

Occupational safety & health policy 2025

Care

We care for the Peak District National Park, the people we work with and all those we serve. It is at the heart of everything we do.

PART I

Our Occupational safety & health policy: Statement of intent

It is our intent to:

- Demonstrate an ongoing and determined commitment to improving occupational safety & health throughout our organisation.
- Comply with the requirements of health & safety legislation as a minimum.
- Exceed the guidance of the Health & Safety Executive and that of other relevant regulatory bodies wherever practicable.

Principles

1. AWARENESS: All of our people, and the people we work with, will have good awareness and understanding of occupational safety & health hazards and risks that may affect them and others

1.1 Occupational safety & health policy statement

Adequate resources will be provided to ensure all our people and others we work with are aware of this policy and are committed and supported to achieve its effective implementation.

1.2 Communication and consultation

There will be active open communication and consultation between all our people and others we work with. Occupational safety & health will be integrated into our communications, wherever appropriate.

1.3 Management roles and responsibilities

Roles and responsibilities for occupational safety & health will be defined, as necessary, within job descriptions and routinely included in Service plans.

The Senior Management Team, comprising the Chief Executive and Heads of Services, will ensure that:

- Adequate resources are provided for occupational safety & health.
- Occupational safety & health is adequately assessed, controlled and monitored.
- Our people are actively involved on matters that affect occupational safety & health.

1.4 Hazard identification

We will identify our occupational safety & health hazards. We will inform our people and others we work with, as appropriate, of these workplace hazards.

We will require our contractors and working partners to identify occupational safety & health hazards that may impact on our work activities.

2. COMPETENCE: All our people and working partners have the competence to undertake their work with minimum risks to occupational safety & health

2.1 Occupational safety & health training

All our people will be adequately instructed and trained on the occupational safety & health issues that affect them, and the safe working practices which should be followed.

We will ensure, as far as is practicable, the occupational safety & health competence of our contractors and others we work with.

2.2 Behaviour and culture

The Senior Management Team, as well as the Wider Management Team, will demonstrate leadership in occupational safety & health, including undertaking tours to ensure that occupational safety & health issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise occupational safety & health concerns with all levels of management.

2.3 Risk assessment and management

We will assess the risks associated with occupational safety & health hazards in the workplace. All our people will be informed of the occupational safety & health hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our contractors and working partners to identify, assess and control occupational safety & health risks that may impact on our work activities.

3. COMPLIANCE: Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise occupational safety and health risks

3.1 Incident investigation

We will report and investigate accidents, incidents and near-misses to drive improvement in our occupational safety & health management. Any lessons learned will be used to take corrective action to prevent recurrences.

3.2 Measuring performance

We will actively and openly review and report on our occupational safety & health performance against agreed objectives and targets; action plans will be developed to support the delivery of these.

3.3 Occupational safety & health management system

We will implement management systems to ensure we:

- Comply with health and safety legislation as a minimum.
- Continually improve our occupational safety & health performance wherever practicable, adopting recognised best practice.

3.4 Contractor improvement

We will engage and collaborate with our contractors, as far as is practicable, to ensure their:

- Occupational safety & health capability and competence fulfil our expectations.
- Occupational safety & health performance is monitored and reviewed.
- Work activities have minimal occupational safety & health impacts on our activities.

4. EXCELLENCE: We are recognised for excellence in the way we manage occupational safety & health

4.1 Developing innovative practices

We will constantly encourage, develop, review and share occupational safety & health good practice, both internally and externally.

4.2 Influencing people we work with

We will only work with others who are willing to meet and achieve our occupational safety & health expectations. We will engage and influence working partners to drive improvements in occupational safety & health.

4.3 Work-related health

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill-health, including assessing all our people's fitness for work. Health surveillance will be conducted, as necessary.

PART II

5. DELIVERY: Delivering our policy

Our policy is to be delivered by:

- Generating a culture that does not tolerate threats to occupational safety & health.
- Ensuring the involvement of all our people and all of the people we work with.
- All Services and Teams implementing suitable management systems and processes in the workplace.

5.1 Organisation and arrangements for implementing our Occupational safety & health policy

Roles and responsibilities for Authority Members, managers, those with special responsibilities for occupational safety & health and for all staff are clearly stated in job descriptions.

5.1.1 Authority Members

Authority Members have a duty to ensure that occupational safety & health is effectively managed throughout the organisation. Having delegated authority to deal with occupational safety & health matters to the Senior Management Team, Members ensure that there are in place comprehensive corporate occupational safety & health arrangements through the scrutiny of reports at the Programmes and Resources Committee.

5.1.2 Senior Management Team responsibilities

The Senior Management Team ensure that all operations are compliant with relevant regulatory frameworks and legislation.

- (a) The Chief Executive is responsible for providing leadership to Heads of Service. The Authority's Senior Management Team, which comprises the Chief Executive and the Heads of Service, is responsible for setting the strategic direction of occupational safety & health management, for ensuring delivery, and for monitoring and reviewing occupational safety & health performance.
- (b) The Chief Executive will commission investigations in the case of work-related accidents that involve a fatality, specified injury, occupational disease or dangerous occurrence, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- (c) The Senior Management Team will receive an annual report on safety performance and conduct an annual review of this policy.
- (d) A member of the Senior Management Team will chair the Health Safety & Wellbeing Committee. People Management and the Customer & Democratic Support Team will provide administrative support.

- (e) Heads of Service will allocate appropriate resources to enable Team Managers and the staff allocated to each Service to discharge their occupational safety & health responsibilities.
- (f) Heads of Service will be responsible for putting the Authority's policy arrangements into practical effect to manage workplace risks for their Services. Though this may in practice be devolved to other staff and teams, the responsibility will remain with the Head of Service.

5.1.3 Team Managers

Team Managers are responsible for the day-to-day operational occupational safety & health management of their team members and others working with or for them, including volunteers. Key Team Manager safety management tasks include:

- (a) Ensuring that all those at work and volunteering are given sufficient information, appropriately supervised and/or trained and are suitably competent for the tasks they are expected to undertake.
- (b) Where necessary, the production, maintenance and use of suitable and sufficient risk assessments and/or work instructions.
- (c) Ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers' operating instructions, are properly used and followed.
- (d) Ensuring that an incident report form (OSH-AIR1) is completed and received for any significant incident, including accidents, near-misses and any incident involving violence at work. Completed incident report forms to be sent to OSH@peakdistrict.gov.uk for monitoring.
- (e) Considering, for all reported incidents received, whether any further action is necessary and for these incidents complete a follow-up report (OSH-AIR2). Completed reports are sent to a Head of Service as necessary for comment and forwarded to OSH@peakdistrict.gov.uk for monitoring and, if appropriate, to be highlighted at the quarterly Health Safety & Wellbeing Committee.
- (f) Ensuring appropriate arrangements are put in place for dealing with emergencies.
- (g) Ensuring that work to be carried out by any other people that we work with is organised and managed so that risks to Authority staff and others are reduced to the lowest practicable level.

5.1.4 All employees, volunteers and Authority Members

All employees, volunteers and Authority Members are responsible for the day-to-day operational safety management of themselves and others working with them, for risks that they create or have control over. This means that:

- (a) All those at work, volunteers and Members must co-operate with managers so that the Authority is not prevented from carrying out its legal obligations.
- (b) All safeguards, safety procedures and other controls identified by risk assessments are complied with.
- (c) Any accident, near-miss or violent incident is to be reported promptly to the appropriate line manager and recorded using the incident report form (OSH-AIR1) and forwarded to OSH@peakdistrict.gov.uk for review and monitoring.

5.1.5 External Occupational safety & health advice

The Authority receives external OSH advice, as necessary, including to ensure that the statutory requirement to obtain competent advice is met.

5.1.6 Role of Health & Safety Representatives

Health & Safety Reps play a key role in promoting and supporting good occupational safety & health management. Reps are all members of the Health Safety & Wellbeing Committee and represent all areas of the Authority and its staff. The role of Reps includes:

- (a) Participating as a member of the Health Safety & Wellbeing Committee and attending meetings of the committee, as required.
- (b) Promoting good occupational safety & health practice.
- (c) Acting as a point-of-contact for all staff, volunteers and Members for all matters concerning occupational safety & health.
- (d) Encouraging and monitoring incident and near-miss reporting and initiating further incident investigation, where necessary.
- (e) Monitoring and reporting on working practices to line managers in accordance with a forward work programme agreed by the Health Safety & Wellbeing Committee.
- (f) Reporting all activity performed and findings to the Health Safety & Wellbeing Committee (Reps' Service reports).

PART III

6. GOVERNANCE: Governance arrangements

6.1 A Health Safety & Wellbeing Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It includes :

- Senior Management Team member (Chair of the Committee)
- People Management Team member
- UNISON Accredited H&S Representative (to be confirmed)
- A Staff Committee Representative
- Safety Representatives from all Services

The Committee, which has both consultative and performance management roles, routinely meets quarterly.

At the April meeting, the Committee:

- (a) Receives and reviews the Occupational Safety & Health Annual Report for the previous year. This report includes performance information.
- (b) Agrees and sets strategic objectives for the following year. This to include occupational safety & health training and system developments such as significant new OSH documentation including generic risk-assessments and associated guidance, specific safety-management plans, safe working procedures and other guidance.
- (c) Considers any occupational safety & health matters raised by UNISON, Staff Committee and Safety Representatives.

At the January meeting, the Committee:

- (d) Receives, reviews and agrees the Occupational safety & health policy to be implemented the following year.
- (e) Receives an update on progress with meeting strategic objectives – see 6.1(b) above.
- (f) Considers any occupational safety & health matters raised by UNISON, Staff Committee and Safety 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.

6.2 The Senior Management Team receives, reviews and approves the Occupational safety & health annual report and the Occupational safety & health policy, following the respective Health Safety & Wellbeing Committee meetings, for implementation the following year. The Senior Management Team may also receive reports of safety matters escalated to them for action and incident investigations sponsored by members.

- 6.3 The Programmes and Resources Committee receives, for notification and endorsement, the Occupational safety & health annual report and the revised Occupational safety & health policy for implementation the following year. The Programmes & Resources Committee receives such reports on behalf of the Authority.

Date of issue: January 2025

Author: People Management

Saved at: Occupational safety & health – OSH / Occupational safety & health policy

Review due: October 2026