

NFNPA/RAPC 380/18

NEW FOREST NATIONAL PARK AUTHORITY

RESOURCES, AUDIT AND PERFORMANCE COMMITTEE MEETING – 5 NOVEMBER 2018

APPROVAL OF HEALTH AND SAFETY POLICY

Report by: Steve Avery, Executive Director and David Stone, Corporate Services Manager

1 Introduction

- 1.1 The Authority aims to minimise the incidence of workplace risks and promote staff wellbeing by providing and maintaining a safe and healthy working environment. The Authority sees Health and Safety as being part of everyday good management and adopted a Health and Safety Policy in 2007, which was subsequently updated in August 2010 and again by this Committee on 8 September 2014. A further review and update of the Policy has now been completed and is attached as **Annex 1** for approval.
- 1.2 Responsibility for discharging the Authority's duty to safeguard health and safety rests with the Chief Executive, those responsibilities being delegated to the Executive Leadership team and Managers for the implementation of policy and practice and for ensuring that all employees are aware of their responsibilities, both for themselves and others. Operational ownership for Health and Safety has been assigned to the Executive Director, assisted by the Corporate Services Manager and Business Support Officer.
- 1.3 The Health and Safety Policy is a key document and underpins other corporate policies such as the Lone Working Policy and Driving at Work Policy (these and other relevant policies will be reviewed following approval of the Health and Safety Policy) and will form a suite of health and safety documents made available to all staff.
- 1.4 Input has been received into the Policy from relevant officers, Unison and NFDC's Health and Safety advisers. The policy was also submitted to and considered by the Authority's Health and Safety Forum and Executive Board.
- 1.5 The Authority's risk assessment template has been reviewed in tandem with the Health and Safety Policy and managers received risk assessment training earlier this year. Job role risk assessments are being used to identify protection clothing and equipment requirements. Further training is planned for managers on health and safety and for health and safety representatives.
- 1.6 Aside from general updating, the revised Policy contains reference to relevant health and safety legislation, drafting of risk assessments for both events/activities and job roles, prompt reporting and investigation of accidents, incidents and near misses, adequate provision for health and safety training and resourcing and a strong emphasis

on the seriousness of health and safety and ownership by both management and employees.

- 1.7 The updated policy has been discussed with David Harrison (Lead Member for Health and Safety) who supports the proposed changes.

2. Recommendation

That the updated Health and Safety Policy attached as Annex 1 to the report, be approved.

Papers:

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