

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

**24 May 2018**

**Health and Safety**

**1. Purpose of the Report**

- 1.1 To update Members regarding Health and Safety activity so far during 2018/19 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 2018/19**

- 3.1 At the time of writing this report a total of 4 accidents to staff/volunteers had been reported since the last meeting. No lost time had been recorded as a result and all accidents were minor in their nature, involving slips or trips. 3 of the 4 accidents were minor injuries to volunteers which occurred while carrying out practical work tasks.
- 3.2 One additional accident report has been received with regard to a visitor tripping in the courtyard at Sutton Bank. Visitor Centre staff have investigated and found no obvious hazard.
- 3.3 During the same period, 1 near miss was reported involving moving equipment around the storage area at Sawmill Lane. A brushcutter that was hanging on a wall was dislodged narrowly missing a member of staff. Consideration is being given regarding how to make best use of the available storage space in the Depot. The brushcutters and other power tools which hang on the wall will be secured with a chain to prevent a repeat of this near miss. In order to rationalise storage and ensure all equipment is stored in the safest possible manner, a clear out of the workshop has been planned for mid-May. A longer term review of how the depot is used will help to ensure suitable planning of the available storage space in the medium to longer term.

**4. Health and Safety and Lone Working Policies**

- 4.1 The revised policies approved by members at the NPA in March have been issued to staff who are required to sign to say that they have read and understood their responsibilities. The documents have also been uploaded to My Volunteering and volunteers have had to 'tick' to say that they have read them.
- 4.2 Staff from the Volunteering Team and the Head of Corporate Services have organized a number of sessions to discuss the new Lone Working Policy with staff who manage volunteers. This has enabled staff to discuss the particular working pattern of their volunteers and determine how best to manage their lone working within the context of the policy.

## 5. Progress on the 2018/19 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;

- Implement the action plan arising from Volunteer Health and Safety Survey;

*No serious issues were highlighted but the results and best practice were cascaded to all staff, plus feedback and actions to all volunteers via the volunteer newsletter Involved.*

- Investigate how well the revised Lone Working Policy is operating and make further recommendations to amend it if necessary;

*This has been incorporated into the SLA arrangement for the coming year*

- Work with NYCC's Health and Wellbeing team to develop a follow up plan to build on and complement the work done on health promotion in 2017/18;

*The provision of the Health Assured range of information, advice and confidential counselling has been bought for a further year. Resilience training is planned for the Autumn and a repeat of the health check programmed for Spring 2019.*

- From a Health and Safety point of view, monitor the effectiveness of 'contracts' with associate volunteering groups;

*Work has yet to commence on this, but will do so during the next quarter.[urgent]*

- Assess and develop health and safety knowledge in managers at and below Director level;

*2 Institute of Occupational Safety and Health Managing Safely courses are planned (June and October) which will see a total of 20 managers develop their health and safety management skills via a 4 day examined programme.*

- Revise the use of the SLA days to ensure that there is regular professional input into the Health and Safety Group;

*The main SLA contact will attend all but one of the H&S group meetings this year and be on site all day and available to staff for any issues they wish to resolve. He will also advise on updates to the Education and practical risk assessments later this year and is attending one of the training days provided for Volunteer Day Task Leaders.*

- Trial the use of 'mental health' first aiders.

*2 members of staff have been trained and reported back on their experience of the mental health first aid training programme. This was very positive so a total of 25 additional staff (training in May and October) will receive training and will provide support to colleagues alongside more traditional first-aider. This complements the advice and availability of confidential counselling that is available via Health Assured.*

**6. Financial and Staffing Implications**

6.1 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.

**7. Recommendation**

7.1 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, 2018  
FRASC Reports 2012, 2014, 2015, 2016, 2017, 2018