

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

5 June 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 6 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. 4 of the 6 accidents were minor injuries to volunteers. 3 of these occurred while carrying out practical work tasks and the other one while researching a guided walk route.
- 3.2 While Officers do not believe that the number of accidents involving volunteers is significant, this will be monitored closely. A survey of volunteers regarding their health and safety is planned for later in the year.
- 3.3 During the same period, 1 near miss was reported involving the unloading of a quad bike trailer from the back of a larger trailer which fell from the vertical position as it was being unloaded. This incident emphasised the need for care when unloading equipment after transportation.

4. Health and Safety Audit – Volunteer Service

- 4.1 It has been previously reported to Members that Veritau undertook an audit into the health and safety arrangements within the Volunteer team. This was undertaken during a period of transition when significant staff changes were being made within the team. The Audit, while confirming reasonable assurance, did highlight a number of areas for improvement including;
- Retaining evidence that volunteers have received read and understood the health and safety policy;
 - Consistently monitoring and recording health and safety training undertaken by volunteers; and
 - Ensuring that risk assessments are stored in a consistent location and that the same risk assessments are used for employees and volunteers when undertaking the same task.

4.2 All of these findings have been accepted with actions being both agreed and put in place to address the issues raised.

5. **Health and Safety Attitude Survey**

5.1 A survey was conducted earlier in the year regarding the attitude that staff have towards health and safety. 69 members of staff completed the survey and the full results are attached as **Appendix 1**. An initial analysis of the results has highlighted the areas (in red/pink) that need further investigation.

5.2 Generally the results are positive, but there are a small number of staff who clearly have some health and safety concerns – the survey was anonymous so it is not possible to go back to the individuals to discuss what the issues are. Staff have been encouraged, however, to speak to their manager, Director, Chief Executive, UNISON Health and Safety Officer or their departmental representative on the Health and Safety Group.

5.3 The Health and Safety Group are meeting in late May and will discuss the survey, particularly the highlighted results, in more detail to determine what further action is needed as a result of this feedback. The outcome of this will be reported verbally at the meeting.

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.

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

Recommended actions have been implemented as described in Part 4 of this report.

- 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 will be completed by the end of June. The main issue is the replacement of fire doors which in the Old Vicarage raises some issues with regard to its listed status.

- 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 September 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.

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

No action taken yet, but this work will be completed by 31 December.

- 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

2017 Health and Safety Survey

Answer Options	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Rating Average	Response Count		Percentages		
									Positive 2 categories	Positive 2 categories and neutral	Negative 2 categories
Q1. People who work here often take risks when they are at work.	24	34	8	2	1	1.87	69	-1	84.1	95.7	4.3
Q2. There are good communications (eg team meetings/site discussions) here about health and safety.	2	3	8	37	19	3.99	69	1	81.2	92.8	7.2
Q3. Accidents that happen here are always reported.	1	1	21	35	11	3.78	69	1	66.7	97.1	2.9
Q4. Some jobs here are difficult to do safely.	16	26	18	7	2	2.32	69	-1	60.9	87.0	13.0
Q5. Suggestions to improve health and safety are not always acted upon.	13	31	17	6	2	2.32	69	-1	63.8	88.4	11.6
Q6. I always report near misses.	1	8	18	24	18	3.72	69	1	60.9	87.0	13.0
Q7. Some health and safety procedures are not really practical.	11	25	20	10	0	2.44	66	-1	52.2	81.2	18.8
Q8. Getting the job done is usually seen as more important than health and safety.	24	37	5	0	3	1.86	69	-1	88.4	95.7	4.3
Q9. Managers sometimes turn a blind eye to health and safety procedures being broken.	32	30	7	0	0	1.64	69	-1	89.9	100.0	0.0
Q10. Managers always act quickly over health and safety concerns.	4	5	12	25	23	3.84	69	1	69.6	87.0	13.0
Q11. Managers only bother to look at health and safety after there has been an accident.	16	41	11	0	1	1.97	69	-1	82.6	98.6	1.4
Q12. Some health and safety procedures do not reflect how the job is actually done.	8	18	34	9	0	2.64	69	-1	37.7	87.0	13.0
Q13. Some health and safety procedures are difficult to follow.	11	26	16	14	2	2.57	69	-1	53.6	76.8	23.2
Q14. Supervisors/managers rarely check that people here are working safely.	17	36	11	5	0	2.06	69	-1	76.8	92.8	7.2
Q15. People here always work safely even when they are not being supervised.	0	3	19	38	9	3.77	69	1	68.1	95.7	4.3
Q16. The Authority encourages suggestions on how to improve health and safety.	0	1	6	38	24	4.23	69	1	89.9	98.6	1.4
Q17. Some of the staff/volunteers pay little attention to health and safety.	12	29	19	8	1	2.38	69	-1	59.4	87.0	13.0
Q18. The health and safety equipment (eg personal protective equipment (PPE), safety boots, gloves, helmets etc)	2	2	9	36	18	3.99	67	1	78.3	91.3	8.7
Q19. Not all the health and safety procedures are strictly followed here.	11	24	19	15	0	2.55	69	-1	50.7	78.3	21.7
Q20. People can always get the equipment needed to follow the health and safety procedures.	1	2	10	38	18	4.01	69	1	81.2	95.7	4.3
Q21. There are always enough people available to get the job done safely.	2	9	24	22	12	3.48	69	1	49.3	84.1	15.9
Q22. The Authority cares about the health and safety of the people who work here.	0	1	6	27	35	4.39	69	1	89.9	98.6	1.4
Q23. Sometimes it is necessary to take risks to get the job done.	22	23	12	10	1	2.19	68	-1	65.2	82.6	17.4
Q24. My manager often talks to me about health and safety.	0	6	14	35	14	3.83	69	1	71.0	91.3	8.7
Q25. There are too many health and safety procedures given the real risks of my job.	12	27	19	9	1	2.41	68	-1	56.5	84.1	15.9
Q26. People here are sometimes pressured to work unsafely by their colleagues.	35	26	7	1	0	1.62	69	-1	88.4	98.6	1.4
Q27. Sufficient resources are available for health and safety here.	1	2	9	38	19	4.04	69	1	82.6	95.7	4.3
Q28. The Authority shows interest in my views on health and safety.	1	1	15	32	20	4.00	69	1	75.4	97.1	2.9
Q29. People who work here sometimes take risks at work which I would not take myself.	15	24	22	8	0	2.33	69	-1	56.5	88.4	11.6
Q30. My manager takes on board ideas on how to improve health and safety.	0	1	8	38	22	4.17	69	1	87.0	98.6	1.4
Q31. I sometimes turn a blind eye to less important health and safety procedures.	23	24	9	13	0	2.17	69	-1	68.1	81.2	18.8
Q32. Managers devote sufficient effort to health and safety here.	1	2	11	39	16	3.97	69	1	79.7	95.7	4.3
Q33. My colleagues would react strongly against people who break health and safety procedures.	0	4	12	44	9	3.84	69	1	76.8	94.2	5.8
Q34. All the people who work in my team are fully committed to health and safety.	2	1	7	38	21	4.09	69	1	85.5	95.7	4.3
Q35. I can get more people to do a job if I need them for safety reasons.	1	6	18	29	15	3.74	69	1	63.8	89.9	10.1
							<i>answered question</i>	69	71.2	91.1	8.9