

Report to	Policy and Resources Committee
Date	27 September 2018
By	Human Resources Manager and Safety Officer
Title of Report (Decision)	Annual Health and Safety Report for the Year 2017/18

Recommendation: The Committee is recommended to:

- 1. Note the report and the continuing improvements in the overall safety management of SDNPA, and**
- 2. Endorse the proposals for further priorities and actions.**

1. Summary

- 1.1 This report is the key vehicle through which the Policy and Resources Committee and thereby South Downs National Park Authority, will receive suitable assurances that Safety Management is being performed satisfactorily and is continuously improving.
- 1.2 This report includes:
 - An overall appraisal of health and safety performance for the SDNPA through the previous year
 - Examples of continuously improving competencies linked to formal training and by the provision of new and reviewed information
 - Further references to efficiency cost savings in sharing the development and output of safety management
 - A summary of visits and outcomes undertaken by the Safety Officer during the previous year
 - Recommendations for continuing and future priorities and actions in 2018/19.

2. Background

- 2.1 This is the sixth Annual Health and Safety Report prepared for the Policy and Resources committee (previously prepared for the Governance Committee). Previous reports can be found at the end of this document under background documents.
- 2.2 An agreement drawn up with the Peak District National Park (PDNPA) Authority to work with their Health and Safety Advisor, Jon Wayte, in 2012 was renewed in April 2017. Jon also provides health and safety services to a number of other National Park Authorities. This has ensured 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.
- 2.3 This arrangement continues to be very effective, with significant progress made in many aspects of health and safety.

3. Health and Safety Performance

- 3.1 The day-to-day routine management of health and safety matters is performed by staff and supervised by managers. Through a planned programme of audit and inspection visits to principle workplaces and through routine meetings with staff and the Health and Safety

Committee, the Safety Officer makes a judgement of how well that happens. During these visits opportunities arise to recognise and endorse good practice, respond to instances where some improvements are necessary and to further coach staff, enhancing their competence. At the Health and Safety Committee meetings matters such as: incident, accident and near-miss reports, follow-up actions are considered, new guidance and policies agreed and performance of various safety management issues discussed.

- 3.2 During 2017/18 the Safety Officer has carried out inspection visits to most principal work sites and some other site visits
- South Downs Centre – 6 June 2017
 - Field site visit East Meon – 7 June 2017
 - South Downs Centre 5/6 July 2017
 - South Downs Centre 19/20 September 2017
 - Midhurst Depot 5 December 2017
 - Stanmer Park 6 December 2017
 - Empshott Grange 6 March 2018
 - QE Park 6 March 2018
 - Bep-ton Depot 7 March 2018
- 3.3 It was intended that Senior Management Team members would accompany Jon on some of these visits. Operational difficulties have limited this so far but further opportunities for joint visits will be sought.
- 3.4 There have, for 2017/18, been no serious matters requiring immediate action by the Safety Officer or escalation to SMT for their action.
- 3.5 It is anticipated that a programme of visits, audits and inspections will continue to be performed by the Safety Officer with a continuing focus on visiting staff 'at work'. Further visits to Area Offices in 2018/19 have been planned for September and December. A member of SMT is expected to attend some of these visits.
- 3.6 Routine workplace visits typically take account of:
- Safety related documentation. Good documentation is an essential component part of any safety management system. Use of and compliance with these documented systems is key to our overall success in implementing, maintaining and demonstrating good safety management. Key documents include: safety policies and associated procedures, safe working method statements and risk assessments, incident reports/records and follow-up/action reports. Risk assessments have been reviewed and updated during the year and new risk assessments introduced. These documents, including many risk assessments and core safety policies are becoming more consistent across a number of NPAs allowing much more efficient and timely review, replacement and referral.
 - Physical conditions and work activities – including: work spaces, access and egress (safety and fire), building conditions, work equipment and the use of PPE (personal protective equipment).
 - Risk assessments – a continuing improvement in the completion, use and a thorough review of risk assessments has been evident through 2017/18. The process of risk assessment review has driven a general improvement in the understanding of risk. Risk assessment for key issues including Lone Working and Working near Highways, has been consolidated during the previous year. Use of risk assessment formats used at other National Parks has made future review simpler and helped to ensure that these assessments are current, valid and consistent with the standards adopted elsewhere. All reviewed risk assessments are available on the intranet. The Safety Officer will continue to focus on risk assessments and the use of controls identified by these assessments, as key evidence that safety is being properly considered and well managed.
 - Resources and competencies – closely allied to the production and use of risk assessments is the understanding and use of these resources. There has been significant continued development of the Health and Safety Committee through 2017/18, which provides a still developing enhanced resource. The constitution reflects the structure

of the organisation with representatives from all directorates. Representatives have received IOSH training in their expanded role which is clearly defined and incorporated in a reviewed Health and Safety Policy. The Committee has a more structured forward work-plan which is supported by and consistent with work carried out by the Safety Adviser. Sub groups have been formed to meet in between the quarterly meetings to ensure that actions are moved on quickly. All representatives are also focussing in improving communication channels with the teams they represent, by including a standing health and safety item on team meeting agendas.

- Incident reports, near-misses and follow-up action –reporting of incidents and near misses continues to improve. The number of incidents reported has increased from 38 in 2016/17 to 52 in 2017/18 indicating improved reporting. The percentage of those incidents that were near misses has also increased from 21% to 27%. Most incidents were minor, indicating that good safety measures and risk assessments are in place. 20 incidents involved volunteers and in some cases resulted from not following safety procedures. This has led to a focus on reinforcing health and safety procedures before tasks and to include as a standing item at VRS meetings.
- The incident reporting form has been revised which has resulted in better reporting of follow-up actions.
- SDNPA reported no RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) incidents in this period.

3.7 In summary, the evidence of inspections and reports to the Health and Safety Committee suggests that health and safety is managed well and continuously improving at SDNPA and the Policy and Resources Committee can receive positive assurance of that by this report.

4. Training, information and supervision

- 4.1 The provision of safety training and information continues to be a key function provided by the Safety Officer. In 2017/18 the Safety Officer has supported the development of the Health and Safety Committee and provided training for all representatives.
- 4.2 In 2017, SMT attended IOSH (Institute of Occupational Safety and Health) Leading Safely training and the health & safety committee reps have received IOSH Managing Safely training.
- 4.3 Further significant training takes place at a discreet level with individuals and teams to enhance the performance of key safety management tasks including, workplace audit and inspection, risk identification and assessment, risk controls hierarchy and implementation.
- 4.4 The main focus in 2017/18 has been to provide health and safety training to all staff. Bespoke health and safety training courses for staff and managers have been designed using the e-learning portal ELMS. This training covers health and safety law, working environment, risk assessments, incident reporting, workplace stress and lone working and signposts staff to all SDNPA internal health and safety procedures. We have also created bespoke fire safety training. All staff have now completed these modules and they are included in the induction training for new starters.
- 4.5 There are also ELMS modules for Personal Safety (for lone workers) and Driving Safely. This work will continue in 2018/19 with the creation of Manual Handling and Working at Heights modules and other relevant health and safety training.

5. Health and Wellbeing

- 5.1 HR proactively monitor the recording of sickness absence and contact managers monthly to ensure that accurate recording has taken place.
- 5.2 In 2017/18 the average number of sick days per FTE per annum (excluding long term sick) was 4.6, a slight increase from 4.3 days in 2016/17 but below the public sector average of 7.2 days. Sickness levels have remained consistent over the last few years.
- 5.3 Detailed absence statistics are reviewed by the Health and Safety Committee and reported to OMT every 6 months and this will help inform the health and wellbeing support that the organisation may need.

- 5.4 Pre-employment medical screening and other occupational health services are carried out by Portsmouth Hospital and Brighton and Sussex University Hospital.
- 5.5 The Health Cash Plan introduced to all staff and members in 2016 has proved successful. It offers a wide range of health and wellbeing benefits and access to an employee assistance programme.
- 5.6 An internal Health and Wellbeing group has been reviewing the organisations approach to health and wellbeing and promoting existing benefits to staff. This work will continue on 2018/19.

6. Efficiency

- 6.1 All new policies, procedures, risk assessments and training materials are now shared between all NPAs advised by the Safety Officer. This allows for significant efficiency savings in the production and delivery of these developments and ensures greater consistency of approach and execution of safety management.

Good practice examples:

Working on or near Highways

Identifying competency requirements for work equipment, training and refresher intervals

- 6.2 ELMS has contributed to significant cost savings. We are able to provide basic training to all staff, supported by internal briefings by trained competent internal staff. This is a more efficient way of ensuring good health and safety knowledge without the need for expensive face to face training courses.

7. Priorities and actions for 2018/19

- 7.1 The Safety Officer will continue to perform an annual inspection programme, visiting all key premises and aiming to spend time observing staff 'at work'. Some visits will be accompanied by a member(s) of SMT. New work premises will be visited as soon as practicable after they become operational.
- 7.2 Other priorities and actions for 2018/19 include:
- Audit of health and safety related procedures and documents to identify potential gaps in September 2018 and resulting actions.
 - Review of terms of reference of the Health and Safety Committee.
 - Review of training needs of committee representatives and a focus on increasing internal knowledge of health and safety by using ELMS to create further bespoke training courses.
 - Review approach to manual handling - a Train the Trainer Manual Handling course in will take place in October so that we have a team of competent individuals internally to train all staff in manual handling techniques.
 - Training in Mental Health First Aid and Mental Health Awareness for Managers.
 - Continuation of the work of the internal Health and Wellbeing group.
 - A review of all risk assessments.
 - Raising awareness of near miss reporting.
 - Review and continuation of the health and safety forward plan.
 - Recognising priorities for all public sector employers set by the HSE addressing: musculo-skeletal injury and ill-health: and, work related stress
 - Raising further the profile and awareness of Health and Safety, particularly in respect of lone working procedures and incident reporting – a standing item of health and safety on team meeting agendas

8. Other Implications

Implication	Yes*/No
Will further decisions be required by	No

another committee/full authority?	
Does the proposal raise any Resource implications?	No
How does the proposal represent Value for Money?	The current shared health and safety services with Peak District NPA provides excellent value for money, in comparison with using another local authority or external consultant. It allows for significant efficiency savings in the production and delivery of these developments.
Are there any Social Value implications arising from the proposal?	There are no social value implications in this paper
Has due regard been taken of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	The Authority focuses on protecting the health, safety and welfare of <i>all</i> staff, members and volunteers. Reasonable adjustments are made to provide a safe working environment for all, through regular DSE assessments, provision of necessary work place equipment and dynamic risk assessments. Reasonable adjustments will be made for individuals with disabilities with advice from occupational health.
Are there any Human Rights implications arising from the proposal?	There are no human rights implications in this paper
Are there any Crime & Disorder implications arising from the proposal?	There are no Crime & Disorder implications in this paper
Are there any Health & Safety implications arising from the proposal?	The health and safety work that has been carried out and our future health and safety plans take into account the latest health and safety legislation.
Are there any Sustainability implications based on the 5 principles set out in the SDNPA Sustainability Strategy.	There are no sustainability implications in this paper

9. Risks Associated with the Proposed Decision

There are no risks arising directly from this paper although an annual health and safety report to Policy and Resources Committee with recommendations is a mitigation against our health and safety risk in our corporate risk register.

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Appendices	None
SDNPA Consultees	Chief Executive; Director of Countryside Policy and Management; Director of Planning; Chief Finance Officer; Monitoring Officer; Legal Services, Head of Business Services
External Consultees	Jon Wayte, Safety Officer for SDNPA and Safety Advisor for PDNPA.
Background Documents	<ul style="list-style-type: none"> • 2012/13 Health & Safety Report submitted to the Resources and Performance Committee by the Director of Corporate Services in April 2013 (Report RPC 08/13, page 6) • Appendix 1 of 2012/13 Health & Safety Report • 2013/14 Health & Safety Report submitted to the Governance Committee by the HR Manager in June 2014 (Report GOV17/14, page 121). • 2014/15 Health & Safety Report submitted to the Governance Committee by the HR Manager in July 2015 (Report GOV20/15, page 207). • 2015/16 Health & Safety Report submitted to the Governance Committee by the HR Manager in Sept 2016 (Report GOV24/16, page 91) • 2016/17 Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in Sept 2017 (Report PR18/17 page 167 Agenda item 14)