this policy statement is held by all Directors, a copy is also displayed on health and safety notice boards, located in all staffed premises.
- (c) There is a health and safety area on the Intranet where all up to date health and safety policies and activity risk assessments are kept. Line managers are responsible for ensuring that staff without easy access to the Intranet are provided with updated documents at least annually.
- (d) All members of staff should be familiar with the contents of the policy statement, risk assessments and CoSHH (Control Of Substances Hazardous To Health (Control of Substances Hazardous to Health) assessments relating to their roles and any information and guidance that is publicised. Members of staff should make a regular practice of studying information displayed on the health and safety notice boards.
- (e) Particular issues of policy, organisational and procedural arrangements will normally be discussed through the Health and Safety Group and the Directors' meetings.
- (f) Discussion of Health and Safety issues should be a standing item on all Directors', Departmental and Team meetings.
- (g) The Authority's Members are updated twice per year via formal committee reports to agree annual health and safety plans and review performance/progress.

##### **4.2 Consultations with Staff Representatives**

- (a) It is the Authority's policy to cooperate fully with staff in the implementation of safety issues through the staff Joint Consultative Forum.
- (b) The Health and Safety Group meet every 2 months and every Department has at least one representative. This group will discuss and make recommendations on all matters with regard to health and safety. This will include reviewing accidents and near misses. The notes from these meetings will be available on Health and Safety notice boards, via the intranet and through discussion at Departmental meetings.
- (c) Members of staff should raise, either with their immediate supervisor, their Health and Safety Group representative or with the Assistant Director of Corporate Services, for discussion and investigation, any matter relevant to health and safety.

##### **4.3 Supervision**

- (a) Effective supervision of work is essential to the aim of ensuring a successful health and safety policy. Line managers should, in consultation with staff they supervise, identify potential hazards (risk assessment) and take preventative measures. They should familiarise new employees with the safety aspects of their work and set a good example by working in a safe way themselves.

- (b) There may be occasions when individuals from two or more Departments are required to work together on a joint task. In all such cases the Director who sponsors the task must establish, in consultation with the other Directors concerned, who is to be responsible for safety supervision at the site of the joint task. This responsibility must be established and assigned to a designated supervisor before the work begins.

#### 4.4 Training

- (a) The Authority is very positive about providing a good level of health and safety training. The induction programme outlines training that is mandatory for all staff, but job specific training will be provided as well. In general, instruction and safety training will be carried out where:
- the need has been identified either through the Line Manager, Performance Appraisal or Risk Assessment process
  - refresher training is required in accordance with the agreed time periods for health and safety training;
  - it is within the general guidelines of Authority policy;
  - it meets the specific needs of the individual;
- (b) Should an urgent requirement for health and safety training arise then the matter should be raised through the Director for discussion with the Assistant Director of Corporate Services.
- (c) The need to promote training for new entrants to minimum acceptable standards for their post will be of paramount importance at all times.

#### 4.5 Personal Protective Equipment (PPE)

- (a) The Authority recognises its responsibility to provide PPE as is considered necessary for those employees and volunteers expected to work in potentially hazardous, or weather exposed situations.
- (b) PPE will be supplied to employees and volunteers where a need has been identified via the risk assessment process. When a need for PPE is identified, the matter should be discussed initially with the Director who will refer it, if necessary, to the Assistant Director of Corporate Services.
- (c) Where articles of safety clothing and equipment are provided, employees and volunteers will be expected to use them when required and to ensure they remain fit for use and are available at all times. Failure to wear PPE as detailed in risk assessments will be treated as misconduct.
- (d) PPE will be replaced immediately when it becomes unfit for use or when its 'use by' date has passed. Directors are responsible for maintaining suitable records within their sections to ensure that PPE is replaced in a timely fashion.

#### 4.6 Employees Working Away From Their Normal Work Place

- (a) Employees visiting sites and premises other than their usual place of work should, as far as is reasonably practicable, acquaint themselves of the hazards likely to be encountered and the precautions to be taken and, where appropriate for that purpose, make contact with the person in charge of the site or premises or someone acting on that person's behalf.
- (b) When visiting sites or premises employees should ensure that their behaviour does not constitute a hazard in itself, either to themselves or to other people.

- (c) Employees should ensure that their route, anticipated departure and return times are logged with their Supervisor and/or the Receptionist based at The Old Vicarage as appropriate.
- (d) Mobile phones are fitted in all Authority vehicles and 'pool' mobile phones are available for staff use when travelling in their own vehicles on Authority business. At all times, the Authority's Lone Working Procedure should be followed.

#### 4.7 Risk Assessments

- 4.7.1 Each Department is responsible for fully risk assessing its own activities. The risk assessments are available to staff at all times and it is important that staff are fully aware of the contents **before** they undertake a specific activity. If an activity has not previously been risk assessed, then this must be done **before** any member of staff carries out the activity.
- 4.7.2 In most cases, the generic risk assessment for a task will be sufficient, but a site specific risk assessment will need to be prepared whenever a significant hazard or risk has been identified over and above those covered in the generic risk assessment. It is the responsibility of the Officer who is undertaking the task to ensure that a site specific risk assessment is prepared if necessary.
- 4.7.3 Directors are responsible for ensuring that Risk Assessments are reviewed on an annual basis and ensuring that individual line managers formally discuss risk assessments with their team on an annual basis as a minimum requirement.

#### 4.8 Accident Recording, Reporting and Investigating Procedures

- (a) In accordance with the "Reporting of Injuries, Disease and Dangerous Occurrences" (RIDDOR) regulations, certain specified injuries resulting from accidents at work must be reported to the enforcing authority, as must specified dangerous occurrences and notifiable diseases. If an accident is reported, the Assistant Director of Corporate Services should be contacted as a matter of urgency.
- (b) An Accident and 'Near Miss' Book is kept at each workplace or base, in an obvious and accessible location, so that all accidents or incidents involving potential injury may be recorded.
- (c) The regulations require that records, of accidents and dangerous occurrences, shall be kept for at least 3 years at the place of work at which the incident occurred. An accident record book is kept, by the Officers nominated at each of the following locations:
  - (1) Assistant Director of Corporate Services at The Old Vicarage;
  - (2) Visitor Centre Manager at Sutton Bank;
  - (3) Head of Education and Youth Engagement/Visitor Centre Manager/Senior Ranger (North) at The Moors National Park Centre;
  - (4) Senior Ranger (South) at Sawmill Lane, Helmsley.
  - (5) Senior Ranger (Coast) at Castleton Depot
- (d) The Officers nominated are to ensure that the following information about a reported accident/incident is recorded in the accident book:
  - Date, time and place of accident or dangerous occurrence;
  - Name, sex, age, occupation of person injured and nature of injuries;
  - Brief description of circumstances;
  - Names and addresses of witnesses;
  - Signature of the person making the entry.

- (e) If an accident/incident occurs away from Authority premises, for example on project or site work, the required information should be recorded in the accident book held in the premises at which the report is received.
- (f) **In the event of a fatal or major injury causing accident or a notifiable dangerous occurrence whether or not anybody is injured, the Officer to whom the incident is reported must ensure that the Chief Executive and the Assistant Director of Corporate Services are informed by telephone as soon as possible.**
- (g) Any accidents that result in injuries defined under RIDDOR as “major injuries” and “notifiable” dangerous occurrences require:
  - The Director responsible for the place of work where the incident occurred, to inspect and take all possible measures to isolate the scene; to put out of use any equipment/machinery involved and to ensure that evidence is not disturbed or removed;
  - The Director in consultation with the Assistant Director of Corporate Services, to carry out a formal investigation as soon as possible and complete an accident/incident report;
  - Further action to be initiated, by the Assistant Director of Corporate Services and possibly other Agencies, depending on the circumstances.
- (h) A report must also be completed when an employee is involved in an accident which results in absence from work for seven consecutive days.

#### 4.9 **Health and Safety Advice**

The Authority currently has a Service level Agreement with North Yorkshire County Council to ensure that Officers have access to qualified, expert health and safety advice at all times.



## North York Moors National Park Authority

### Key Health and Safety Personnel (January 2017)

- |     |   |   |
|-----|---|---|
| 1.  | Chief Executive (National Park Officer)   | Andy Wilson   |
| 2.  | Director of Park Services   | Richard Gunton  |
| 3.  | Head of Recreation and Park Management  | Karl Gerhardsen   |
| 4.  | Senior Ranger (North)<br>Senior Ranger (South)<br>Senior Ranger (West)<br>Senior Ranger (Coast)                     | Naomi Green<br>David Smith<br>Simon Bassindale<br>Bernie McLinden |
| 5.  | Maintenance Ranger (North)<br>Maintenance Ranger (South)<br>Maintenance Ranger (West)<br>Maintenance Ranger (Coast) | Andy Holtby<br>Matt Fitzgerald<br>Gez Marshall<br>Martyn Williams |
| 5.  | Interim Head of Volunteers Service  | Joan Childs   |
| 6.  | Assistant Director of Corporate Services  | Ian Nicholls  |
| 7.  | Head of Education and Youth Engagement  | Daniel Moncrieff (wef April 2017)                                 |
| 8.  | Assistant Director of Park Services   | Michael Graham  |
| 9.  | Director of Conservation  | David Renwick   |
| 10. | Director of Planning  | Chris France  |
| 11. | Director of Corporate Services  | Irene Brannon   |
| 12. | Head of Health and Safety (NYCC)  | Dominic Passman*  |

\*Service level agreement provider