

North York Moors National Park Authority

24 June 2019

Health and Safety

1. Purpose of the Report

1.1 To seek approval for a revised Health and Safety Policy.
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2. Background

2.1 For information for new Members, the Authority has a systematic approach to the formal reporting of Health and Safety matters to Members. This reflects the high priority that both Members and Officers place on health and safety.

2.2 The annual reporting approach to Members is as follows;

- The February meeting of FRASC is presented with a proposed action plan for the Authority's health and safety activity during the coming year.
- At the other three quarterly FRASC meetings, Members are presented with a paper which gives an update on actions with regard to the action plan and also focuses in more detail on a particular health and safety topic.
- Progress against the action plan is then presented to the March National Park Authority meeting, thereby enabling all Members to have an input on an annual basis. This meeting is also provided with data regarding the number of accidents and near misses reported, as well as working days lost as a result of workplace accidents.
- Periodic other reports are presented to Members when appropriate.

2.3 There is also a structured approach to dealing with health and safety matters at Officer level and this includes;

- 6 Health and Safety Group meetings per annum, chaired by the Head of Corporate Services with representatives from each Department, volunteers and UNISON as well as a Health and Safety Manager from NYCC who provides external expertise via an SLA.
- Health and safety performance is individually assessed as part of the appraisal process and is specifically included in the Competency Development and Assessment Guide.
- Health and safety is a standing item on all SLT, Departmental and Team meetings;
- At a specific SLT each year, Directors are required to formally confirm that all generic risk assessments and CoSHH assessments for their Department have been reviewed where necessary and are fit for purpose for the coming 12 months.

3. Health and Safety Policy Update

3.1 As Members were made aware at the March meeting of the Authority, a number of amendments and additions have been made to the Health and Safety policy over recent years, primarily to reflect the increased use of volunteers and the changing nature of the Authority's work as well as provide greater clarity about the responsibilities for key posts. The Policy has grown significantly in size as a result and the outcome is a document that has become long and detailed.

- 3.2 Officers are keen to ensure that the Policy is both sufficiently detailed to adequately cover the Authority's obligations and succinct enough for it to be used and referred to regularly by staff. It is intended that the Policy is split into two parts, the first of which is relatively brief, detailing the Authority's broad health and safety policy principles and individual responsibility. This will be supported by a detailed operational appendix which will outline the personal responsibilities of key post holders. The Policy will be amended and presented to Members at least annually, but the operational appendix will be updated as and when required by Officers. The revised policy and operational appendix are attached to this report as **Appendix 1**.
- 3.3 Whenever the Health and Safety Policy is updated, staff are issued with the new version and required to sign documentation to say that they have read and understood the policy. This will be done again with the latest version.

4. **Volunteers**

- 4.1 Volunteers continue to be a key component of the Authority's workforce and the health and safety of the 500+ active volunteers needs to be managed carefully and proportionally. At the moment, all volunteers are issued with an abbreviated version of the Authority's policy which covers the following areas;

- The Authority's responsibility;
- Personal responsibility of all volunteers;
- Specific responsibility of Task Day Leaders;
- Training
- Personal Protective Equipment;
- Risk Assessments; and
- Accident recording and reporting.

The wording used is the same as in the full Health and Safety Policy.

- 4.2 Health and Safety matters are covered in the Volunteer Welcome pack and Volunteers have to sign off their role profile (including an acknowledgement that they have read and understood health and safety documentation) before they can start volunteering. For practical volunteers, this induction process is supplemented each time they volunteer with a safety briefing by the Task Day Leader.
- 4.3 It is Officers' view that this approach of 'signing off' a document coupled with regular safety briefings is a robust way of managing volunteer health and safety and one which would stand up to external scrutiny in the event of a serious incident. The current abbreviated version for volunteers will superseded by the revised policy in **Appendix 1**, reissued and signed off by volunteers.

5. **Contractors**

- 5.1 The Authority uses contractors throughout the year for a very wide variety of tasks, both office based and in the field. It is recognised that, via the Health and Safety at Work Act and subsequent legislation, the Authority has obligations to ensure that contractors are working safely. The Health and Safety Policy applies specifically to staff, volunteers and members and it does reference the obligations that those staff who engage contractors have towards them.

5. **Financial and Staffing Implications**

- 5.1 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.

6. Recommendation

6.1 That Members;

- Suggest any changes that they feel appropriate and then approve the Health and Safety Policy (and Appendix) attached as **Appendix 1**; and
- Instruct Officers to issue the revised policy to staff and volunteers, ensuring that each individual signs to say that they have read and understood the document.

Contact Officer:
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Head of Corporate Services
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Background documents to this report

NPA Reports, December 2013, 2014, 2015, 2016, 2017, 2018
FRASC Reports 2012, 2014, 2015, 2016, 2017, 2018, 2019



North York Moors National Park Authority Health and Safety Policy

1. Introduction

We both recognise that working safely and good health and safety management are key parts of the Authority delivering high quality services in the North York Moors. All people who work for the Authority (Members, volunteers and paid staff) must confirm that they have read and understood our health and safety policy.

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. **For the purposes of this policy, the term 'staff' refers to paid staff and volunteers, unless there are specific arrangements for either group.**

As well as the health and safety policy, you should also be aware of any specific health and safety requirements that apply to your jobs. You should report any potential hazards in the premises, work methods or equipment to either your line manager, Director or Head of Corporate Services. We can assure that all health and safety issues will be taken very seriously.

This document is available on every notice board, the Intranet, included in new starter induction packs, and should be given to and brought to the attention of everybody who works for the Authority.

Signed:

Date June 2019

Jim Bailey
Chairman

Andy Wilson
Chief Executive

2. **General Policy Statement**

2.1 The Authority is committed to providing a healthy and safe working environment for all of its staff, and in ensuring that their work does not adversely affect the health and safety of others such as visitors, those using our services and contractors..

2.2 In order to achieve this, the Authority will take reasonable steps to;

- provide adequate control of the health and safety risks arising from its work activities;
- consult with staff on matters affecting their health and safety;
- provide and maintain safe buildings, plant, vehicles and equipment;
- ensure the safe handling and use of substances;
- provide information, instruction and supervision for all staff;
- ensure all staff are competent to do their tasks, have adequate training and personal protective equipment (PPE);
- prevent accidents and cases of work related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy at regular intervals.

3. **Responsibilities for Health and Safety**

3.1 All staff have general responsibility to work in a healthy and safe way. The Authority's general view is to be consultative and to seek a joint approach to health and safety with staff. Failing to comply with this policy, however, potentially poses a risk to the health and safety of staff and third parties. Anybody who does not comply with their personal responsibilities may be subject to further action. Specific responsibilities for named job roles are detailed in the Appendix to this Policy.

3.2 **All staff have responsibility for the health and safety policy by:**

- being familiar with and following this health and safety policy statement;
- taking reasonable care for the safety of themselves (including following the Lone Working Policy), their work colleagues and the public;
- working with the Authority regarding any legal health and safety duties;
- using the correct equipment for a task and following the operating instructions;
- ensuring tools, equipment and materials are safe and fit for purpose; and reporting any defects to their line manager immediately;
- wearing the PPE issued for specific tasks/for use with certain equipment;
- following appropriate risk assessments and any CoSHH (Control of Substances Hazardous to Health) information relating to day to day duties;
- reporting accidents involving injury, damage or loss and 'near misses' with the potential to cause any of these;
- reporting any issues which could represent a danger to health and safety;

3.3 **Members of the National Park Authority** have responsibility to ensure that;

- 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;
- they receive regular reports on health and safety performance;
- appropriate training is in place and funds made available for it;
- the Authority has access to competent health and safety professionals;
- 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
- health and safety is considered in decision making and by setting a good example themselves.

4 Arrangements for Health and Safety in the Authority

4.1 Communication/Consultation with staff

- There is a health and safety area on the Intranet where all policies and generic risk assessments are kept. Line managers must ensure that staff without easy access to the Intranet are provided with updated documents at least annually. More time critical information is communicated via the Staff Bulletin and Volunteer newsletter as needed;
- noticeboards with health and safety information are located in the HQ buildings, Sawmill Lane Depot, Castleton Depot, Lealholm Depot, The Moors National Park Centre and Sutton Bank National Park Centre;
- policy and procedural arrangements are discussed through the Health and Safety Group and the Senior Leadership Team (SLT) meetings.
- Members are updated five times per year via formal reports to agree annual health and safety plans and review performance/progress.
- the Volunteering Team communicate broad health and safety issues to volunteers via My Volunteering and Involved. Line managers keep volunteers up to date about health and safety issues/risk assessments relevant to their role and task day leaders keep volunteers informed about local conditions;
- the Authority cooperates fully with staff and their UNISON representatives in implementing safety issues through the staff Joint Consultative Forum;
- the Health and Safety Group meet every 2 months. Each Department has at least one representative and volunteers are represented by one of their number. This group discusses and makes recommendations on all matters regarding health and safety, including reviewing accidents and near misses.
- discussion of Health and Safety matters is a standing item on all SLT, Departmental and Team meetings;

4.3 Training

- 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 where:
 - equipment, vehicles or tools require a level of skill and/or competency in order to be used safely. These training requirements will be detailed in the risk assessment or (where applicable) the associated work instruction.
 - the need has been identified either by the line manager, via the appraisal or risk assessment process;
 - refresher training is required in accordance with the specifically agreed time periods for health and safety training.
- Should an urgent requirement for health and safety training arise then the matter should be raised immediately via the relevant Director to resolve promptly.
- It is the responsibility of the line manager to ensure that staff (including new starters) are qualified and competent to use all equipment, tools and vehicles associated with their jobs and that refresher periods are complied with.

4.4 Personal Protective Equipment (PPE)

- Line Managers, Task Day Leaders and individuals are responsible for ensuring that mandatory PPE is worn when appropriate;
- Failure to wear mandatory PPE as detailed in risk assessments will be treated as a serious issue and further action will be taken;
- PPE will be replaced as soon as it becomes unfit for use or by its 'use by' date. Directors are responsible for ensuring that PPE is replaced in a timely fashion.

4.5 Risk Assessments

- Each Department is responsible for fully risk assessing its own activities. Generic risk assessments are available to staff at all times and it is important that they are fully aware of the contents **before** they undertake a specific activity. A new activity must not be undertaken until it has been risk assessed.
- Generic risk assessments are often sufficient, but a site specific risk assessment is needed whenever a significant hazard or risk is identified beyond those covered in the generic risk assessment (e.g. work site on a steep slope or adjacent to water). It is the responsibility of the staff member who is leading the task to ensure that a site specific risk assessment is prepared if necessary.
- Work activities take place in environments which can change quickly (the weather is a typical example, but there are many others). A dynamic risk assessment should be undertaken before any task starts and monitored throughout the task.
- Risk assessments are reviewed on a cyclical basis (no less than every 3 years). The reviews may be undertaken by Heads of Service depending upon the Departmental structure, but Directors are responsible for ensuring that it happens.

4.6 Accident Recording, Reporting and Investigating Procedures

- The “Reporting of Injuries, Disease and Dangerous Occurrences” (RIDDOR) regulations <http://www.hse.gov.uk/RIDDOR/>, require some injuries, specified dangerous occurrences and diseases to be reported to the HSE. If such an incident occurs, the Head of Corporate Services should be contacted as soon as possible and;
 - the Director responsible for the place of work where the incident occurred, should inspect and isolate the scene, quarantine any equipment/machinery involved and ensure that evidence is not disturbed or removed;
 - The Director in consultation with the Head of Corporate Services will carry out a formal investigation and complete an accident/incident report;
 - Further action will be initiated by the Head of Corporate Services depending on the circumstances.
- Accident and ‘Near Miss’ Books are kept at each workplace (including vehicles where these are allocated to specific individuals or groups), so that all accidents or incidents involving potential injury can be recorded. Details about a reported accident/incident should be recorded and sent to the Head of Corporate Services including;
 - date/time/place of accident or dangerous occurrence;
 - name, of person injured and nature of injuries;
 - a brief description of circumstances; and
 - names/contact details of any witnesses;

4.7 Health and Safety Advice

The Authority has a Service Level Agreement (currently with North Yorkshire County Council) to ensure that there is easy access to expert health and safety advice.

North York Moors National Park Authority

Key Health and Safety Personnel (June 2019)

1.	Chief Executive (National Park Officer)	Andy Wilson
2.	Head of Corporate Services	Ian Nicholls
2.	Director of Park Services	Michael Graham
3.	Head of Recreation and Ranger Service	Debbie Trafford
5.	Head of Volunteering	Joan Childs
4.	Senior Ranger (North) Senior Ranger (South) Senior Ranger (West) Senior Ranger (Coast)	Naomi Green David Smith Simon Bassindale Bernie McLinden
6.	Head of Marketing and Communications	Catriona McLees
7.	Head of Education and Youth Engagement	Heather McNiff
8.	Director of Planning	Chris France
9.	Director of Conservation and Polyhalite Projects	Briony Fox
10.	Health and Safety Risk Manager (NYCC)	Dominic Passman*

*Service level agreement provider

1. Specific responsibilities for named job roles

The following staff have specific responsibilities;

1.1 The Chief Executive is accountable to the Authority for health and safety and will:

- apply and support the Authority's policy for a safe and healthy work place and working environment for all of its staff;
- advise the Authority of priorities for health and safety, particularly through the allocation of resources;
- assign particular duties and responsibilities to designated staff to ensure that:
 - the Authority's statutory health and safety responsibilities are carried out;
 - staff receive appropriate training and instruction;
 - safe working procedures are adopted at all times;
 - vehicles and equipment are maintained and safe to use.

1.2 Head of Corporate Services is responsible to the Chief Executive for:

- Acting on the Chief Executive's behalf on issues regarding health and safety,
- co-ordinating the Authority's organisation and arrangements for health and safety, including ensuring that this Policy is updated/reissued regularly and that all Risk Assessment and CoSHH assessments are signed off by Directors annually;
- organising meetings of the Health and Safety Group every 2 months;
- issuing instructions, information and guidance to assist the implementation of the Authority's Health and Safety policy.
- ensuring that statutory documents and forms are available and that necessary reports and records are completed and maintained,
- operating the accident/near miss reporting procedure,
- organising Health and Safety related training for staff ,
- reporting to Members at each FRASC and annually to the NPA on health and safety matters.
- supervision of health and safety arrangements, specifically including fire and security precautions in the premises and grounds of the Authority headquarters in Helmsley, ensuring that the Pool vehicles are:
 - serviced, maintained, tested and used correctly;
 - defects are reported and promptly resolved;
 - repaired promptly by authorised agents when damage or defects occur;
- 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.

1.3 Directors are responsible to the Chief Executive for:

- Managing their staff and buildings/land ensuring that:
 - the instructions given in the Health and Safety and Lone Working policies are followed by all staff;
 - documented risk assessments (including CoSHH assessments) are undertaken where required;
 - safe working procedures are adopted at all times;
 - unnecessary risks to staff and others, including visiting members of the public, are avoided;.
 - Health and Safety is a standard 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 and contractors, and updates on the potential risks to Lone Working staff;

- sufficient and clear instructions appropriate to the particular task are given;
- materials and equipment including vehicles, plant and machinery are used correctly and safely.
- the Head of Corporate Services is informed of any health and safety matters which require investigation,
- adequate risk assessments are completed, and any other statutory requirements are complied with and recorded prior to any activity commencing on the Authority's behalf by staff or contractors.
- spot checks are undertaken (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.
- on those 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 who is to be responsible for safety supervision at the site of the joint task before the work begins.

1.4 **Head of Recreation and Ranger Service** is responsible to the Director of Park Services for:

- supervision of health and safety arrangements at Sawmill Lane Offices and depot, Castleton depot, Lealholm depot and mobile display units, including any necessary fire and safety precautions;
- supervision of health and safety arrangements at the Authority's public car parks and toilets.
- ensuring, that materials and any vehicles, plant, equipment and machinery hired or obtained and directly controlled in connection with the Ranger Service's work, are serviceable, correctly guarded, equipped as necessary with safety devices and are properly used with due regard to the safety of staff and the public; and that staff have the necessary skills and training to use them correctly, to carry out appropriate maintenance, and to identify any safety issues.
- ensuring that all work is properly and thoroughly planned in accordance with this policy, risk assessments, work instructions and any other relevant documentation and/or legislation.
- 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 Head of Corporate Services of any health and safety matters, including any need for staff training, which require further action;
- supervising Ranger Service staff ensuring that:
 - The instructions given in the Health and Safety and Lone Working policies are followed by all staff/volunteers;
 - ensuring that documented risk assessments (including CoSHH assessments) are undertaken where required;
 - safe working procedures are adopted at all times;
 - unnecessary risks to staff and others, including members of the public, are avoided;.
 - Health and Safety is a standard agenda item on all Ranger Service 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 and contractors, and updates given on potential risks to Lone Working staff;
 - Safeguarding training is carried out ;
 - regular spot checks on work activities are carried out.

1.5 **Head of Volunteering** is responsible to the Head of Corporate Services for:

- applying and supervising health and safety arrangements and issuing any necessary local instructions;
- setting up and maintaining systems which adequately manage the health and safety of all individual volunteers, groups of volunteers and associate groups (where the NPA is the direct instigator of the work task);
- ensuring that the agreed process for 'contracts' for Associate Volunteering groups is strictly adhered to;
- informing the Head of Corporate Services of any health and safety matters, including any need for safety training, which require further action;
- ensuring that staff who line manage volunteers are appropriately trained to do so, and understand their health and safety responsibilities;
- carrying out regular spot checks on work activities undertaken by volunteers;
- ensuring that the Volunteering Team's 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, recorded and repaired promptly;
 - 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.

1.6 **Senior Rangers** are responsible to the Head of Recreation and Ranger Service for:

- applying and supervising health and safety arrangements and issuing any necessary local instructions.
- Managing health and safety arrangements at:
 - Castleton Depot – Bernie McLinden
 - Sawmill Lane Offices and Depot – David Smith
 - Lealholm Depot – Naomi Green
 - Mobile Display units – All Senior Rangers
- informing the Head of Recreation and Ranger Service of any health and safety matters, including any need for safety training, which require further action;
- ensuring that staff are adopting safe working practices in the tasks for which the Senior Ranger is responsible.
- ensuring that Rangers' vehicles, mobile display units and equipment are:
 - serviced, maintained, tested and used in accordance with the manufacturers' or other relevant operating instructions;
 - defects are reported, recorded and repaired promptly;
 - fitted with appropriate guards and any safety devices as are necessary;
 - driven and/or operated only by authorised persons who are competent , and who have received appropriate training as specified in the risk assessment/work instruction.

1.7 **Head of Education and Youth Engagement** is responsible to the Director of Park Services for:

- informing the Head of Corporate Services of any health and safety matters, including any need for staff training, which require further action;
- ensuring that risk assessments are undertaken and regularly reviewed,
- periodically reviewing the Authority's policies on child/vulnerable adult protection and advice taken from external experts;
- Supervising Education and Youth Engagement staff to ensure that:
 - all instructions, information and guidance issued by the Head 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 to safeguard staff and other persons involved;
 - DBS checks on staff are undertaken in accordance with the Authority's Child Protection Policy.

1.8 **Head of Marketing and Communications** is responsible to the Director of Park Services for:

- Applying and managing health and safety arrangements including fire and security precautions and issuing any local instructions for the Sutton Bank National Park Centre and The Moors National Park Centre (in consultation with the Head of Corporate Services),
- informing the Head of Corporate Services of any health and safety matters, including any need for safety training, which require further action;
- assigning duties and responsibilities to the Sutton Bank/Moors Centre Caretakers ensuring that:
 - All local instructions, information and guidance issued by the Head 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 risk assessments prior to any activity commencing on the Authority's behalf;
 - all PPE that is considered necessary is provided and is properly used.

1.9 **Task Day Leaders (TDL)** can be paid staff or volunteers. TDLs are the individuals who are responsible on the day for the safe running of an on-site task. The posts which could assume the role of TDL include Maintenance Rangers and numerous posts in the Conservation Department such as Woodland, Archaeology, Rivers and externally funded project staff. This list isn't intended to be exhaustive. TDLs are responsible for:

- the safety of any staff they supervise on a task;
- following any generic risk assessments appropriate to the task;
- carrying out site specific risk assessments, and a dynamic risk assessment throughout the day, taking appropriate action to ensure the safety of all participants if on site conditions change;
- delivering an health and safety briefing at the start of any task that is appropriate to the task and those taking part;
- wearing the PPE defined as being mandatory for the task in risk assessments
- making sure that the staff who they are supervising follow risk assessments, wear mandatory PPE and use equipment and tools safely;

- undertaking daily checks of any NPA vehicles used;
- recording any accidents or near misses using NPA forms and protocols;
- informing their line manager of any health and safety matters that require further action;
- Ensuring their first aid certificate is up to date and carrying a first aid kit at all times

1.10 **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 their line manager as detailed in below. In addition, staff who instigate a task undertaken by volunteers are responsible for ensuring that all necessary health and safety arrangements for that task are in place and acted upon.

- Applying and supervising health and safety arrangements including the Lone Working policy for their staff. This will include;
 - on at least an annual basis discussing risk assessments and CoSHH 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.
- Setting a positive example to staff with regard to health and safety by;
 - demonstrating thorough knowledge of this policy and risk assessments associated with the task being carried out;
 - ensuring that the key points within risk assessments are delivered within a H&S brief to participants before work commences on a task;
 - wearing mandatory PPE at all times while working or supervising others;
 - adopting a 'zero tolerance' approach to staff or contractors who will not abide by the Authority's arrangements for health and safety.
- Effectively managing contractors ensuring that:
 - contractors either provide their own or are assisted in developing their own risk assessments prior to any work 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.
- Informing the Head of Corporate Services of any health and safety matters, including any need for safety training, which require further action.