



**AWDURDOD PARC CENEDLAETHOL ERYRI  
SNOWDONIA NATIONAL PARK AUTHORITY**

***POLISI IECHYD A DIOGELWCH  
HEALTH AND SAFETY POLICY***

# SNOWDONIA NATIONAL PARK AUTHORITY

## HEALTH AND SAFETY POLICY

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# **SAFETY POLICY STATEMENT**

## **1.1. INTRODUCTION BY THE CHIEF EXECUTIVE**

Health and Safety has moved on significantly at the Authority over the last 10 – 15 years and this introduction aims to reflect that development.

The Authority is committed to ongoing improvements to health, safety and welfare at work throughout the organisation.

We will ensure the health, safety and welfare at work of all our staff and volunteers and any other people who may be affected by our work activities. We will take all reasonably practicable steps to achieve these commitments, to comply with our statutory obligations and to promote a positive health, safety and welfare culture throughout the Authority.

Health and safety is an integral part of our activities and whilst the Chief Executive (National Park Officer) takes overall responsibility, all Directors, Heads of Service, staff and volunteers share the responsibility for implementing this Policy.

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**EMYR WILLIAMS**

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**September 2003**  
**Revised September 2010**  
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## **1.2. GENERAL POLICY**

Snowdonia National Park Authority recognises and accepts its responsibility for conducting its affairs in such a way as to ensure that, as far as is reasonably practicable, its employees and the general public are not put at risk.

It is the Authority's intention to meet its legal obligations under the Health and Safety at Work Act (1974) and other relevant legislation and to ensure that its responsibilities are met. Particular attention will be paid to each of the following:-

- Provide adequate control of the health and safety risks arising from our work activities.
- The provision and maintenance of plant, vehicles, equipment, materials and systems of work that are safe and with risk minimised (in accordance with risk management hierarchy). Training in the use of all plant and equipment will be given where necessary.
- The safe transportation, handling, storage and use of all substances and provisions and training for users of these.
- Ensuring that all staff are provided with relevant and necessary information, training, personal protective equipment and supervision to ensure safety and, where reasonably practicable, provided with the use of mechanical assistance in the moving of articles and equipment.
- Keeping all workplaces in a condition that is safe and with risk minimised (in accordance with risk management hierarchy) to staff and members of the public.
- Ensuring that all staff are aware of their responsibilities and obligations and that they contribute positively to their own safety and that of their colleagues.
- Providing and maintaining a safe working environment
- Maintaining arrangements for emergency response including fire and medical emergencies.
- To consult with the employees and trade union representatives on matters affecting health and safety.
- To ensure the Health and Safety Group meets on a regular basis.

Failure by a member of staff to comply with any guidance or procedure laid out in this policy will be a disciplinary matter.

A copy of the Act will be lodged with the Head of Personnel who is the Snowdonia National Park's Health and Safety Officer.

## **2.0 RESPONSIBILITIES**

### **2.1 THE SNOWDONIA NATIONAL PARK AUTHORITY**

Elected and appointed members of the Authority, as advised by their officers, have responsibility for the establishment of safety policy and organisation; but the operational responsibility for the implementation of the policy resides with the Chief Executive (National Park Officer).

## **2.2 CHIEF EXECUTIVE (NATIONAL PARK OFFICER)**

The Chief Executive (National Park Officer) is responsible for the health, safety and welfare at work of all personnel under his/her control and any member of the public affected by the Authority's undertaking and is also responsible for ensuring that the requirements of the General Policy (as above, 1.2) are being carried out.

The Chief Executive will have a broad knowledge of the requirements of the relevant legislation and will ensure that an effective Health and Safety Policy is prepared and revised as often as is appropriate. He/she will ensure through the Directors that the Authority's Health and Safety Policy, guidance and risk assessments are brought to the attention of relevant people and are carried out.

The Chief Executive will ensure that arrangements are made by the management to investigate work related accidents in order to establish the cause of the accident and to implement preventative measures for the avoidance of any future accidents. All accidents are reported to the Head of Personnel.

The Chief Executive will ensure, through the management system, that all required procedures, inspections, information and training are adequate and formalised.

## **2.3 DIRECTORS**

The Directors will be responsible to the Chief Executive for the health, safety and welfare at work of the staff in their directorate areas at all locations.

They will ensure that the General Safety Policy Statement is being adhered to and that sufficient training and inspections are implemented.

They will also ensure that adequate training records with dates are kept by Managers and Supervisors, that inspection routines and procedures are maintained and recorded adequately and that their staff are aware of their responsibilities for the health, safety and welfare at work of the staff they supervise.

Directors will ensure that the relevant sections in the Health and Safety Policy Statement are written and revised as necessary to cover work carried out by staff in their sections. The monitoring of Health and Safety practice and issues will be reported to the Local Joint Working Group and the Performance and Resources Committee.

## **2.4 HEAD OF PERSONNEL (Health and Safety Officer)**

The Head of Personnel will advise and work with Managers on the following:

- Develop policy statements, Codes of Practice and Safe Working procedures and maintaining at all times a sound working knowledge of the Arrangements section of this policy.
- Ensure that statutory obligations are conformed with, e.g. statutory notices are posted, first-aid equipment and trained personnel are available and the organisation is working to current accepted standards.
- Investigate accidents and near misses in conjunction with management and safety representatives and appropriate reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) RIDDOR
  - Consult and advise on various training requirements.
  - Acquaint staff, especially new staff, of all literature etc., relating to Health, Safety and Welfare at their induction

- Assist the Chief Executive and all staff to discharge their responsibilities under the Health and Safety at Work Act 1974.
- Ensure through the relevant manager that appropriate risk assessments are carried out and that any identified action to reduce risk is implemented.
- Liaise with the Health and Safety consultant for advice on legislation and for support, guidance, monitoring and audit of the function within the organisation.
- Monitor and audit health and safety practice within the Authority.
- Co-ordinate the Health and Safety Group which comprises of the Director of Corporate Services, the Head of Personnel, representation from all directorates and staff / trade union representation. The Head of Property will attend as necessary.

## **2.5 HEADS OF SERVICE**

Heads of Service and all staff who supervise others are responsible to the Chief Executive through the Directors for the effective control of:

- Matters of Health and Safety within their area of responsibility.
- Identifying health and safety training needs should be undertaken at the annual appraisal meeting, when new equipment is introduced or when new staff are appointed.
- Employees should be released to attend health and safety training.
- Records for training must be kept and a regular review undertaken.
- Conducting regular inspections of the workplace under their supervision, collate and review the results and implement changes / improvements as necessary. All Heads of Service should keep themselves up to date with industry standards and advances in work equipment, work techniques and legislative changes which may affect the safety of employees.
- Promoting a safety culture in the workplace by always striving to set a good example for others to follow, encouragement of safe working practices and the active discouragement of unsafe working practice.
- Ensuring that risk assessments that cover their area of responsibility are complete, up to date and relevant to the current work and are recorded on a commonly accessible file and registered on a central registry.

## **2.6 SUPERVISORS**

Supervisors and other staff in charge of work in the field are responsible for ensuring that the day to day safety measures applicable to all work undertaken are fully complied with and that the guidance and instructions in this policy statement and other relevant policies and guidelines are followed. They are also responsible for carrying out risk assessments as above and informing their line manager of any failings they encounter.

## **2.7 INDIVIDUAL EMPLOYEES, TRAINEES & VOLUNTEERS**

All employees and trainees have a duty to comply with all Authority policies, legislation, instructions and warning signs with regard to health and safety matters. Employees are encouraged to speak to their manager or supervisor if they have any concerns regarding any health, safety or welfare concerns while at work. In addition:

- a. Co-operate with the Snowdonia National Park Authority in the performance of its Health and Safety responsibilities.
- b. Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions.  
This includes:
  - Working safely, using Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) provided for those tasks that

require it and report any damage or missing equipment to their manager / supervisor as soon as possible.

- Carry out risk assessments, familiarise themselves with and implement relevant measures before commencing any activity
  - All work related accidents, injuries, dangerous occurrences, near misses or suspected breaches of policy must be reported to the manager / supervisor as soon as is practical and then the Head of Personnel for the appropriate investigation / reporting to take place.
  - Attending training provided by the Authority
- c. Not to perform any duty or tasks unless appropriately trained and authorised.

**Any employee, trainee or volunteer who is in breach of any of the above requirements or a health and safety procedure or who fails to maintain a relevant qualification or certificate where it is a requirement of the job will be subject to disciplinary procedures.**

## **2.9 CONTRACTORS**

Contractors are required to comply with the Authority in its observance of health and safety procedures and demonstrate competence in their area of work through the production of their health and safety policy (if applicable), risk assessments and training records. The authority in discharging its obligation to contractors will inform them of any potential hazards and the relevant reporting procedures. Contractors have a duty to:

- a. Co-operate with the Snowdonia National Park Authority in the performance of its Health and Safety responsibilities and comply with all relevant policies and procedures as necessary.
- b. Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions.  
This includes:
- Working safely, using Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) where provided, for those tasks that require it and report and damage or missing equipment to their manager / supervisor as soon as possible.
  - Carry out risk assessments, familiarise themselves with and implement relevant measures before commencing any activity.
  - All work related accidents, injuries, dangerous occurrences, near misses or suspected breaches of policy must be reported to the manager / supervisor as soon as is practical and then the Authority's Head of Personnel for the appropriate investigation / reporting to take place.

## **3.0 ARRANGEMENTS IN PLACE TO ENSURE POLICY STATEMENT IS MET**

### **3.1 Safety Representatives**

Safety Representatives are nominated by the recognised trade unions and their functions are explained in the Health and Safety Commission Booklet: 'Safety Representatives and Safety Committees' Regulations 1977 (as amended). Copies available in the Library, National Park Offices, Penrhyndeudraeth.

### **3.2 Consultation**

There is a duty on the Authority as an employer to consult with employees in good time on matters relating to their health and safety at work. At Snowdonia this will be done by a variety of methods – directly with staff involved, through trade union representatives, through the management chain and the Health and Safety Group.

### **3.3 The Health and Safety Group**

This group is led by the Director of Corporate Services and is co-ordinated by the Head of Personnel. Meetings will usually be held on quarterly basis but will be more frequent if necessary. The Group will include representation from all Directorates and staff / trade union representation. The Head of Property will attend as necessary.

### **3.4 Health and Safety Monitoring and Reporting**

Monitoring health and safety performance against pre-determined plans and standards is a line management responsibility. Monitoring also re-enforces the Authority's commitment to health and safety objectives in general and helps in developing a positive health and safety culture. Two types of system are required:

#### **Active Monitoring**

- Routine procedures to monitor specific objectives e.g. quarterly or monthly reports or returns.
- Periodic examination of documents to check that systems relating to the promotion of the health and safety culture are complied with.
- The systematic inspection of premises, plant, vehicles and equipment by supervisors, maintenance operatives, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions.
- Systematic direct observation of work and behaviour by first line supervisors to assess compliance with risk control systems and associated procedures and rules.
- Regular reports on health and safety performance to the Health and Safety Group, Management Team, Local Joint Working Group and Performance & Resources Committee.

#### **Reactive Monitoring**

By definition, reactive monitoring is triggered after an event and includes identifying and reporting:

- Injuries and causes of ill health
- Other losses, such as damage to property
- Incidents, including those with the potential to cause injury, ill health or loss
- Hazards
- Weakness or omissions in performance standards.

### **4.0 Policies and Procedures to support the Health and Safety Policy**

4.1 There are many policies and procedures that support the Health and Safety Policy. These include:

Risk Assessment Procedure and Portfolios  
Accident Reporting Procedure  
First Aid at Work  
Fire Safety Management Plan  
Corporate Clothing and Personal Protective Equipment  
Lone Working  
Electrical Safety  
Dealing with Violence and Aggressive Behaviour

Working from Home Guidelines  
Driver's Handbook  
Adverse Weather Working

This is not an exhaustive list – further policies and procedures will be developed as required.

These policies and procedures can be found on the Staff Extranet as part of the Authority's web site.

**5.0 Review and Monitoring of this Policy**

- 5.1 The Health and Safety Policy will be reviewed annually by the Health and Safety Group in the autumn quarterly meeting. Any revisions will be taken to Management Team for approval.
- 5.2 Monitoring of the implementation of the Health and Safety Policy will be undertaken by the Health and Safety Group.

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