



PEAK DISTRICT NATIONAL PARK AUTHORITY

**ACTION NOTES OF THE HEALTH AND SAFETY COMMITTEE
MEETING HELD AT 11.00 AM ON MONDAY 16 APRIL 2018**

Present:	David Hickman (Chair), Chris Bray, Joanne Cooper, Andy Farmer, Matt Freestone, Neil Hanshaw, Theresa Reid and Jon Wayte	
Apologies:	Pete Bush and Rosie Olle	
Secretary:	Ruth Crowder	
Venue:	The Garden Room - Aldern House, Baslow Road, Bakewell	
		Action
1/18	Constitution of the Health and Safety Committee	
	<p>Jon Wayte tabled a new, draft constitution for the Health and Safety Committee for consultation.</p> <p>It was noted that the Health and Safety Committee had usually reported to the Local Joint Committee but it may alternatively report to the Audit, Resources Committee or a full Authority meeting. It was also noted that the membership of the Committee had been expanded and this included representatives from the project group set up following the centaur issue. It was agreed that a representative was needed from the Development Management Service.</p> <p>Ways of communicating health and safety information needed to be considered, including via payslip messages, Inside Peak etc..</p> <p>Jon Wayte also tabled a new role description for Safety Representatives.</p> <p>It was agreed that any comments on the draft constitution should be sent to Jon Wayte by two weeks before the next meeting. (Subsequently agreed outside the meeting as by 2 July for meeting on 17 July.) The constitution will then be reported to the next meeting for adoption.</p>	
2/18	Minutes of the meeting held on 9 October 2017 (attached)	
	The minutes of the meeting held on 9 October 2017 were approved as a correct record.	
3/18	Matters Arising	

	<p>Minute 2.a Aldern House Fire Alarm System and Emergency Evacuation Procedures</p> <p>It was noted that the new fire alarm system had been implemented and was working well. Jon Wayte will check the evacuation routes are correct and ensure staff are aware of any changes.</p> <p>Jon reported that he would be re-tendering for the fire extinguishers contract in June and this would also include training for Fire Marshalls.</p> <p>Jon and Matt Freestone will arrange a fire drill to test the new alarm system.</p> <p>Minute 2.b Review of Staff Security Arrangements at Aldern House Reception</p> <p>Jon Wayte reported that he has met with Customer and Business Support Team (CBST) and Development Management Service to discuss the staff security arrangements. It had been agreed to retain the alarm in Reception so that CBST staff feel less vulnerable. There had been no recent incidents.</p> <p>Matt Freestone will check the placing of the alarm within Development Management area and disable the alarm in the Cultural Heritage office (previously CBST office). Matt will also install the alarm in the CBST office which also has the CCTV monitors by the end of May 2018.</p> <p>Jon Wayte will draft guidance on alarm use and responses and then arrange a practice of the system so that the process can then be reviewed.</p>	
4/18	Occupational Safety and Health Advisors Report	
	<p>Jon Wayte tabled the annual Safety Officer report for 2017. This included:</p> <ul style="list-style-type: none"> • an overall appraisal of health and safety performance for the PDNPA for the previous year • reference to improving awareness, competence and compliance • accident and incident data and analysis for the year ending March 2018 for staff and visitors • a report on services provided to other National Parks and other third parties • recommendations for further action through 2018/19 <p>Jon stated that he would be reviewing the report format to make it more consistent with other NPAs to enable benchmarking. It was noted that the annual list of claims for audit purposes, kept by Legal Team, could be incorporated into the report.</p> <p>Theresa Reid stated that the briefings for Managers, previously held 18 months ago, will be re-run for new Managers.</p>	

	<p>It was agreed that Joanne Cooper, as Unison accredited Safety Representative, will attend the next meeting of the CDO project group. Joanne will then decide whether or not it is necessary for her to attend future meetings of the group.</p> <p>The following was resolved:</p> <ol style="list-style-type: none"> 1. The value of work summarised in the report in delivering continuing improvements in overall OSH management at PDNPA is recognised. 2. Proposals for continuing/further priorities and actions for 2018/19 as set out in the report are endorsed. 	
5/18	Union Accredited Safety Representative Report	
	<p>Joanne Cooper, Unison accredited Health and Safety Representative, gave a verbal report.</p> <p>It was noted that since becoming accredited Joanne was being invited to accompany Jon Wayte on site visits. Joanne will also be exercising her right to view risk assessments on request and will be asking Unison members if they have any items to raise at future Health and Safety Committee meetings.</p> <p>With regard to putting items on the agendas for future Committee meetings it was agreed that Democratic and Legal Support Team will email a request for items at least 2 weeks before an agenda is due to be published.</p>	
6/18	Future Meetings of the Committee	
	<p>It was agreed that an extra meeting of the Committee was needed during the summer and a date will be agreed and circulated to all. (Meeting subsequently agreed outside this meeting as 17 July.)</p> <p>This will be followed by an autumn meeting on 8 October.</p>	
7/18	Any other business	
	<p>Defibrillator: David Hickman reported that following a meeting of Strategic Leadership Team it had been agreed to have a defibrillator on site and this will be by lease agreement to ensure maintenance is covered. The defibrillator will be the simplest version to use and training will be given to first aiders. Theresa Reid and Jon Wayte are progressing this issue.</p> <p>Inside Peak Article: David Hickman stated he would like to put an article in the Inside Peak ezine regarding Health and Safety Policy, constitution, names of Health and Safety representatives and to remind staff of the need to report all incidents including near misses. Jon Wayte will draft the article and include a link to the incident report form.</p>	

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8/18	Date of Next Meeting	
	The next meeting will be held on 17 July 2018 at 10.30am in the Garden Room at Aldern House.	

Meeting Close 12.04 pm