

North York Moors National Park Authority

Finance, Risk, Audit and Standards Committee

3 February 2014

Health and Safety

<p>1. Purpose of the Report</p>
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| <p>1.1 To seek approval for an updated system of reporting on Health and Safety matters to Members on a more regular basis.</p> |
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2. **Background**

- 2.1 At the December 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. The external report confirmed this and also recommended a number of actions that the Authority should take to continue the development of its management of health and safety matters.
- 2.3 Members asked Officers to implement the report's recommendations and set up a Service Level Agreement with NYCC to ensure that the Authority had easier access to qualified health and safety expertise. Whilst acknowledging that they were periodically updated on health and safety matters, Members requested that Officers considered and suggested an improved approach to the reporting of these.

3. **Proposals**

- 3.1 Officers welcomed Members' enthusiasm for a more frequent input into the Authority's health and safety management and propose the following approach;
- In line with the recommendations of the external report, it is proposed that the February meeting of this Committee be presented with an action plan for health and safety activity in 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
- 3.2 Members also asked Officers to consider whether an improved statistical analysis might be appropriately applied to the management of health and safety. Members are currently regularly provided with data regarding sickness absence which is a general indicator of the health and well being of the workforce. Until 2012, the Authority's performance reporting included local indicators relating to the number of accidents reported and number of working days lost as a result of accidents. As part of a review of local performance indicators, it was agreed by Members that these would no longer be reported upon.

3.3 Officers would be very happy to re-instate these measures and include them in the report to December NPA together with details of progress against the annual action plan.

4. **Action Plan Summary**

4.1 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. It should be emphasised that the action plan is building upon work that has already been done and will further develop the Authority's management of health and safety. The summary plan for 2014 is as follows;

- Review of Health and Safety policy document;
- Develop an annual health and safety plan, together with arrangements for annual reporting;
- Develop a systematic approach to auditing health and safety;
- Carry out fire safety risk assessments for the Authority's buildings;
- Use the existing asbestos surveys to develop management plans;
- Review risk assessments to ensure that all significant operational risks have been addressed;
- Review volunteer risk assessments;
- Set up a service level agreement with NYCC;
- Develop a clearer approach to managing contractors, including authorisation to start work;
- Review the Lone Working Policy in view of the audit's comments;
- Refresher workshop for senior managers to remind them of their leadership role in achieving effective health and safety management;
- Conduct a risk assessment of the Authority's buildings to understand more fully the risks posed by legionella;

4.2 Work has already commenced on a number of these actions. An additional significant action has been the development 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.

5. **Financial and Staffing Implications**

5.1 It is anticipated that an additional expenditure that is incurred as a result of this report will be minor and absorbed within existing budgets.

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

6.1 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.

7. **Legal Implications**

7.1 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.

8. Recommendation

- 8.1 That Members discuss and approve the proposals contained within paragraph 3.1 and confirm to Officers that that the statistical analysis described in paragraph 3.2 should be resumed.
- 8.2 That Members note the content of the annual Health and Safety Action Plan.

Contact Officer:
Ian Nicholls
Assistant Director of Corporate Services
01439 772700

Background documents to this report

File ref.

1. National Park Authority Report 2013
1. Finance, Risk, Audit and Standards Committee Report 2012
2. Performance Monitoring and Management Report 2010
3. Performance Monitoring and Management Report 2009