



NEW FOREST NATIONAL PARK AUTHORITY

HEALTH AND SAFETY POLICY

1 Individuals Affected

- 1.1 All employees of New Forest National Park Authority and those affected by their actions and omissions. These include Members, temporary staff, volunteers, personnel working for or on behalf of the Authority via work experience, training or other schemes, consultants, contractors and members of the public.

2 Definition

- 2.1 The Health and Safety at Work Act 1974 states that Employers have a legal duty to make adequate arrangements for ensuring the health and safety of their employees and all other third parties affected by their acts or omissions. Employees have a duty to safeguard their own health and safety at work and the health and safety of others. The employer and/or any employee who fails in this duty can be liable to legal penalties.

3 Policy

3.1 Overview

This overview document sets out the Authority's Health and Safety Policy which will be supported by topic specific policies such as Display Screen Equipment, Lone Working, Driving at Work.

General practice guidance is given below under the following headings:

- General principles and rules
- Roles and responsibilities
- The Health and Safety Forum
- Monitoring and review

3.2 General principles and rules

3.2.1 Every employee shall be made familiar with the Authority's Health and Safety Policy as well as any other procedures which apply in their particular team and section. Health and safety awareness will form part of the Induction Programme.

3.2.2 Every employee has a duty to contribute to the maintenance of a healthy and safe environment by setting a good example to others.

3.2.3 Any employee who is uncertain about any matter relating to health and safety, or who has suggestions as to how standards can be improved, should consult their line manager, Human Resources, Business Support or a member of the Health and Safety Forum.

- 3.2.4 Every employee, contractor or self-employed person working for or on behalf of the Authority has a legal duty to take all reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- 3.2.5 Where any employee observes something which is potentially unhealthy or unsafe, he/she is expected to take appropriate action to deal with the problem. Where it involves action outside of their capability or capacity, the employee must notify their line manager who must rectify the situation or refer it for action as appropriate.
- 3.2.6 An employee who refuses to do work in circumstances which they reasonably perceive to be potentially dangerous, cannot be dismissed or be subject to any disciplinary action or other detriment as a result of their refusal. The perception may not be correct but the employee must show that it was a reasonable perception in the circumstances at the time.

3.3 Roles and responsibilities

- 3.3.1 Everyone involved in the work of the Authority has a legal duty to safeguard their own health and safety and that of others affected by their acts or omissions. Within that context, the Authority's arrangements for health and safety lay down some particular roles and responsibilities.
- 3.3.2 **Members** have responsibility for the establishment of a Health and Safety Policy and will monitor it via the Lead Member for Health and Safety with policy updates being reported as necessary to the Resources and Performance committee. The Committee will also receive an annual update on health and safety issues.
- 3.3.3 **The Chief Executive**, through the Executive Director of Strategy and Planning has overall responsibility for discharging the Authority's duty to safeguard the health and safety of its employees; will ensure that the Authority complies fully with all relevant Health and Safety legislation and that the Health and Safety Policy is effectively managed and adequately resourced.
- 3.3.4 **Members of the Executive Leadership Team** are responsible for understanding the health and safety issues in their team and ensuring that arrangements are in place to safeguard the health and safety of their staff, contractors, volunteers, partners and members of the public. He/she will:-
- Ensure that appropriate policies and procedures are established to safeguard those working in different services/occupations and environments within the team.
 - Ensure that corporate policies and rules and service/occupational group procedures are effectively communicated, managed and resourced and that all necessary training is provided.

- In liaison with line managers ensure that necessary risk assessments applicable to the work of their team including events and ad hoc activities are carried out.
- Adopt a planned systematic approach which identifies priorities and sets objectives for the resolution of any preventive and protective measures identified by the risk assessment.
- Provide the impetus to ensure the implementation, monitoring and review of improvements to health and safety performance in his/her team.
- Ensure that their teams are adequately represented at the health and safety forum.

3.3.5 **Line Managers** are responsible for the effective day to day management of arrangements for the health and safety of their staff, volunteers, contractors and members of the public and will:-

- Understand the Authority's Health and Safety Policy and their own responsibilities for implementation and management.
- Ensure that all their staff are aware of their team's safety representative; have received a current copy of the Health and Safety Policy and relevant team procedures; that new staff have read and understood the Policy/procedures and that they understand their personal responsibilities.
- Ensure that all their new staff (and staff transferring to new functions or environments) are immediately given essential health and safety instruction and training, including fire safety and evacuation and any safety standards particular to that person's work.
- Ensure that further health and safety instruction and training is given as required to meet changing legislation or specialist requirements and provide refresher training as appropriate.
- Ensure that all staff are aware of evacuation procedures and follow them correctly and arrangements are in place for the evacuation and safety of visitors and employees with disabilities.
- Refer deficiencies in resourcing available to meet the requirements of the policies and procedures to the appropriate ELT member where necessary.
- Monitor safe working practices and review individual performances through the annual staff appraisal process.
- Ensure that all accidents, injuries and near misses are reported to the Business Support Officer in the required format.
- Carry out enquiries and investigate accidents, injuries and near misses to establish the cause, faults and remedial actions and report to the relevant member of the Executive Leadership Team with a copy being sent for record purposes to the Business Support Officer and relevant safety representative.
- Work with staff health and safety representatives to ensure the relevant risk assessment including Control of Substances Hazardous to Health (COSHH) assessments are carried out and brought to the attention of employees and any necessary monitoring is implemented.

- Actively promote health and safety work practices and ensure that any unsafe or unsatisfactory conditions are rectified as soon as practicable.
- Ensure that adequate and appropriate work equipment, safety equipment and protective clothing is provided, maintained and used.
- When employing contractors, be satisfied that the contractor has an adequate safety policy, procedures, competence and safety record and that the contractor is made aware of the Authority's standards for health and safety performance.
- Ensure that risk assessments for job roles and activities/events in their respective area of work are carried out and, on completion, upload these to the Health and Safety page for general access by staff.

3.3.6 **Corporate Services Manager and Business Support Officer** are responsible for:-

- Ensuring that the current Health and Safety policy is available electronically and displayed on notice boards.
- Undertaking corporate work-place safety inspections.
- Facilitating and recording overall health and safety training as required.
- Ensuring that all accidents, injuries and near misses are recorded in the Accident Book.
- Reporting to the appropriate authorities any issues which are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Providing quarterly accident data.
- Ensuring that an adequate number of First Aiders and fire wardens are provided to meet the needs of the Authority.

3.3.7 **Every employee** has a duty to safeguard his/her own health and safety and that of others affected by their acts or omissions. In particular, each employee must understand their responsibility to:

- Familiarise themselves with the contents of the Health and Safety Policy and any policies, procedures and risk assessments that relate to their work;
- report to their Health and Safety representative or line manager anything they consider may be unsafe;
- be responsible for their own safety and take all reasonable steps not to cause danger to any other person;
- use correctly any safety equipment and personal protective clothing provided and undertake any health and safety training required;
- not take any unnecessary risks;
- co-operate with and support managers in meeting their health and safety responsibilities;
- report any faulty electrical equipment to the Business Support Officer;

- report any accident or near-miss or incident promptly to the line Manager;
- report any illness, physical condition or injury which might affect their ability to work in a safe manner;
- ensure that visitors to any of the Authority's offices are either accompanied at all times or (in cases such as consultants or contractors working on site) made aware of the policy and procedures in relation to health and safety and, in particular, made aware of the evacuation procedures and escape routes.

3.3.8 Contractors

- Before a contractor is awarded a contract to carry out any work for the Authority, the Authority will check their safety policy and ensure that the contractor has made adequate safety arrangements for the public, their employees and Authority employees and volunteers who may come into contact with the work being undertaken.
- The contractor will be made aware of all the Authority's Health and Safety rules and any other particular information or requirements relating to the contracted task and their responsibility to prepare appropriate safety plans.
- Contract work will be monitored and records will be kept. Any breaches of safety procedures may lead to curtailment or termination of the contract.
- Contractors involved with electrical work will be NICEIC registered and contractors involved with gas work will be Gas Safe Register registered. Contractors handling and disposing of waste and hazardous substances will be appropriately licensed.

3.3.9 Partnerships

- When entering into any partnership or joint working with another authority or organisation the Authority will endeavour to ensure that responsibilities for health and safety are clear and unambiguous and communicated to all persons involved.

3.3.10 Trade Union and Employee Health and Safety Representatives will be given adequate training and support to discharge their responsibilities effectively. They will:

- Encourage the awareness of health and safety and promote safe working practices;
- Carry out regular safety inspections and react to any issues brought to their attention; arrange for any defects to be resolved as soon as practicable or report them to the relevant manager, the Business Support Officer or raise them at the Health and Safety Forum;
- Represent colleagues/members by liaising with their team/members before Health and Safety Forum meetings to identify health and safety issues or actions, report these at the Forum meeting and then report back accordingly to colleagues/members.

3.4 The Health and Safety Forum

3.4.1 The Health and Safety Forum normally meets as required and not less than twice a year and is usually chaired by the Executive Director of Strategy and Planning and attended by the Lead Member for Health and Safety. The work of the Forum shall be supplemented by quarterly meetings of key officers in ensuring that health and safety issues are adequately monitored and actioned.

3.4.2 The purposes of the group are to:

- monitor and develop the application of the Policy and procedures for Health and Safety;
- recommend any changes as appropriate;
- provide a communication route for Health and Safety issues.

3.4.3 **Health and Safety Champions**

The Authority will appoint a Lead Member to champion and promote good health and safety practice and to act as the lead elected representative in matters concerning the health and safety of the public, employees, visitors and contractors. The Executive Leadership Team will similarly appoint a senior manager to act as the champion for the paid service, currently this is the Executive Director of Strategy and Planning. Meetings will be held as necessary to discuss and report issues of concern.

3.5 Monitoring and review

3.5.1 The Health and Safety Policy will be reviewed:

- Within three years of the last review and staff consulted on any changes through Unison representatives and the Health and Safety Forum.
- In response to new or revised legislation
- On the introduction of new technology
- Post organisational change if necessary
- In response to advice provided by HSE or other enforcing body
- As an outcome of an accident/incident investigation or risk assessment review

LEGISLATION

Health and Safety at Work etc. Act 1974: Sets out the responsibility of employers and employees to establish and maintain a healthy and safe working environment.

Management of Health and Safety at Work Regulations 1999: Sets out the requirements for management of safety, including risk assessment, competencies and planning.

Managing for health and safety (HSG65): Health and Safety Management System used to audit services.

Safety Representatives and Safety Committees Regulations 1977: Sets out the process for employee Trade Union consultation on health and safety issues.

Health and Safety (Consultation with Employees) Regulations 1996: Sets out the process for employee consultation on health and safety issues where there is no recognised Trade Union.

Communication Flow of Health and Safety

