

North York Moors National Park Authority

15 December 2014

Health and Safety

1. Purpose of the Report

- 1.1 To update Members on the progress made so far on the 2014/15 Health and Safety action plan, provide statistical data relating to accidents and inform Members of the actions taken as a result on an accident involving an ATV.
- 1.2 To seek approval for the Authority's Health and Safety Policy.

2. Background

- 2.1 At the December 2013 National Park Authority meeting Members considered a paper and listened to a presentation by the Head of Health and Safety at NYCC which outlined the findings of a recent external review of the Authority's health and safety legislative compliance.
- 2.2 Members welcomed the report and noted the work that Officers had done over a long period of time to ensure that effective health and safety measures were in place and that the way in which risk is managed was both sensible and proportionate. Members asked Officers to implement the report's recommendations and, whilst acknowledging that they were periodically updated on health and safety matters, Members also requested that Officers considered and suggested an improved approach to the reporting of these.
- 2.3 Officers welcomed Members' enthusiasm for a more frequent input into the Authority's health and safety management the following approach was agreed at the Finance, Risk, Audit and Standards Committee in February;
 - 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 regarding 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 attached (**Appendix 1**) for Members' approval.
 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.
3. Develop a systematic approach to auditing health and safety;
 - The approach that has been adopted is based on the Health and Safety Executive's 'Plan, Do, Check Act' approach. Officers will also produce a short summary of how this applies within the Authority for February FRASC.
 4. Carry out fire safety risk assessments for the Authority's buildings;
 - Annual fire safety risk assessments 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 is currently being sought via the SLA.
 6. Review risk assessments to ensure that all significant operational risks have been addressed;
 - Annual risk assessment review is underway and updated assessments will be '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 is being considered by the Health and Safety group on 10 December for approval and subsequent implementation;
 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;
 12. Conduct a risk assessment of the Authority's buildings to understand more fully the risks posed by legionella;

- Specialist contractor booked to complete this work.

3.2 An additional significant action has been the trialling of a revised health and safety training programme for staff using on-line training materials. Trials have proved to be popular with staff and very cost effective. These cover areas such as basic health and safety knowledge, manual handling skills, practical risk assessment and Control of Substances Hazardous to Health regulations.

4. **Initial Thoughts for 2015/16 Action Plan**

4.1 The draft action plan will be brought to February FRASC for Members' approval. Officers' initial thoughts are that the action plan will include;

- a review of the Authority's approach to training, including refresher time periods;
- a 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.

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

5. **Numbers of Accidents Reported**

5.1 In the 12 months to the end of November 2014, there were 14 reported accidents and near misses. 3 of these resulted in 35 days sickness absence, the vast majority of these were as a result of the accident referred to later in this report. This equates to 0.1% of working days lost due to workplace accidents. This is significantly higher than has previously been reported, but still lower than the national average. The latest HSE statistics suggest that each incident of work place injury/ill health results in 16 days absence.

5.2 Only one of these 3 accidents was sufficiently serious to report to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. An explanation of this accident and officers' response to it are detailed in the next section of this report.

5.3 Reported accidents are considered by the Health and Safety Group and any changes to working practices that might be necessary are discussed.

5.4 A system of reporting Near Misses is in place. This enables staff to report, anonymously if they wish, any incident that could have resulted in an accident. The purpose of this is to provide an opportunity to review working practices to reduce the likelihood of near miss incidents being repeated and becoming accidents. Officers do not think that the current system is working effectively due to the low number of near miss reports, hence the reason for this being included in the 2015/16 action plan.

6 **Accident involving an All-Terrain Vehicle (ATV) on 22 October 2014**

6.1 The accident took place when a member of staff was taking ballast on an ATV to the site where a bridge was being replaced on a public right of way at Hinderwell. The ATV was being driven on a route that had been previously used, but control of the vehicle was lost and it rolled over one and a half times before coming to rest on a fence. The operator held onto the vehicle during this incident and suffered a rib injury and minor lacerations to his hand. The rib injury has resulted in 6 weeks absence, although the member of staff is expected to return to work on a phased basis from

8 December.

- 6.2 Members will be aware that the dangers involved in using ATVs have been reported regularly in the press and that fatalities/very serious injuries are not uncommon. In this case, the injuries sustained were painful rather than serious, but it is Officers' view that the incident could easily have had a much more serious outcome and have therefore acted accordingly.
- 6.3 Officers gathered initial information about the accident and reported it to the HSE. This was required under RIDDOR 2013 due to the potential length of sickness absence and the probability that the rib injury was a result of a fracture. The Authority has co-operated fully with the HSE, providing significant information, a report into the incident and the actions that have been/will be taken as a result. Officers understand that this incident does not require a mandatory HSE investigation, but are waiting to see whether the HSE exercises its right to consider the accident further.
- 6.4 Officers took advice from North Yorkshire County Council under the terms of the Health and Safety Service Level Agreement and the approach to working with the HSE has been based on this guidance.
- 6.5 The Director of Park Services requested that the Assistant Director of Corporate Services undertook a detailed investigation, wider in scope than the incident specific report provided to the HSE. This investigation has looked into the immediate causes of the accident and considered wider health and safety related issues to ensure that lessons are fully learned and shared with other staff.
- 6.6 There are a number of key recommendations which Officers are currently working on, including the following;
- Detailed consideration will be given to the circumstances in which ATVs are used and further written guidance included in the risk assessment;
 - More visible reminders on the need to read risk assessments and wear PPE will be installed in vehicles, on machinery, depot exits/gates etc;
 - In addition to the current cascade of health and safety information, staff involved with 'on the ground' work will meet at least twice per year to discuss health and safety and go through the risk assessments;
 - Stricter guidance will be developed on when the writing of on-site risk assessments is required;
 - There will be a strong reminder to all staff that wearing of PPE and reading/understanding of risk assessments is mandatory. Failure to do either of these things as well as follow general health and safety duties as outlined in our policy will be regarded as misconduct;
 - Consideration will be given to retraining all staff who may use ATVs as part of their duties;
 - The lessons learned from this accident will be shared across the whole workforce.
- 6.7 While the number of recommendations are significant, there was also a great deal that the Authority has got right, for example;
- the ATV was relatively new and was in good condition;
 - personal protective equipment was provided;
 - the member of staff had been trained in the use of ATVs;
 - there was a thorough and up to date risk assessment for the use of ATVs;

- there had been considerable planning before the bridge replacement started, including consideration of access routes;
- information about how loading affects the handling of ATVs was easily available.

6.8 The Health and Safety report for February FRASC will include a further update on progress regarding the actions outlined in paragraph 6.6.

7. **Financial and Staffing Implications**

7.1 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.

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

8.1 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.

9. **Legal Implications**

9.1 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.

10. **Recommendation**

10.1 That Members approve the Authority's Health and Safety Policy, and

10.2 Note and make any comments on progress against the Health and Safety Action Plan and the actions taken following the accident on 22 October.

Contact Officer:

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Assistant Director of Corporate Services

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Background documents to this report

File ref.

1. Accident Investigation Report, Nov 2014
2. National Park Authority Report, Dec 2013
3. Finance, Risk, Audit and Standards Committee Report, Feb 2014
4. Finance, Risk, Audit and Standards Committee Report 2012
5. Performance Monitoring and Management Report 2010
6. Performance Monitoring and Management Report 2009



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 December 2014

A handwritten signature in black ink that reads "Andy Wilson". The signature is written in a cursive 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 **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.

3.4 **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 the meetings every 2 months of the Health and Safety/Risk Management Group.
- (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 twice per year 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) Ensure 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.

3.5 **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.

In particular, the following staff shall have specific responsibility;

3.6 **The 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 Departmental accommodation in the Sawmill Lane Offices and depot, The Moors National Park Centre, Sutton Bank National Park Centre, 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 not covered by a site specific or generic risk assessment are assessed 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 given our risk assessment 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.

3.6.1 **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 including fire and security precautions 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 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 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.

3.6.2 **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:

- Applying and supervising health and safety arrangements and issuing any necessary local instructions.
- 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.
- 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.
- Assigning duties and responsibilities to Volunteers 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;
 - 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);

3.6.3 **The Education Manager** is to apply and support the Authority's policy for health and safety and is to be responsible to the Chief Executive for:

- Informing the Assistant Director of Corporate Services of any health and safety matters, including any need for staff training, which require investigation.
- Ensuring that appropriate risk assessments are undertaken and regularly reviewed.
- Ensuring that the Authority's policies on child and vulnerable adult protection are kept upto date, periodically reviewed and advice taken from external 'experts' where necessary.
- 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;
- CRB 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.

3.6.4 **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;
 - Contractors either provide their own or are given our risk assessment 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.

3.7 **All Staff with Responsibility for others including 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:

- Contractors either provide their own or are given our risk assessment 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 who don't 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 upto 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 conversant 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 Risk Management 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) Instruction and safety training will be carried out where appropriate provided that:
 - the need has been identified either through the Line Manager, Performance Appraisal or Risk Assessment process;
 - it is within the general guidelines of Authority policy;
 - it meets the specific needs of the individual;
- (b) In general training requirements should be identified by the line manager and implemented by the appropriate Team Leader and the Assistant Director of Corporate Services. However, should an urgent and unforeseen requirement 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. 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. This may be achieved by depositing a photocopy of diary entry (giving locations, site owners, telephone numbers).
- (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 adhered to.

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 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) by the Assistant Director of Corporate Services at The Old Vicarage;
 - (2) by the Visitor Centre Manager at Sutton Bank;
 - (3) by the Education Manager at The Moors National Park Centre;
 - (4) by the Head of Park Management at Sawmill Lane, Helmsley.
- (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 (Form HSE) must also be completed when an employee is involved in an accident which results in absence from work for seven consecutive days.

North York Moors National Park Authority

Key Health and Safety Personnel (December 2014)

- | | | |
|-----|---|---|
| 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)
Senior Ranger (South)
Senior Ranger (West)
Senior Ranger (Coast) | Naomi Green
David Smith
Simon Bassindale
Bernie McLinden |
| 5. | Head of Volunteers Service | Graham Stubbs |
| 6. | Assistant Director of Corporate Services | Ian Nicholls |
| 7. | Education Manager | Sue Wilkinson |
| 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