

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

4 September 2017

Health and Safety

1. Purpose of the Report

- 1.1 To update Members regarding Health and Safety activity so far during 2017/18 and to update on progress made on the Health and Safety work programme.

2. Background

- 2.1 At the March NPA meeting, Members agreed the health and safety work programme for the coming year. The purpose of the regular papers to this Committee is to update Members on progress made on the work programme, review accident/near miss information and to raise other health and safety matters

3. Accidents and Near Misses 2017/18

- 3.1 At the time of writing this report a total of 10 accidents to staff/volunteers had been reported since 1 April. No lost time had been recorded as a result and all accidents were minor in their nature, involving slips or trips. 5 of the 10 accidents were minor injuries to volunteers. Four of these occurred while carrying out practical work tasks and the other one while researching a guided walk route.
- 3.2 During the same period, 1 near miss was reported involving a potential trip hazard in the Old Vicarage offices which has been dealt with. Another Near Miss report resulted in hand driers at the Moors Centre being replaced when they appeared to overheat following a period of continued use.
- 3.3 Over the course of the summer months an additional 14 accidents or incidents have been reported involving either children/young people attending one of the Authority's activities or visitors to Sutton Bank/the Moors Centre. All were minor in their nature and mainly involved slips, trips or fall or insect stings. One reported accident resulted in soap dispensers at Sutton Bank being repositioned.

4. Learning Outside the Classroom (LOtC) Quality Badge

- 4.1 As Members may be aware, the Authority's Education team has held the LOtC Quality Badge for four years and in early August was successfully awarded it for a third time following the bi-annual external audit. The LOtC Quality Badge is the nationally recognised indicator of good quality educational provision and as such, schools will expect providers to hold it.
- 4.2 A significant part of the assessment looked at the safety management processes the Education team has in place to manage risk effectively and confirmed that;
- safety management procedures in place, (which are shared with users) so that risks are identified and appropriately managed;
 - the Education team complies with all external safety regulation relating to them and their activities;

- appropriate public liability insurance cover is in place;
- safeguarding procedures are in place together with robust child protection policies which are communicated to all relevant staff;
- all relevant staff are subject to the appropriate level of DBS check.

4.3 The Education team passed the whole assessment, including the safety part of it, with no recommendations for improvement.

4.4 The work that is being done on Youth Engagement has started to expand significantly in the line the Business Plan strategic priority. Mindful that this was likely to see an increase in the number of young people undertaking practical work within the National Park, the Youth Engagement Office has met with Dominic Passman (NYCC Service Level Agreement provider) to take advice about the safety arrangements that are in place.

5. **Health and Safety – Volunteer Service**

5.1 At the meeting in June, Members were updated on the actions that had been taken as a result of the Veritau Audit in January. While these actions have been satisfactorily completed, the changing nature of the way in which volunteers are managed and used means that Officers continue to pay close attention to health and safety matters in this area.

5.2 Maintenance Rangers and Apprentice Supervisors have, for many years, been subject to periodic Occupational Health Surveillance particularly in relation to hearing and hand/arm vibration problems. The growing use of volunteers for tasks such as strimming and brushcutting has been raised as a potential issue. Advice is being taken from the Occupational Health team at NYCC regarding the threshold for using such equipment that would then require the Authority to put surveillance in place for volunteers. Data from My Volunteer will then be analysed to determine whether any volunteers should be included in ongoing health surveillance.

5.3 The operational changes within the Volunteer team being made as a result of the Volunteer Strategy have required a number of changes to be made to ensure that a named individual continues to be responsible for the regular safety checking (and recording of these checks) for the volunteer minibuses and crewcabs.

6. **Progress on the 2017/18 Health and Safety Action Plan**

6.1 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;

- Share the outcome and develop/implement an action plan resulting from the health and safety attitude survey;

Survey outcomes have been posted on the Intranet and referenced in the Staff Bulletin; staff reminded of range of options for raising any health and safety issues.

- Adapt the survey and conduct a similar process with regard to Volunteers;

The survey will be developed and conducted by the end of September.

- Evaluate the effectiveness of the Volunteer Leader training with particular regard being paid to their ability to lead tasks safely;

Training has been undertaken and initial feedback has been positive. Further work to evaluate effectiveness needed as Volunteer Leaders gain experience. This will be undertaken in the Autumn.

- Implement the actions recommended in the Veritau audit of the management of volunteer health and safety;

Recommended actions have been implemented as described in the report presented to the June meeting of this Committee.

- Develop/implement an action plan for the Authority's buildings and fire evacuation procedure following the Fire Risk Assessment inspections and subsequent reports;

Action Plans have been completed and will be implemented during the remainder of the financial year. The main issue is the replacement of fire doors which in the Old Vicarage raises some issues with regard to its listed status. A fire drill has been held at HQ in July and this will be repeated in September following the arrival of all planned new starters.

- 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;

This will be reported back to Members at the November FRASC.

- Review the preventative health surveillance that is undertaken with Rangers and Apprentice Supervisors to ensure that it is fit for purpose;

Discussions have taken place with the Health and Wellbeing team at NYCC and Officers are satisfied that the correct range of health surveillance is in place for all appropriate members of staff. See additional comments in section 5.2 of this report.

- Arrange for external verification of the Authority's risk assessments via the Service Level Agreement;

This work will be completed by 31 December following a thorough review of risk assessments to be undertaken by the Health and Safety Group in September/October.

- Work with NYCC's Health and Wellbeing team to develop and implement a range of health promotion initiatives.

Initial discussions have been held with the Health and Wellbeing team at NYCC regarding the options for provision of information and on-site events. This will be progressed and a plan put in place by the end of June.

7. Financial and Staffing Implications

- 7.1 There are no significant additional financial or staff issues related to the contents of this report. Budgetary provision is sufficient to pay for all appropriate Health and Safety training and personal protective equipment.

8. Recommendation

8.1 That Members;

- Note the work undertaken since the last FRASC meeting on health and safety

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Background documents to this report

File ref.

NPA Reports, December 2013, 2014, 2015, 2016, 2017

FRASC Reports 2012, 2014, 2015, 2016, 2017