

GENERAL STATEMENT OF SAFETY POLICY

This is the Statement of Safety Policy of the Peak District National Park Authority, required by the Health and Safety at Work Act 1974 (the H&SWA). It has been agreed by both employer and employee representatives and formally adopted by the Authority as its policy statement. It will be reviewed annually by management, Members and staff representatives. A summary will be issued to all new employees at the time of appointment and be issued with induction material. The latest version is available to all staff on the Intranet or from Human Resources (HR).

General Statement

1. The Peak District National Park Authority recognises its statutory duties as an employer under the H&SWA. It therefore seeks, with the advice and assistance of the Chief Executive and staff, to conduct its operations in such a way as to ensure the health, safety and welfare of all employees and volunteers so far as reasonably practicable. Regard shall also be had to the health and safety of others who may be affected by its operations.
2. On the advice of the Chief Executive the Authority will devote appropriate resources and approve policies to achieve these objectives.
3. This health and safety policy will be managed fairly and free from discrimination. Those involved in providing a healthy and safe working environment will manage the tension that can arise between organisational and individual needs although statutory provisions will always take precedence.

Organisation and arrangements for carrying out the Authority's objectives

AUTHORITY MEMBERS

4. Authority Members have a duty to ensure that health and safety is effectively managed through the organisation. In practice this is achieved through the scrutiny of reports at the Local Joint Committee. Having delegated authority to deal with health and safety matters to the Management Team and Heads of Service, Members ensure that there are in place comprehensive corporate health and safety policies and that their effective implementation is achieved.

MANAGEMENT TEAM

5. The Management Team, consisting of the Chief Executive, Directors and Assistant Directors will be corporately responsible for the strategic direction of health and safety management, ensuring delivery and for monitoring and reviewing health and safety arrangements. They will receive an annual report on safety performance from the Safety Officer and conduct an annual review of this Statement.
6. The Chief Executive, Directors and Assistant Directors will:
 - (a) make recommendations to the Authority in respect of safety policy and the level of resources required and, :
 - (b) allocate appropriate resources to enable Heads of Services and Managers to discharge their health and safety responsibilities.
7. The Chief Executive, Directors and Assistant Directors will interpret and oversee the implementation of Authority policy for the Services within their control.
8. The Director of Corporate Resources, with the assistance of the Head of Human Resources, will act as Management Team lead on health and safety, prepare reports to the Management Team and co-ordinate action in the following areas:
 - (a) representation from and to the Health and Safety Committee;
 - (b) conduct investigations in the case of work-related accidents which involve a fatality or major injury as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations ('RIDDOR');

- (c) arranging for the representation of the Authority at Major Accident Enquiries;
- (d) making recommendations for safety initiatives and training

HEADS OF SERVICE and MANAGERS

9. Heads of Service and Managers will be responsible for the functions listed at Appendix A, and for:
- (a) putting the Authority's policy arrangements into practical effect to properly manage workplace risks. Though this may in practice be devolved to other Staff and Services, the responsibility will remain with the Head of Service or Manager;
 - (b) the production and maintenance of suitable and sufficient risk assessments for their Service(s). To include, where necessary assessments for, children and young persons in the workplace, employment of those with English as a second language, pregnant employees and those with special needs;
 - (c) ensuring that all employees and particularly those engaged in high risk activities, (e.g. fire fighting, water or land rescue and working with or flying in aircraft, including helicopters) are appropriately trained and briefed before any hazardous activities are undertaken;
 - (d) ensuring that employees (including 'Annual Certificate of Authority' holders with Field Services) are acceptable for and included under the Authority's insurance arrangements;
 - (e) co-operating with appointed Safety Representatives in their formal inspections of workplaces;
 - (f) consulting and advising staff and Safety Representatives on changes which may affect safety;
 - (g) appointing only trained, competent and appropriately qualified persons where identified in Codes of Practice and for statutorily restricted activities (e.g. changing abrasive wheels, use of pesticides);
 - (h) ensuring that adequate safety arrangements are made for employees based at properties not operationally-controlled by the Authority;
 - (i) ensuring that work to be carried out by contractors is organised and managed so that risks to the Authority's staff, contractors' personnel, customers and members of the public are reduced to the lowest practicable level. In accordance with the code of practice for the control of contractors and compliance with Construction, Design and Management (CDM) regulations;
 - (j) ensuring appropriate arrangements are put in place for dealing with emergencies;
 - (k) ensuring that an appropriate record is kept of any incident of violence, abuse or threat to any member of staff in their service identifying personal details of the perpetrator where this information may be important in identifying any future threat to staff and of action taken (see further guidance on the rules of confidentiality for such records).

*Note: Where no Head of Service or Manager is in post the relevant Director or Assistant Director will assume these responsibilities

GOVERNANCE ARRANGEMENTS

10. A Health and Safety Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It comprises:

Director of Corporate Resources

1 (min) UNISON Representative(s) Staff Committee Representative(s)

Head of Human Resources

Safety Officer

The Committee, which primarily has both consultative and performance management roles, shall routinely meet twice a year in Spring and Autumn. At the Spring meeting the Committee will:

- (a) Receive and review the health and safety annual report from the previous year. This

report shall include performance information;

- (b) Agree and set strategic objectives for the following year. This to include health and safety training and system developments including new documentation such as policies, procedures, codes of practice, briefing notes and other guidance.;
- (c) Consider any further safety matters raised by Union and Staff Committee Representatives.

At the Autumn meeting the Committee will:

- (a) Receive, review and agree the General Statement to be implemented the following year;
- (b) Receive an update on progress with meeting strategic objectives (see above);
- (c) Consider any further safety matters raised by Union and Staff Committee Representatives.

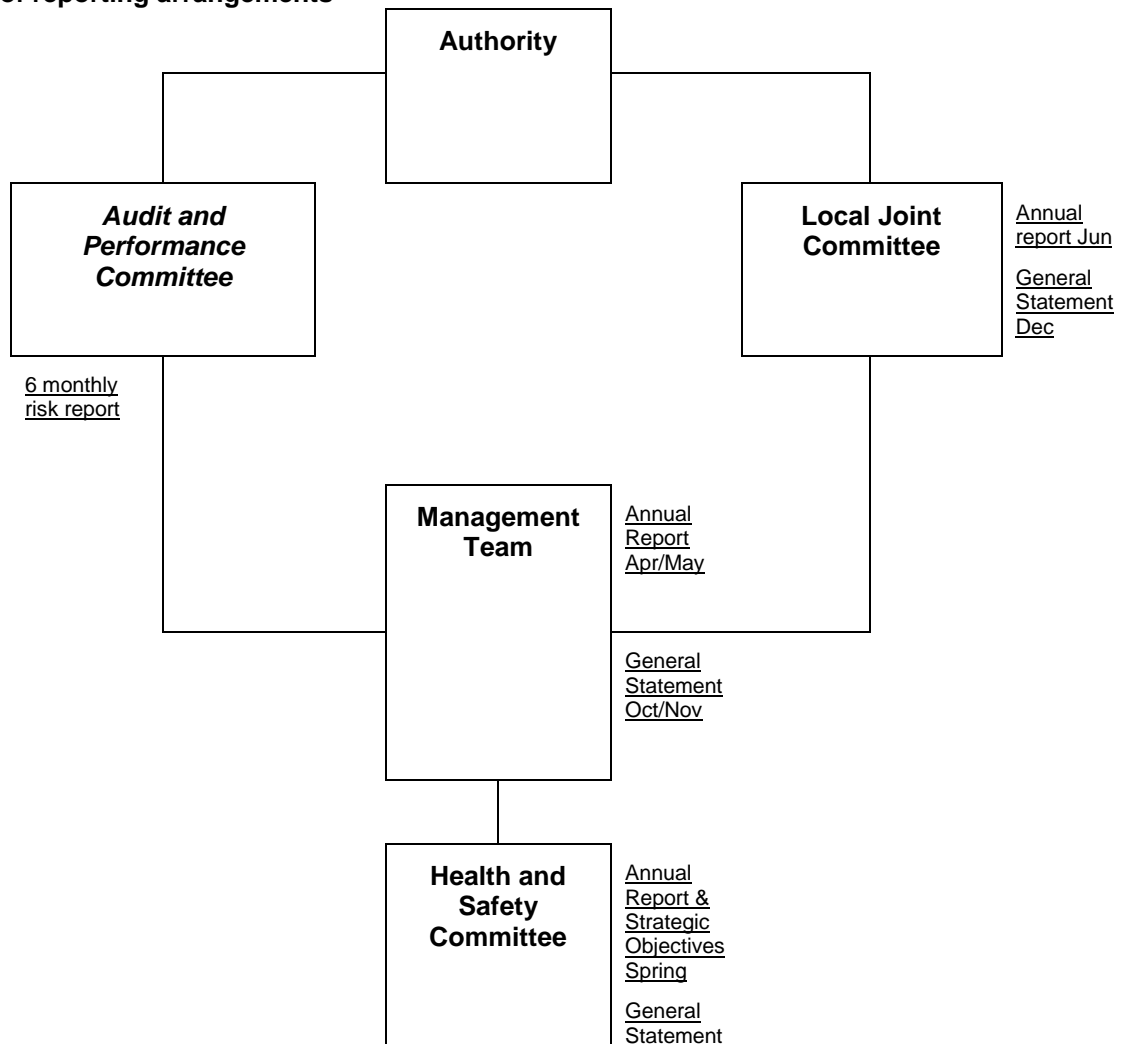
The constitution of the Committee allows for the co-option of other members of staff and specialists as necessary.

The Committee may convene a meeting at any other time, as necessary, to be arranged by mutual consensus.

- 11. SMT receives reviews and approves the annual report in April/May and the General Statement in October/November for implementation the following year. SMT also receive, reviews and approves specific Codes of Practice defining PDNPA policy for dealing with particular safety matters in accordance with agreed strategic objectives.
- 12. LJC receives, for consultation and endorsement, the annual report in May/June and the revised General Statement in November/December for implementation the following year.

The Audit and Performance Committee receives a half yearly performance exception and risk report which includes health and safety issues where appropriate.

Schematic of reporting arrangements



ROLE OF THE SAFETY OFFICER

13. The Authority has one professional, part-time (18.5 hs/week) Safety Officer who is responsible to the Head of Human Resources. The role and responsibilities of the Safety Officer include:
- (a) the provision of competent advice in respect of health and safety at work (HSW) to the Authority, its officers and staff. In particular, the provision of competent advice to satisfy the general requirements of the Management of Health, Safety at Work Regulations 1999 (MHSWR), Section 7 and the provision of competent advice in respect of Fire Safety to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) Article 18.
 - (b) the maintenance and continuous development of suitable corporate systems and processes to ensure all statutory obligations are met in respect of HSW;
 - (c) the production of an annual HSW report providing evidence of the Authority meeting it's statutory obligations and planning for further improvements;
 - (d) pursuing a rolling programme of premise and service HSW inspections and audits, providing reports of findings and proposed follow-up actions as necessary;
 - (e) assisting line managers in the preparation and review of risk assessments, on request;
 - (f) supporting the provision of HSW training as necessary;
 - (g) conducting incident/accident investigations as directed by the Authority and its officers.

ACCREDITED SAFETY REPRESENTATIVES

14. Trade Unions and the Safety Representatives they appoint have an important and independent contribution to make to health and safety.

The main functions of Safety Representatives are described in full in the Safety Representatives and Safety Committees Regulations 1977. They include:

- (a) carrying out safety inspections and reporting their findings;
- (b) investigating potential hazards and dangerous occurrences and examining the causes of accidents;
- (c) representing the workforce on health and safety generally.

Additionally, the Management of Health and Safety at Work Regulations 1992 require the Safety Representatives to be consulted in good time on

- (a) the introduction of new measures, including new technology, which may substantially affect health and safety;
- (b) the appointment of 'competent persons';
- (c) any planning or organisational changes or the issue of information required under a statutory provision;
- (d) planning and organisation of any health & safety training.

STAFF COMMITTEE REPRESENTATION

15. Staff Committee may also nominate representatives to join the Committee. Any such representatives will be afforded the same privileges as union appointed representatives.

RESPONSIBILITIES OF EMPLOYEES AND AUTHORITY MEMBERS

16. The H&SWA requires those at work to work safely, so that neither they nor anyone else is put at risk. The law requires in particular:
- (a) that employees co-operate with managers so that the Authority is not prevented from

carrying out its legal obligations on health and safety;

- (b) that anything provided for safety reasons isn't misused or wilfully damaged;
- (c) that any hazardous circumstances, not properly controlled are reported;
- (d) that any personal protective equipment we provide is worn when appropriate.

In addition, the Authority has its own rules:

- (e) if tasked to do so, routine and regular checks of safety-critical equipment and premises must be carried out and records kept of the checks made;
- (f) those responsible for engaging a contractor to do work for the Authority must tell them about any particular hazards they may encounter and any rules we expect them to follow (see Code of Practice for the Control of Contractors and Compliance with CDM);
- (g) if an accident or near-miss happens it must be reported promptly on an official accident report form. If there's a work-related fatality, major injury or serious dangerous occurrence the Safety Officer or Head of Human Resources or Duty Manager must be informed by telephone immediately, so that they can report the incident to HSE and arrange for the matter to be investigated;
- (h) any incident of violence, abuse or threat against any member of staff in respect of their carrying out their official duties must be reported using the official incident report form and to the appropriate line manager.

NB See also PDNPA Emergency Procedures and Contacts document.

As to Authority Members:

- (i) Authority Members, on an individual basis, will co-operate with managers so that the Authority is not prevented from carrying out its HSW legal obligations;
- (j) that any personal protective equipment provided for site visits is worn when appropriate and that any reasonable safety instructions given by the officer in charge are followed;
- (k) if a Member is involved in an accident or near-miss this must be reported promptly on an official incident report form.

GUIDANCE AND TRAINING ARRANGEMENTS

17. (a) Induction/new starter training:

All members of staff will receive appropriate, general safety guidance and training by their line manager on appointment. In addition specific training and/or information will be given to staff before any hazardous activity is undertaken.

Special attention will be paid by line managers to the needs of young people, to staff with learning difficulties, and to those with a different first language or disabilities.

Where specific safety training and/or qualifications are required, this will be identified in job descriptions.

(b) In-Service Training:

A range of in-service training courses can be provided, as necessary.

The annual Joint Performance and Achievement review process enables established staff and their line managers to raise matters of health and safety and to suggest and discuss training needs.

(c) Corporate Training

Each year consideration is given to delivering HSW training through the annual corporate learning and development programme, depending on priorities identified.

A Corporate Risk Awareness course will be provided at least annually, open to all staff and targeting in particular new starters. A similar course, directed specifically at senior managers and team leaders will be provided every two to three years.

(d) Training effectiveness:

In line with the Learning and Development Policy, it will be for line managers to agree learning outcomes prior to a learning event and to ensure that any training or guidance which has been given has met its outcomes. Advice on evaluating the effectiveness of training can be sought from the Learning and Development Officer.

(e) Training Records:

The Head of Human Resources will maintain a record for each member of staff, giving details of health and safety training provided after induction. The record is available for inspection by the employee at reasonable notice.

VOLUNTEERS AND WORK EXPERIENCE PLACEMENTS

18. All volunteers, 'annual certificate holders', and anyone on a work experience placement will be treated no less favourably than a member of staff for health and safety purposes. Volunteer managers (or the Authority officer supervising the volunteer if not part of a volunteer programme) should keep a written record of volunteers. This can be done via a booking system, rota or register. The type of activity to be undertaken will be clearly identified. The line manager responsible for the activity will brief the volunteer and confirm, where applicable, that insurance cover is in place before the voluntary work or work experience placement commences.

In the case of volunteers and work experience placements under school leaving age, the parent or guardian will be notified in writing of workplace hazards and the steps we have taken to remove or reduce the chances of an accident before the placement begins.

SUPPORTING DOCUMENTS

19. 1. A number of new Codes of Practice, giving mandatory systems of work for certain activities and safety briefing notes, giving general information on safety matters have been produced and are available to all staff. The following titles are currently available:

Codes of Practice

Fire Safety Management
Management of Asbestos in PDNPA Buildings
Control of Legionella in PDNPA Buildings
First Aid at Work
Electrical Safety
Driving at Work
Working Alone in Safety

Briefing Notes

Hand/Arm Vibration Syndrome
Policy on Smoking in the Workplace (Jun 07)
Contractors and Safety (Oct 00)
Display Screen Equipment (Aug 06)
Driving Safely (Nov 07)
Field and Site Visit Safety (Mar 04)
Handling Aggression (Jul 04)
Hard Hats (Jul 03)
Hepatitis B (Apr 97)
Hot work
Leptospirosis, Lyme Disease & Tetanus (Sep 99)

Note: Many older briefing notes are in the process of being updated and replaced

2. A centralised accident book (also comprising the BI510 record for Social Security regulation purposes) is maintained by the Safety Officer at Aldern House. For reasons of

data protection this is not available for general inspection. Separate accident books are not maintained at other properties.

3. Ashford Workshop is registered with the Health and Safety Executive as a non-certificated factory under the Factories Act 1961.

1 January 2015

Jim Dixon
Chief Executive

Appendix A

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Property Services	Head of Service/Manager*	Notes
Accident Book (maintenance and security)	Routine administration			A central accident book is maintained at Aldern House
Accident etc reporting	To HSE/LA		Routine to Aldern House	Fatality, Major Accident, Dangerous Occurrence to be reported immediately.
Accident investigation (major)	As directed		Routine responsibility	As required by Director of Corporate Resources and with H&S Rep where requested
Accident investigation (minor)	(Discretionary)		Routine responsibility	<i>Pro forma</i> questionnaire in use
Asbestos (buildings)	Audit role	Asbestos Co-ordinator role	To appoint Duty Holder for each property	See Asbestos Management Code of Practice
Construction, Design and Management (CDM Regulations)	Support to internal CDM Coordinator Audit role	Major projects	Routine works	Major building works delegated to Property Service. (Includes all demolition work).
COSHH	Audit & Assist		Routine responsibility	--
Display Screen Assessments (DSE)	Carried out on request. Audit & Assist		Routine responsibility	--
Electricity at Work (Portable appliances)	Audit & Assist	Aldern House	Routine responsibility	Safety Officer carries out routine PAT for all Field Services properties (See Electrical Safety CoP)
Electricity at Work (Electrical Supply and Systems)	Audit role. Audit other property	Routine responsibility for all property		Delegated to Property Service
Exhibitions and Shows				One Head of Service/Manager to take the lead role where several Services exhibiting
Fire alarm testing	Weekly tests AH only. Audit other property	Six monthly test/maintenance AH only	Routine responsibility all other property	See Fire Safety Management Code of Practice
Fire Drills	Aldern House only. Audit other property		Routine responsibility all other property	See Fire Safety Management Code of Practice
Fire extinguisher servicing	Contract arrangement			Annually
First Aid provision	Corporate provision (AH)		Routine responsibility all	See First Aid Code of Practice

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Property Services	Head of Service/Manager*	Notes
First Aid provision (cont'd)	Audit other Services.		other property/ services	
Homeworking assessment	Advice on request.		Routine responsibility	Self-assessment for regular and permanent Work-Life Balance Agreements. Safety Officer visit only in exceptional circumstances.
Inspections and Audits	Routine responsibility for OHS all property and services.	Landlord responsibilities	Routine responsibility	Safety Officer may also assist with inspections by UNISON Safety Rep(s) as requested
Legionnaire's Disease (Legionellosis)	Audit & Assist	Coordinator Role	Routine responsibility	See Code of Practice for further details
Manual Handling Assessments	Audit & Assist		Routine responsibility	--
New Workplace and Fire Risk Assessments	Carry out and review/audit		Routine responsibility	Usually delegated to the Safety Officer
Pregnant Women, safety assessments	Audit & Assist		Routine responsibility	Checklist sent to Service Head/Line Manager by HR when advised of pregnancy.
Radon		Lead Role	Routine responsibility	Delegated to Property Service
Registration of new workplaces	Assist as required		Routine responsibility	At request of Head of Service/Manager
Risk Assessments (Management Regs)	Audit & Assist		Routine responsibility	
Structural Safety		Lead Role	Routine responsibility	Delegated to Property Service
Trees at work bases			Routine responsibility	Tree and Woodland Conservation Officers (shared responsibility)
Vehicle safety	Audit & Assist		Routine responsibility	Also Vehicle Management Group
Violence and aggression	Audit arrangements assist in training and risk assessment		Maintain records of incidents identifying actions and future threats	See guidance on rules for record keeping and risk assessment for personal safety
Volunteers	Audit of suitable arrangements		Routine responsibility	See also Volunteering Policy
Work Equipment Regs	Audit & Assist		Routine	

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Property Services	Head of Service/Manager*	Notes
Work Equipment (cont'd)			responsibility	
Young Persons Regs	Audit & Assist		Routine responsibility	Advice note for parent(s)/carer(s) available from Safety Officer/HR

*Note: Where no Head of Service/Manager is in place the relevant Director/Assistant Director will assume these responsibilities.