

AGENDA ITEM No. 7

PEAK DISTRICT NATIONAL PARK AUTHORITY

LOCAL JOINT COMMITTEE

28 NOVEMBER 2008

CORPORATE RESOURCES

PART A

1. **HEALTH AND SAFETY PERFORMANCE REPORT – YEAR ENDING 30 SEPTEMBER 2008 (A.12199/JW/RTS)**

Proposal

- 1 That the attached health and safety performance report for the year ending 30 September 2008 be noted.

2 **RECOMMENDATION:**

That

1. **The key issues identified in the report and the actions taken or proposed are noted.**
2. **That the format used for this first performance report is adopted for future reports.**

Policy/Legal Background

- 3 The Authority's General Statement of Safety Policy (revision S) adopted at the last meeting requires an annual report on achievements, issues and accident trends. The attached reports have been considered by and include comments from Management Team as well as other consultees.

Key Issues

4. Health and safety arrangements are generally managed satisfactorily with some areas seen as being in need of further development. Annex A provides accident and near miss statistics. The following is a summary of key issues:

A. Incident reporting

It is crucial for any safety management system that people readily report incidents and accidents so that they can be properly considered and investigated and any lessons learned. While there does not appear to be a serious under-reporting problem at the Peak District National Park Authority there is some concern regarding near-miss reporting. All significant incidents, regardless of whether harm, damage or loss has occurred must be reported if we are to have the opportunity to investigate, learn lessons and improve systems and processes to prevent future accidents.

A future training event is to be devised and provided for senior managers to include the importance of incident reporting and the use of investigative tools such as root cause analysis as part of a process for improving overall safety management.

B. Accident and Incident data

There were no major or “over 3 day accidents” for the first time and the level of accidents and incidents continues at a low level.

C. Evidence of good safety management and risk assessments

While there is generally plenty of evidence to demonstrate that safety management has been considered, often in the form of risk assessments, much of it is out of date and there is a lack of consistency in what has been done. This is probably due, most of all, to the devolvement of responsibility for completing risk assessments and guidance to a fairly wide range of people with, no doubt, varying ideas and understanding about how to complete the tasks.

It is accepted good practice to get those carrying out tasks to contribute to risk assessments. However, it is more successful, where practicable, to *involve* rather than *devolve* to achieve greater consistency and to ensure that all essential safety criteria are satisfied. Following the appointment of a professionally qualified Safety Adviser, this becomes a more practicable possibility.

A systematic review of risk assessments is carried out by the Field Safety Adviser (FSA) and where necessary a closely guided re-assessment of risks is completed. This more hands-on role will be particularly effective for the oversight of COSHH and other technically more demanding matters such as manual handling, Legionella, asbestos and electricity at work.

This work has commenced as a normal part of the FSA role.

(NB: The aim is not to take away responsibility from those with whom operational activity is managed but to provide a more hands-on service to those people to assist them in the tasks of safety management and give greater confidence in the suitability and sufficiency of their own solutions to safety problems.)

D. Early development of the FSA role

Because of internal resource limitations a number of important safety matters have been addressed, at least in part, by external providers. These include electrical testing, including for portable appliances (PAT), asbestos and Legionella surveys and risk assessments and fire risk assessments.

While it is appropriate for external expert providers to continue to be involved in some of this work, the Authority will benefit from a more operational internal oversight of these matters. The FSA has already taken over the routine PAT for most Field Services premises providing a more timely, efficient and reliable service. Other work is in progress to provide a more defined system for the future management of risks including the control of Legionella and asbestos. The FSA has recently completed a Fire Risk Assessment course and will routinely review existing fire risk assessments during future inspections.

The benefits of improved internal control over these risks and the greater efficiencies achievable as provided by the new FSA resource is recognised and supported.

E. General Statement of Safety Policy

As the General Statement was reviewed fairly recently, the 2009 performance review will include recommendations for any changes which are thought necessary over the next 12 months.

F. Other key issues

Other key corporate safety matters currently receiving or due to receive specific attention or updating include:

- Control of contractors
- Lone working
- Arrangements for the Control of Substances Hazardous to Health (COSHH)
- Advice to the Vehicle Management Working group (transport safety)
- Collaboration with Ranger Service on construction of a personnel database to include safety information
- Briefing note for Members

APPENDIX

Background

- 1 The new Field Safety Advisor took up his duties in October 2007 and this report is therefore the first joint Office and Field performance statement

Resources

- 2 Any resource requirements arising from actions following from Site inspections will be funded through service budgets or from business cases to the Resource Management Team should the need arise. Minor items of expenditure (e.g. portable appliance testing equipment) is well provided for from efficiency savings or from existing budgets.

Risk Management

- 3 There is a need to ensure that our health and safety arrangements meet statutory and regulatory requirements, are applied consistently across the Authority and accidents are minimised and, wherever possible, anticipated and avoided. The consequences of failing to act in this way could lead to individual injury which in turn could result in civil and criminal action being taken against the Authority and its managers and employees with consequent damage to our reputation.

Human Rights, Equalities, Health & Safety

- 4 There are no human rights or equality or additional health and safety issues.

Consultees

- 5 Management Team, UNISON representative and Staff Committee chair

Enclosures

- 6 Annex A – accident statistics.

List of Background Papers (not previously published)

- 7 Accident reports and near miss reports (not available for public inspection)
Joint report by the Safety Advisers to the Strategic Management Team on 21.10.08.

Report Author

- 8 Roy Stringer, Administration Officer (Human Resources and Performance) and Jon Wayte, Field Safety Adviser (Human Resources and Performance)

Publication date

- 9 20 November 2008