

Report of Health and Safety Project Manager

Subject: Health and Safety Policy

Purpose of this report

The purpose of this report is to seek formal approval from the National Park Authority of the Authority's Health and Safety Policy.

Background

An updated Health and Safety Policy was approved by the Authority's Management Team. The Policy was then reformatted into the Authority's new policy template.

Internal Audit undertook and Audit of Health and Safety as part of their internal Audit work. This review found that:

"Our review identified that the National Park Authority (NPA) had not received the Health & Safety Policy for review and approval for potentially five years; it was generally approved at Management Committee. In line with good corporate governance and HSE recommendation, the NPA, as the governing body for the organisation, should set and lead the direction for effective health and safety management. As stated in the Health & Safety Policy itself "There is a collective responsibility on Members [of the NPA] to provide leadership and direction, which means that all Members have a responsibility for ensuring health and safety within the Authority." In addition, the current updated draft policy we were provided does not include reference to the many policies and procedures that underpin the Health and Safety Policy."

They recommended that: "The Health & Safety (H&S) Policy should be reviewed, set and approved at NPA level on a regular basis. This helps to promote accountability and understanding at Member level of the organisation's H&S risks and provide leadership on the risk and H&S management of the organisation. Consideration should also be given to including specific reference to the H&S arrangements in place (supporting policies and procedures), in line with good practice."

In response the Health and Safety Policy has been brought to the National Park Authority for approval.

It has been subject to minor updates to take on board the internal audit recommendations.

The following has been added under Monitoring and Assurance Section: "The Health and Safety Policy will be reviewed annually and presented to the National Park Authority for consideration and approval by Members as part of this annual review

cycle. This follows recommendations from internal audit and HSE guidance in terms of best practice.”

A list of related policies and operational procedures has been added to the relevant section.

Minor formatting changes have been applied and references to Human Resources Manager have been changed to The Head of People Services.

Risk Considerations

The internal auditors noted under risk that “Failure to lead on H&S at the Authority level down reduces the clarity of the importance of H&S via the “tone at the top” and increases the risk exposure of legal, regulatory and reputational risk.”

Financial Considerations

The policy contains a specific section on being well-resourced in terms of Health and Safety noting “The Authority is committed to identifying, procuring and maintaining the resources needed to support its commitment to health, safety and wellbeing and be fit for purpose - to include staffing levels and staff competence, staff wellbeing, premises, equipment, machinery, vehicles, etc.

Managers will monitor staffing levels, workloads and the competence of staff for the duties asked of them and are supported by budget provision and processes and expert advice.”

Welsh Language Considerations

Once the policy is approved the following statement will be added to the front of the policy: “This policy is available in Welsh.” and a Welsh Language version of the policy will be published alongside the English version.

Equality Considerations

The Authority has in place specific health and safety policies covering new and expectant mothers, young person’s safety, work related stress policy and Personal Safety (this policy is currently under review).

Recommendation: Members are asked to approve the adoption of the Health and Safety Policy (annexed to this paper)

Pembrokeshire Coast National Park Authority

POL_HS1 Health and Safety Policy

Version	Active Date	Document Owner	Internal/ External
3		Head of People Services	Internal/ External

Please note: Policy Control Sheet is at the end of the document. Policy document is uncontrolled once printed. Please refer to the Authority's Intranet site for up-to-date policy.

Does this Policy relate to me: This document applies to all staff, including volunteers, who carry out work for the Authority and to the wider Authority itself.

Quick Reference - Key Policy Messages:

- What the Authority will do to ensure compliance
- The responsibilities of staff for health and safety
- How the Authority improves health and safety performance

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1. Health and Safety Policy Statement

- 1.1 Pembrokeshire Coast National Park Authority fully supports the aims of the Health and Safety at Work etc Act 1974, and all other relevant health and safety law. As a minimum standard the Authority will achieve full compliance with all appropriate legislation.

More than this, the Authority is committed to achieve on-going, continuous improvement in its health and safety performance and the elimination, or reduction, of risk, so far as is reasonably practicable.

- 1.2 The Authority's Health and Safety systems will be underpinned by undertaking risk assessments for all significant hazards in line with Health and Safety Executive (HSE) guidance and the principles of Visitor Safety as outlined by the Visitor Safety in the Countryside Group (VSCG).
- 1.3 Monitoring will be undertaken regularly where necessary to ensure that suitable and sufficient controls are in place to control risk. This monitoring will be maintained appropriately.
- 1.4 The Authority will follow the principles set out in the Health & Safety Executive's (HSE) publication, Successful Health & Safety Management (HSG65) which is based on a 'plan, do, check, act' cyclical process.
- 1.5 Visitor Safety principles are set out in the following publications –
- Managing Visitor Safety In The Countryside – Principles and Practice 2011.
 - Managing Visitor safety in the Historic Built Environment – Principles and Practice 2015.

VSCG Guidelines and Principles have been endorsed by the Health and Safety Executive.

- 1.6 Management Team will ensure that appropriate resources and a management framework are in place to support effective Health and Safety management. Health and Safety must have senior commitment and be integrated as a core management activity.
- 1.7 The Authority recognises that it has a responsibility to ensure the health, safety and welfare of all its employees and is committed to supporting continuous and sustainable improvement in the health and wellbeing of its employees. Our aim is to ensure that no employees, volunteers, visitors, contractors or other members of the public are injured or have their health damaged as a result of our business activity.
- 1.8 The Authority recognises the primary importance of health and safety whilst also recognising there is a balance between risk and the benefit of the work undertaken by its employees and the immense benefit enjoyed by visitors to its properties. In addition, the Authority also recognises the importance of

balancing safety with both conservation and access. To achieve this balance, we also recognise the need to understand our visitors whilst also recognising that safety is a shared responsibility between the authority and the individual visitor.

- 1.9 The Authority is committed to integrating a range of policies, practices and initiatives into a coherent strategy for promoting employee health and well-being and believes that it is the responsibility of the Authority's managers, trade union/staff representatives and employees to work together towards this aim.

Note: this policy is supplemented by policy and guidance on specific matters.

2. Aim of Policy

- 2.1 To ensure the Authority understanding its duties under the Health and Safety at Work Act 1974.

3. Scope of Policy

- 3.1 This policy applies to all relevant persons who may be affected by the activities of the Authority, including staff, volunteers, contractors, members of the public and others.

4. Legislation

- 4.1 The Health and Safety at Work Act 1974.

5. Roles and Responsibilities

5.1 The Pembrokeshire Coast National Park Authority

In law, health and safety responsibility ultimately lies with the Authority as the employer. This responsibility cannot be delegated but Authority staff are given duties to enable the employer to meet its obligations.

There is a collective responsibility on Members to provide leadership and direction, which means that all Members have a responsibility for ensuring health and safety within the Authority.

Members must take account of health and safety in decision-making and pay due attention to action planning, scrutiny and review.

5.2 The Chief Executive (National Park Officer)

The Chief Executive is the Head of Paid Service and is responsible for ensuring that systems are in place and are effective to ensure that health and safety is managed suitably throughout the organisation. This includes providing adequate resources for this purpose.

The Chief Executive also has management responsibilities for defined teams/services and chairs the Health and Safety Group.

5.3 Management Team and Directors

It is the responsibility of the Management Team and Directors to ensure that:

- Business is planned and delivered in an organised, responsible and safe manner.
- Employee and public risk is prioritised and monitored, with public risk balanced with benefit, conservation and access.
- Management of health and safety is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performance.
- They promote a positive health and safety culture throughout the organisation.
- Health and safety management is monitored and reviewed.

5.4 Managers, Team Leaders and supervisors

All levels of line management must:

- Ensure that adequate arrangements are in place to control risk within their teams and daily work with reference to corporate and service policies, risk assessments and any specialist guidance relating to their work area.
- Site managers must ensure adequate arrangements are in place to ensure visitor safety to all sites owned or managed by the Authority and to ensure adequate arrangements are in place to control risk when organising events and activities attended by employees and / or the public.
- Monitor the effectiveness of these arrangements and report on any issues of concern that are beyond their role to resolve.
- Establish and maintain plans and documentation as defined corporately.
- Promote a positive health and safety culture in their teams.
- Manage staff to ensure compliance and good practice.

5.5 All employees

Everyone must co-operate with line management in matters relating to health and safety and in the implementation of this policy.

Every employee has a duty in law to:

- Take reasonable care of their own health and safety.
- Take reasonable care for the health and safety of others who may be affected by their actions, this includes colleagues and the general public.
- Not to interfere with or misuse anything provided in the interests of health and safety.

The Authority expects all employees to safeguard their own, their colleagues' and the public's health, safety and wellbeing, taking particular account of the often autonomous nature of work undertaken and the personal responsibility

attached. Employees must treat each other and the public with dignity and respect.

All employees have a responsibility to report hazards and 'near miss' incidents; should it be necessary an employee raising an issue may be covered by the Whistleblowing Policy.

The Authority promotes and supports employees in sustaining healthy lifestyles.

5.6 The Head of People Services:

- Co-ordinates, monitors and reviews the Health and Safety function, in particular in advising the Health and Safety Group;
- Maintains and communicates policies, procedures and guidance.
- Advises or obtains appropriate advice on health and safety matters, legislation, guidance and good practice.
- Supports and promotes fitness for work.
- Oversees records and document management.

5.7 The Health and Safety Group:

- Monitor and review health and safety performance in all areas.
- Monitor and review visitor health and safety to our owned/managed sites.
- Monitor and review the framework for managing health and safety.
- Report issues and recommendations to Management Team.
- Report annually to Audit and Corporate Services Review Committee.
- Review and advise on Health and Safety policy, practice and standards across the Authority.
- Monitor and advise on external trends and guidance.
- Scrutinise health and safety activities such as monitoring, inspections and audits.
- Carry out 'peer reviews' as requested.
- Call other/operational/specialist staff to the meetings on an 'as needed basis.'
- Define and maintain a role standard for member-representatives on the group.

It is important to emphasise that responsibility for the management of health and safety and welfare issues lies with line managers at all levels in the Authority – it cannot in any way be regarded as the responsibility of someone else.

6. Leadership

6.1 A healthy and safe organisation will not happen if left to chance: the direction and commitment needs to be embedded across and up and down the Authority, with strong leadership supported by clearly defined roles and responsibilities. The Authority aims for good worker involvement and a culture of positive attitudes. The focus is on managing significant risk.

6.2 The Authority secures effective leadership on health and safety by:

- The Chief Executive being a member of Health and Safety Group.
- Linking health and safety with corporate governance/ risk management and with environmental risk.
- Reporting minutes of Health and Safety Group to Management Team and Audit and Corporate Services Review Committee (or as appropriate) quarterly.
- Annual action planning and target setting.
- Reporting fully to members on health and safety performance annually (Audit and Corporate Services Committee or as appropriate).
- Establishing and monitoring effective management behaviours and performance.
- Nomination of representatives to the Health and Safety Group by the Chief Executive and Directors.
- Defining clearly the role of Health and Safety representatives and encouraging strong worker involvement.
- Identifying an individual advocate and lead for all aspects of Visitor Safety as part of the Health and Safety Group.

7. Involving Workers

7.1 The Authority encourages and supports worker involvement by:

- Including health and safety on agenda for team meetings.
- Providing accredited and bespoke training and “toolbox talks” as required.
- Appropriate representation at Health and Safety Group, including union representation.

8. Risk Management

8.1 “We want to focus our attention on practical steps that protect people from real risks that can lead to injury and even death – we do not want to stop people from living their lives” Health and Safety Executive.

There is an important balance between risk management and the benefits derived from taking part in activities and visiting special places and sites. It is important to balance the need for a safe environment with issues related to conservation (such as with historical sites) and access. Visitor experience should always be considered when making any decision concerning risk management.

8.2 Risk management is about identifying significant risks and taking practical action to reduce them, where appropriate. Sensible health and safety risk management is not about:

- Creating a totally risk-free society.
- Generating useless paperwork.
- Exaggerating or publicising trivial risks.

- Stopping important recreational and learning activities for people where the risks are managed.

8.3 Identifying priority risks is part of the periodic planning and reporting cycle, based on consideration of evidence, however the Authority will also respond to unforeseen events that arise and will adapt its risk management as and when changes occur.

9. Establishing Positive Attitudes and Behaviours

9.1 The Authority expects managers to promote a positive health and safety culture so that workers welcome health and safety provisions, embed them willingly and play an active role in reviewing and developing them. Managers must welcome and treat with respect issues and suggestions raised by staff or the public. No judgement or blame is attached to incidents or issues unless there is negligence or misconduct.

10. Delivery

This section sets out the arrangements that underpin the Authority's commitment to safe working, covering:

- 10.1 Controlling risk: overarching guidance
- 10.2 Assessing risk
- 10.3 Communicating
- 10.4 Competence
- 10.5 Being Well Resourced
- 10.6 Managing contractors

10.1 Controlling risk: overarching guidance

The Authority provides overarching corporate guidance within which managers can deliver services and functions safely. This guidance is reviewed regularly and is coordinated and disseminated by the Human Resources Manager on behalf of Core Management Team.

10.2 Assessing risk

'Suitable and sufficient' risk assessments must be carried out. The purpose is to identify hazards, assess the probability that harm may arise from them and evaluate the effectiveness of control measures. Risk assessments should be carried out with respect to employee activity but also in respect to visitor safety at sites.

10.3 Communicating

- Health and Safety guidance is accessible to all staff in a 'public' folder on the network.
- Staff-related policies are available in the staff handbook on the network.
- Representatives on Health and Safety group have a role in communication.

- Health and Safety will be a standing item on team meeting agendas.
- The direct line manager is responsible for day to day communication.
- New staff will be made aware of health and safety procedures during their induction.

10.4 Competence

The Authority establishes competencies, ownership and control of health and safety management by:

- Health and safety being part of day to day management.
- Including health and safety accountability on manager's job descriptions.
- Including health and safety on agendas for management and team meetings.
- Training to defined standards across the management framework.
- Providing guidance on specific issues.
- Providing relevant training to staff.
- Ensuring advice is available to managers via Human Resources.
- Seeking regular advice and feedback from specialist advisers.

10.5 Being Well resourced

The Authority is committed to identifying, procuring and maintaining the resources needed to support its commitment to health, safety and wellbeing and be fit for purpose - to include staffing levels and staff competence, staff wellbeing, premises, equipment, machinery, vehicles, etc.

Managers will monitor staffing levels, workloads and the competence of staff for the duties asked of them and are supported by budget provision and processes and expert advice.

10.6 Managing contractors

Both the Authority and the contractor have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public.

The manager on behalf of the Authority should ensure that the following is carried out (may be in liaison with specialist adviser):

- The job is specified thoroughly, following the process to ensure they select a suitable contractor and brief them well.
- That construction projects comply with the Construction (Design and Management) Regulations 2015 in the role of client/designer if applicable.
- Risks to our staff/public from the work of the contractor on our site are assessed and ensure that the contractor assesses the risks for the contracted work; agree all control measures before work starts.
- Manage and supervise the contract, maintain appropriate co-ordination with the contractor.

11. Understanding our Performance

11.1 The Authority is committed to maintaining and improving means to measure and report on how its health and safety performance rates against agreed standards in order to reveal when and where improvement is needed. Performance is reported quarterly to CMT and annually to Committee.

11.2 Monitoring:

Reactive systems which monitor accidents, ill health, incidents and similar, to include:

- Incident and accident reporting and recording
- Sickness absence recording
- Visitor incident monitoring

11.3 Active systems which monitor the effectiveness of management arrangements, risk control systems and workplace precautions. These include:

- Safety visits and peer reviews.
- Feedback from specialist advisers.
- Health and Safety Action Plan with targets and objectives focussed on risk priorities.
- Team safety plans.
- Health and safety performance indicators.
- Risk assessments, Visitor Safety Risk Assessments and associated documentation appropriately stored, managed and monitored.
- Internal/external audits as required.

12. Improving our Performance

12.1 The Authority expects senior managers to review performance, to ensure that we learn from events and to review and improve what we do as appropriate.

12.2 Learning can be gained from:

- Benchmarking with national data and with relevant organisations.
- Learning from investigations.
- Reviewing HSE bulletins, guidance and resources.
- Specialist advisers and consultants.
- Membership and participation in groups such as the Visitor Safety in the Countryside Group.
- Partnerships
- Professional and personal development.

13. Monitoring and Assurance

13.1 Health and Safety performance is scrutinised by the Audit and Corporate Services Review Committee, who report to the National Park Authority. Any

serious health and safety incidents will be reported to the Audit and Corporate Services Committee.

13.2 The Health and Safety Policy will be reviewed annually and presented to the National Park Authority for consideration and approval by Members as part of this annual review cycle. This follows recommendations from internal audit and HSE guidance in terms of best practice.

14. Related Policies and Operational Procedures

14.1 Health and Safety Risk Assessment Policy and Risk Assessment Template

14.2 Incident Reporting and Investigating Policy

14.3 No Smoking Policy

14.4 Display Screen Equipment Policy

14.5 Electricity in the Workplace Policy

14.6 Emergency Procedures Policy

14.7 First Aid Policy

14.8 The Management of Substances Hazardous to Health Policy

14.9 Water Safety Policy

14.10 Manual Handling Policy

14.11 New and Expectant Mothers Policy

14.12 Health and Safety of New Workers Policy

14.13 Noise at Work Policy

14.14 Safety Signs and Signals Policy

14.15 Training for Working Safely Policy

14.16 Hand Arm Vibration Policy

14.17 Whole Body Vibration Policy

14.18 Working at Height Policy

14.19 Work Equipment and Machinery Policy

- 14.20 Workplace Welfare and Environment Policy
- 14.21 Young Person's Safety Policy
- 14.22 Work Related Stress Policy
- 14.23 Safety Consultation Policy
- 14.24 Contractor Management Policy (Currently being developed)
- 14.25 Fire Safety Policy (Currently under review)
- 14.26 Lone Working Policy (Currently under review)
- 14.27 Personal Safety Policy (Currently under review)

Policy Control Sheet

Change Level

Change Level	Tick
Minor editorial/ accuracy changes	
Change requires Management Team Approval Only	
New Policy or Change requires NPA Approval / HR Committee Approval	✓ Internal Audit recommendation to gain NPA approval. Policy previously approved by Management Team.

Consultation

Group	Date
N/A – Minor changes. Previous version approved by Management Team.	

Assessments

Assessment – If Applicable	Date
Integrated Assessment – Full	N/A
Integrated Assessment – Policy/ Procedure Review	N/A
Data Protection Impact Assessment	N/A

Approval

Approved by	Name	Date	Signature
NPA			

Version History

Version	Active Date	Summary of Changes
2	13/9/23	Minor editorial/ accuracy changes / Reformatted into new template. Reviewed by H&S project officer. Document previously approved by Management Team.
3		Minor changes in light of internal audit recommendations with following added to Monitoring and Assurance Section “The Health and Safety Policy will be presented annually to the National Park Authority for consideration by Members.” and list of supporting policies added to list of related policies and operational procedures. HR Manager amended to Head of People Services.

Review

Version	Active Date	Document Owner	Review Date Trigger
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3		Head of People Services	2024/25 – annual review.
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Publication

Policies must be co-ordinated through the Performance and Compliance Team, for compliance, auditing, and control purposes. Please send all new or reviewed policies once approved to mairt@pembrokeshirecoast.org.uk for formal publication of policy to staff and where required on the Authority’s website.

Publication	Date
Published on Sharepoint Corporate Policy Hub	
External Policy – Published on Website: HTML	