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| Report to | Resources and Performance Committee |
| Date | 9 April 2013 |
| By | Director of Corporate Services |
| Title of Report | Annual Health and Safety Report |
| Purpose of Report | To provide the Committee with the first annual health and safety report covering the work in health and safety to date and planned health and safety work for 13/14. |

Recommendation: The Committee is recommended to note the report.

1. Introduction

- 1.1 This first annual health and safety report sets out the progress that has been made in the area of health and safety from October 2011 to 31 March 2013. It also addresses future health and safety plans for 1 April 2013 to 31 March 2014.
- 1.2 An initial summary report on the management of health & safety and the role of the Safety Advisor can be found in **Appendix I**.
- 1.3 From this point forward, a Health and Safety report will be produced annually each April and presented to the Resources and Performance Committee.

2. Background

- 2.1 When the Authority was formally established in April 2011, employees and managers were relying on South Downs Joint Committee Policies that were based on East Sussex and Hampshire County Council's policies, rather than policies that were specific to the South Downs National Park Authority (SDNPA). There were no scheduled health and safety committee meetings.

3. Progress made from October 2011 to March 2013.

- 3.1 In October 2011, the SDNPA retained the services of a Health and Safety Consultant who worked closely with Human Resources (HR) and the following was achieved by March 2013:
- December 2011 - health and safety committee meetings were established and have been running quarterly;
 - February 2012 - fire training was delivered to all employees and fire marshals established;
 - March 2012 - health and safety training records were collated and are now monitored and kept centrally by HR;
 - April 2012 - a health and safety management structure was established;
 - May 2012 - health and safety policies and procedures were agreed and communicated to all employees, including key arrangements such as lone working;
 - August 2012 - First Aid Appointed Persons have been identified in each workplace and trained;
 - August 2012 - An Employee Assistance Programme has been introduced to employees and members.
 - Sept 2012- display screen equipment and workstation training and risk assessments have been implemented;
 - October 2012 – the HR Manager re-tendered the health and safety consultancy arrangement. It was felt that although the current provider was able to ensure that

SDNPA was compliant with health and safety legislation, we needed support from a consultant who better understood the way we operate, and would subsequently provide more appropriate advice;

- November 2012 - an agreement was drawn up with the Peak District National Park Authority (PDNPA) to work with their Health and Safety Advisor, Jon Wayte, who also provides health and safety services for Northumberland National Park Authority. This will ensure that we receive advice that is relevant to the way that we work and that we can share good practice with other National Park Authorities. Our aim is not only to comply with the legislation, but to show best practice in all areas of health and safety.
- December 2012 and March 2013 - Jon Wayte attended our Health and Safety Committee Meetings and carried out a full audit of the area offices and has made recommendations. A summary report of his findings can be found in **Appendix I**.

4 Future Health and Safety Plans

4.1 Health and safety plans for 1 April 2013 to 31 March 2014, include the following key areas:

- Inspection and audit of all workplaces with reports to line managers;
- Essential Risk Training for the Senior Management Team, other key staff and Members on their key health and safety responsibilities;
- A formal review of health and safety policies and associated documentation to include recommendations for routine visits to each area by SMT;
- A detailed end of year report for SMT and Members;
- Essential Risk Management Training for all staff (to include: manual handling, risk assessment etc);
- The use of the Employee Assistance Programme will be analysed to help identify any health and wellbeing issues that need to be addressed.

5 Resources

5.1 Health and safety consultancy services is within the HR budget and will be £10,000 in 2013/14. The consultancy agreement is managed by the HR Manager.

5.2 A proportion of the training budget is to be allocated to health and safety training annually dependent on need.

6 Risk management

6.1 Health and safety policies and procedures are a major part of the SDNPA approach to ensuring appropriate working conditions for staff and aim to reduce risks, improve welfare and mitigate against accidents.

7 Human Rights, Equalities, Health and Safety

7.1 The health and safety work that has been carried out and our future health and safety plans take into account of latest health and safety legislation.

8 External Consultees

8.1 Jon Wayte, Safety Advisor, PDNPA.

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Appendices

Appendix I - An initial summary report on the management of health & safety and the role of the Safety Advisor

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| SDNPA Consultees | Chief Executive Officer, Director of Planning, Director of Strategy and Partnerships, Director of Operations, Deputy Chief Finance Officer, Estates and Administration Manager. |
| Background Documents | None |