

Annex 1**INFORMAL H & S AUDIT - EXECUTIVE SUMMARY**

The New Forest National Parks have shown to be strong in a number of areas of health and safety management. It is clear from discussions with senior management, supervisors, employees and union members that the health, safety and welfare of employees is taken very seriously. Employees and union members felt very confident that senior management would take appropriate action if required to. Although the NPA have a very good health and safety culture within the organisation a number of areas do require improvement.

One of the major gaps identified within the NPAs management of health and safety audit was in relation to training. Training requirements for employees and managers have not been assessed. Overdue training and completed training is not monitored or reviewed by managers or Corporate Services. The NPA has a legal duty to ensure its staff are competent to undertake their role and to ensure they are provided with sufficient information and training, currently the NPA is unable to evidence this.

A number of corporate policies were also evidenced as part of this audit, the majority of which were completed in 2017. A number of key areas do not have a corporate policy in place, this includes COSHH and investigation and reporting accident and incidents. The organisation must ensure suitable and sufficient arrangements are in place for all significant risks faced by its employees.

The organisation has recently made a push in completing generic risk assessment and task specific risk assessments. A number of managers and supervisors were able to evidence a wide variety of risk assessments, however some further information is required in a number of them. Event based risk assessments have been undertaken for events that are managed and attended by NPA.

Generic and site-specific risk assessment have been completed for a number of activities involving members of the public and volunteers. Risk assessments are communicated to the relevant parties prior to the activity.

The NPA do currently have a formal communication channel established within the organisation. The primary area for communication and consultation is the Health and Safety Forum. This meeting normally runs every 6 months, however due to the COVID-19 pandemic this has increased to every 6 weeks. Attendees include both H&S employees reps and union reps. Although this has proved to be an effective form of communication and consultation, some minor improvements should be implemented.

Improvements have also been identified in relation to monitoring health and safety performance. Currently senior management and line management do not monitor the effectiveness of the current control measures and if those

control measures are being followed by employees. An annual H&S update document is presented to senior management, this document provides updates on accident and incident data, however no formal H&S performance targets are set or reported on.

The New Forest National Parks has scored very well in a number of areas, such as, communication and consultation and risk assessment. However, this audit has highlighted a number of areas which require further attention.