

Report of: Head of People Services

Subject: Health and Safety Policy

Decision Required: No

Recommendation:

The Authority is recommended to:

- a. Approve the Health and Safety Policy

1. Key Messages

- 1.1 The Health and Safety policy is reviewed annually, and minimal changes have been made since its last review. The policy sets out a framework by which the Authority manages Health and Safety at every level of the Authority clearly defining the roles and responsibilities of the Health and Safety Group, all staff and volunteers.
- 1.2 The policy details how the Health and Safety systems are underpinned by a risk assessment management system.
- 1.3 It states the Authority's commitment to achieve on-going , continuous improvement in its health and safety performance and the elimination or reduction of risk so far as it is reasonably practicable.

2. Background

- 2.1 As part of our ongoing policy review the Health and Safety policy has been updated.
- 2.2 The principal aim of the Policy is to ensure the Authority understands its duties under the Health and Safety at Work Act 1974
- 2.3 The amendments are principally changes in role titles, and general updates. There have been no fundamental changes identified as being necessary or made.

3. Consultation

- 3.1 Staff, including Health and Safety Group and Management Team as well as Members have been consulted on the Policy update.

4. Strategic Policy Context

- 4.1 The information in this report is consistent with the Authority's statutory purposes and its approved strategic policy context.

5. Financial Considerations

5.1 The Policy is owned and delivered by existing resources. The only financial consideration is one of staff time. There is scope within the Policy to contract in specialist expert opinion should it be required.

6. Risk and Compliance Considerations

6.1 There is considerable risk that if we do not have a current Health and Safety Policy and management system in place.

7. Impact on our Public Sector Duties

7.1 Integrated Assessment Completed: No

7.2 Equality, Socio-Economic, Health and Human Rights Impacts

7.2.1. The policy and guidance contribute to the wider themes of equality and the Authority's work in health and Safety.

7.3 Welsh Language Impacts

7.3.1 The Authority's Health and Safety Policy will be presented bilingually.

7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts

7.4.1 Not Applicable

7.5 Well-being Goals for Wales and 5 Ways of Working (Sustainable Development Principles) Impacts

7.5.1 The effective delivery of our Health and Safety responsibilities contributes to the Wellbeing Goals for Wales as identified below

[Well-being Goals for Wales](#)

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

8. Conclusion

8.1 It is recommended that the Health and Safety Policy is approved by Members.

9. List Background Documentation:

None.

For further information please contact Joy Arkley, joya@pembrokeshirecoast.org.uk

Pembrokeshire Coast National Park Authority

POL_HS1 Health and Safety Policy

Version	Active Date	Document Owner	Internal/ External
4	TBC	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 Pembrokehire 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, third edition 2014.
 - Managing Visitor safety in the Historic Built Environment – Principles and Practice 2015.

VSCG ~~Guidelines and Principles guidance have~~ has been endorsed by the Health and Safety Executive as a valuable framework for managing risks to visitors.

- 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 accountability ultimately lies with the Authority as the employer. This accountability cannot be delegated but Authority staff are given duties to enable the employer to meet its obligations.

5.2 Members

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.

Members will undertake any health and safety training that may be required to allow them to fulfil their duties.

If a serious incident occurs, the Chief Executive will inform and discuss with the Chair, and where appropriate, inform the Members of the Authority.

5.3 The Chief Executive (National Park Officer)

The Chief Executive under the Health and Safety at Work etc. Act 1974 has ultimate management responsibility for health and safety within the Authority. They are responsible and accountable 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.

5.4 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.

5.5 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.

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.

5.6 Health and Safety ~~Officer~~ Competent Person(s)

The Authority will appoint a Health & Safety Competent Person(s) officer ~~will be a specialist employee (or contractor)~~ responsible for:

- Development and management of the Authority Health and Safety Management System (HSMS).
- Implementation of the HSMS across all teams to effectively manage the health and safety of employees, visitors and others.
- Management of the audit programme, as part of the HSMS, and the assistance of line managers in ensuring the audit programme is kept up to date.
- Ensuring the Risk Assessment Management Plan is effectively implemented.
- Reporting to the Audit and Corporate Committee quarterly.
- Leading Through the Health and Safety Group and other Health and Safety Competent Persons ~~the Authority lead~~ on safety culture improvement.
- Producing the Annual Safety Report for relevant stakeholders.

5.7 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, trainees 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.

5.8 Volunteers

Under the Health and Safety at Work Act 1974, volunteers have the same duties and responsibilities as employees, although they are unpaid for their services. The Authority has the same responsibilities for volunteers as they do for employees.

Therefore, every volunteer 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 other volunteers and the general public.
- Not to interfere with or misuse anything provided in the interests of health and safety.

Volunteers ~~will~~may carry out their activities under the supervision of an employee of the Authority ~~at all times~~. All Volunteers will have attended tool box talks prior to beginning their activities and will have read and understood the risk assessments relevant to their tasks..

5.9 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.

5.10 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 quarterly 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.

5.11 Specialist Contractors

From time to time, the Authority may seek the services of a specialist contractor for certain aspects, which may include, but not limited to, health and safety, fire safety or building safety. Where such persons are employed in a temporary capacity, the rights, duties and responsibilities are to be considered the same as employees. The same will apply where the Authority has duties and responsibilities to those contractors.

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 quarterly and annually (Audit and Corporate Services Committee or National Park Authority 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 that the [Head Director of Regenerative Tourism of Nature Recovery and Tourism](#) is 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 (including such as with at 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 Head of People Services 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.
- Staff will be informed or consulted about any health and safety decisions taken by management that may affect them or their activities.

10.4 Competence

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.

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. Refer to the Training for Working Safely Policy which mandates induction, refresher and specialist training.
- Ensuring advice is available to managers via [Human Resources People Services](#).
- 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 training, 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 contractors 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 ([including near misses](#))
- 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.	
Under Scheme of Delegation change requires Management Team approval only.	
Under Scheme of Delegation change requires Management Team approval only, however Management Team have requested for it to go to NPA for approval.	
New Policy or under Scheme of Delegation change requires NPA approval.	✓ Internal Audit Recommendation that policies goes annually to NPA

Consultation

Group	Date
Health and Safety Group	
Management Team	

Assessments

Assessment – If Applicable	Date
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	20/3/24	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. Further additions applied based on Members comments.
4		

Review

Version	Active Date	Document Owner	Review Date Trigger
4		Head of People Services	2025/26 – annual review.

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	