



NEW FOREST NATIONAL PARK AUTHORITY
HEALTH AND SAFETY POLICY

Version 1.0
Reviewed June 2023
Two year review – June 2025

Message from the Chairman and Chief Executive

This revised document sets out our health and safety at work policy, and the responsibilities for carrying out that policy.

Health and safety is a key element in all of our daily work tasks. This policy applies to all of us as individuals whether we are paid staff, volunteers or Members. Whilst it is very important (and a legal requirement) to have a written health and safety policy, its success depends upon the active involvement of everybody. ~~The New Forest National Park Authority aims to minimise the incidence of workplace risks by providing and maintaining a safe and healthy workplace. and T~~the Authority sees Health and Safety as being part of everyday good management.

We aim to minimise the incidence of workplace risks by providing and maintaining a safe and healthy workplace. The Authority will take all reasonable practical steps to safeguard from injury and ill-health its members, employees, visitors, sub-contractors, and others who may be affected by the Authority's acts and omissions. All necessary information, instruction and training will be provided.

Members have responsibility for the establishment of a Health and Safety Policy and will monitor it. 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 for themselves and others.

The Policy, together with the arrangements for its implementation, will be reviewed at any time necessary by virtue of change, by the Executive Leadership Team, Managers and the Health and Safety Forum who will advise the Executive Director of Strategy and Planning (as the lead officer for Health and Safety) of any changes which are considered necessary.

Signed.....

Date.....

Alison Barnes
Chief Executive Officer

Signed.....

Date.....

Gavin Parker
Chair

1 Individuals Affected

- 1.1 All employees of the 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

The Authority will take all reasonable steps to meet its responsibility by:

- (a) Providing adequate control of the health and safety risks arising from its work activities;
- (b) consulting with the Union and staff/volunteers on all -matters substantially affecting their health and safety;
- (c) providing and maintaining safe plant and equipment;
- (d) ensuring the safe handling and use of substances;
- (e) providing information, instruction and supervision for all staff/volunteers;
- (f) ensuring all staff/volunteers are competent to do their tasks, have adequate training and personal protective equipment where deemed necessary by a risk assessment; ;
- (g) preventing accidents and cases of work related ill health;
- (h) maintaining safe and healthy working conditions; and
- (i) reviewing and revising this policy at regular intervals.

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 [Corporate Services](#).
- 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~~[establishing](#) 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, [Audit](#) and Performance [C](#)ommittee. 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. They/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 their/his/her team.
- Ensure that their teams are appropriately 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 sign at induction to confirm that they 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 hHealth and sSafety is a standard item for discussion at all tTeam meetings

- 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.
- 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 assessments including Control of Substances Hazardous to Health (COSHH) assessments are carried out and brought to the attention of employees.
- Ensure that risks identified by the risk assessments are mitigated and recorded before any action or activity is carried out 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 correctly 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 in their respective area of work are carried out and, on completion, upload these to the Health and Safety page on SharePoint for general access by staff.

3.3.6 **Corporate Services Manager** (supported by the **Business Support Officer**) is responsible for:-

- Ensuring that the current Health and Safety policy is available electronically and displayed on notice boards.
- Ensuring that the health and safety area on the Intranet is maintained and kept up to date and that policies and risk assessments are accessible to staff.
- 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)-
- Report ~~quarterly~~ accident data and near misses to the Health and Safety Forum-
- Ensuring that an adequate number of First Aiders and fire wardens are provided to meet the needs of the Authority-
- Undertaking regular reviews of health and safety policies and ensure that these are kept up to date and relevant.

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:

- sign to confirm that they have read and understood the Health and Safety Policy;
- 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;
- ~~follow the~~ mitigation and actions set out in outcomes of risk assessments and CoSHH (Control of Substances Hazardous to Health) assessments relating to day to day duties and work tasks;
- use correctly any safety equipment and personal protective clothing provided;
- not take any unnecessary risks;
- not indulge in horse play or practical jokes;
- report all accidents, injuries and near misses;
- report any faulty electrical equipment to the Business Support Officer;
- report any accident or near-miss or incident promptly to the line ~~m~~Manager;
- follow established emergency procedures for fire/emergency evacuation of the NPA building
- 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-
- co-operate with the Authority regarding any legal duty imposed by legislation or associated codes of practice.;

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 his 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.
- Assist with the investigation of potential hazards, complaints and incidents and report results to relevant Authority officers and safety inspectors as appropriate and be consulted on the review of key health and safety policies or significant health and safety issues.

3.4 The Health and Safety Forum

3.4.1 The Health and Safety Forum normally meets as required and not less than quarterly 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, safety representatives and the Trade Union. The Forum discusses and can make recommendations on all matters with regard to health and safety. This will include reviewing accidents and near misses. The notes from these meetings are made available on the Health and Safety pages of the intranet. The work of the Forum ~~is 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 and the review of such documents;
- 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 Training

3.5.1 The induction programme outlines training that is mandatory for all staff, but job specific training will be provided as well where:

- The need has been identified either through the line manager, performance appraisal or risk assessment process;
- refresher training is required in accordance with the agreed time periods for health and safety training;
- it meets the specific needs of the individual.

3.65 Monitoring and review

3.65.1 The Health and Safety Policy will be reviewed:

- Within a ~~two~~ one year period and staff consulted on any changes through consultation with the Authority's Unison representatives and Health and Safety Forum.
- In response to new or revised legislation or a major incident such as the Covid pandemic

- 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
- As requested by a resolution of the Authority, the Resources, Audit and Performance Committee or the Executive Leadership Team

KEY 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

