



Occupational Safety and Health Policy

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 and Health Policy: Statement of intent

It is our intent to:

- demonstrate an ongoing and determined commitment to improving occupational safety and health throughout our organisation
- comply with the requirements of health and safety legislation as a minimum
- exceed the guidance of the Health and 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 and health hazards and risks that may affect them and others

1.1 Occupational Safety and 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 and health will be integrated into our communications, wherever appropriate.

1.3 Management roles and responsibilities.

Roles and responsibilities for occupational safety and 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 and health

- occupational safety and health is adequately assessed, controlled and monitored
- our people are actively involved on matters that affect occupational safety and health

1.4 Hazard identification.

We will identify our occupational safety and 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 and 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 and health

2.1 Occupational safety and health training.

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

We will ensure, as far as is practicable, the occupational safety and 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 and health, including undertaking tours to ensure that occupational safety and health issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise occupational safety and health concerns with all levels of management.

2.3 Risk assessment and management.

We will assess the risks associated with occupational safety and health hazards in the workplace. All our people will be informed of the occupational safety and 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 and 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 and 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 and health performance against agreed objectives and targets. Action plans will be developed to support the delivery of these objectives and targets.

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

4. EXCELLENCE: The Authority is recognised for excellence in the way it manages occupational safety and health

4.1 Developing innovative practices.

We will constantly encourage, develop, review and share “occupational safety and 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 and health expectations. We will engage and influence working partners to drive improvements in occupational safety and 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. Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to occupational safety and 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 the Authority's Occupational Safety and Health Policy

Roles and responsibilities for Authority Members, managers, those with special responsibilities for occupational safety and 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 and health is effectively managed throughout the organisation. Having delegated authority to deal with occupational safety and health matters to the Senior Management Team, Members ensure that there are in place comprehensive corporate occupational safety and health arrangements through the scrutiny of reports at the **Resources Committee**.

5.1.2 Management Team responsibilities

The Senior Management Team will 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 and health management, ensuring delivery and for monitoring and reviewing occupational safety and 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 and Wellbeing Committee. **Human Resources and the Business Centre Team shall 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 and 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 service(s). 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 and 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 an incident investigation report. Completed reports are sent to a Head of Service/Management Team as necessary, for comment and forwarded to OSH@peakdistrict.gov.uk for monitoring and if appropriate, to be highlighted for learning the at quarterly Health Safety and Wellbeing (HS&W) 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 will 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 shall 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 and 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 Safety Representatives

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

- a) Participating as a member of the Health, Safety and Wellbeing Committee and attending meetings of the committee, as required.
- b) Promoting good occupational safety and health practice.
- c) Acting as a point of contact for all staff, volunteers and Members for all matters concerning occupational safety and 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 and Wellbeing Committee.
- f) Reporting all activity performed and findings to the Health, Safety and Wellbeing Committee (Representatives Service reports).

PART III

6. Governance arrangements

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

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

**To be confirmed*

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

6.2 At the April meeting, the Committee shall:

- (a) Receive, review and agree the Occupational Safety and Health Policy to be implemented the following year.

- (b) Receive and review the Occupational Safety and Health Annual Report for the previous year. This report shall include the final outcomes against strategic objectives and performance information.
- (c) Agree and set strategic objectives for the following year. This to include occupational safety and 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.
- (d) Consider any occupational safety and 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.

6.3 The Resources Committee receives, for notification and endorsement, the Occupational Safety and Health Annual Report and the revised Occupational Safety and Health Policy for implementation the following year. The Resources Committee receives such reports on behalf of the Authority.

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