

Members in Attendance: Sue Beswick, Andy Farmer, Matt Freestone, Neil Hanshaw, David Hickman, Theresa Reid and Jon Wayte



HEALTH AND SAFETY COMMITTEE

Tuesday 22 OCTOBER 2019 in the GARDEN ROOM - ALDERN HOUSE

MINUTES

46/19 Minutes of the meeting held on 16 July 2019

Minute 25/18 (17/11 and 11/18) The Chair requested the action for 2 representatives from Conservation and Planning to remain in the minutes and he will discuss this with the Director of Conservation and Planning.

Minute 42/19 Jon Wayte reported that he has new data on the dashboard report and his report on personal commitments is still 'work in progress'. Theresa Reid suggested recirculation to Heads of Service of the personal commitment report. Jon will recirculate.

Minute 42/19 Jon Wayte reported that work on lone-working continues.

Minute 42/19 Jon Wayte reported that he has applied to become an accredited provider of the IOSH Managing Safely Course. Jon Wayte reported that during recent visits to the South Downs National Park Authority and Northumberland National Park Authority they have both expressed interest in buying the course from us in the future.

Minute 42/19 Theresa Reid reported that she is going to a master class for Managing Volunteers on the 7th and 21st of November. Jon Wayte will attend this event with Theresa Reid.

Minute 42/19 The committee discussed the need to decide which volunteers will require training and for which topics. The committee agreed that when the course for IOSH Managing Safely is provided in-house, it will be easier to deliver to more people.

Minute 42/19 Jon Wayte reported that he sent an email to all staff about the distribution of the near-miss and incident reporting cards. The Chair suggested a reminder at the next Staff Briefing and in the next Inside Peak report to remind staff to report incidents and near-misses using report cards.

Minute 42/19 Jon Wayte informed the committee that the generic risk assessments are on the Hub.

Minute 42/19 Jon Wayte reported that he had invited Joanne Cooper to site visits at Parsley Hay and Ashbourne Cycle Hire but she has not been able to make it. He reported that he will invite her to the next site visit.

Minute 42/19 Jon Wayte informed the committee he had carried out a practice test on the alarms in Reception. He informed the committee that all the alarms worked and two female members of the Development Management team came down to the Reception area when the alarms were activated.

47/19 Matters Arising

The Chair reported to the committee that the Authority is carrying out a trial on vehicles with tracking devices to ensure the Authority is getting the best out of pool cars. The Chair reported that Staff Committee had some concerns about the trackers, which had been addressed.

Jon Wayte reported that he is attending a Ranger Managers meeting on 14 November 2019 with all Ranger Managers from other National Park Authorities.

Action:

Jon Wayte will be attending a meeting with other Ranger Managers from other National Park Authorities on 14 November 2019.

48/19 PDNPA OSH Policy for 2020 (draft)

Jon Wayte introduced the report. Jon informed the committee he is going to be taking the Occupational Safety and Health Policy 2020 report to the Programmes and Resources Committee in December 2019. He tabled Appendix A that showed some of the Occupational Responsibilities. He informed the committee that the Appendix would be attached to the final report for the Programmes and Resources Committee in December.

Jon will take the policy report to a Strategic Leadership Briefing Meeting before it goes to the Programmes and Resources Committee.

Action:

Jon Wayte will take his report to a Strategic Leadership Briefing Meeting before he takes it to the Programmes and Resources Committee in December.

49/19 Quarter 2 2019 Performance Report

Jon Wayte introduced the report.

Jon Wayte informed the committee that the generic risk assessment topics would change over time. Andy Farmer asked how the generic risk assessment topics could be used. Jon Wayte explained that they have two purposes. One purpose is as a starting point for more specific risk assessments and the second purpose is as a training tool. He tabled a completed Tools and Equipment generic risk assessment and a blank form for a more specific risk assessment as example. Jon informed the committee that the assessments should become a working document.

The Chair suggested raising the profile of the generic risk assessments again.

Theresa Reid asked Jon Wayte when he carries out site visits if he checks the risk assessments. Jon Wayte informed the committee that he does use them and he asks staff that may be on the site if they know about the generic risk assessments and which ones they use.

Andy Farmer suggested a link to the generic risk assessments to be in the Managing Safely Induction. Jon Wayte explained that there are links that can be found in the Induction module on ELMs.

Sue Beswick suggested a link for the incident and near miss report forms and the generic risk assessment topics on the hub homepage. Jon Wayte will ask IT for this.

Action:

Jon Wayte will speak to IT to have the links for the incident and near miss report and the generic risk assessment topics put on the hub homepage.

50/19 Review of Incident Report Form

Jon Wayte explained each section of the incident and near-miss report form. The revised form makes it clearer who should complete the form, for whom and what details should be included in each section. Jon reported that the Guidance Notes section had been simplified to make it more concise. He informed the committee that there is another form for accident investigations. Jon will reference a link on the incident and near-miss report form to the accident investigation form.

The Chair asked if "Once completed send to HR" could be added to the bottom of the form above the Guidance Notes section. Jon Wayte will action the wording to be added to the form.

Neil Hanshaw raised a concern of the wording of section 1 in Guidance Notes as it refers to "PDNPA work property" and may not suit those such as rangers. Jon Wayte explained that the statement says "work being carried out or with respect to conditions at or in a PDNPA work property". Jon Wayte explained that this wording does relate to all staff and volunteers in all locations. Jon Wayte will think about the wording and if it could be made clearer.

It was proposed that the incident and near-miss report form could be amended to include what further action was taken instead of the need for the further accident investigation form. Jon Wayte will look at the accident investigation form and decide if this amendment can be made to the incident and near-miss report form.

Jon Wayte reported that the incident and near-miss cards are to encourage more reports. Jon Wayte explained to the committee that if an incident and near-miss report form was required after receiving an incident and near-miss report card, he would encourage a form to be filled in.

Action:

Jon Wayte will:

- **Include a link on the incident and near-miss report form to the accident and investigation form**
- **add "Once completed send to HR" on the bottom of the Incident and Near-Miss Report Form above Guidance Notes.**
- **look at the wording of Guidance Notes section 1.**
- **look at the accident and investigation form and decide if an amendment can be made to the incident and near-miss report form to add a section to identify any further action.**

51/19 Site Visits Report Since Last Meeting
No formal site visit reports were tabled at the meeting.

52/19 Safety Representative's/Staff Committee reports
No Safety Representative and Staff Committee reports were tabled at the meeting.

53/19 Health and Wellbeing Report
Theresa Reid introduced the report.

Theresa Reid requested Health and Wellbeing Reports to be a standing item on the agenda. She informed the committee that HR had created a draft action plan for health and wellbeing. Theresa Reid explained that MyWellbeingCheck is available to all staff and 116 employees have completed the assessment.

Theresa Reid reported that HR will bring information reports to the committee such as reports of staff sickness.

Theresa informed the committee that the report shows each employee does over 7 hours of sitting a day. Theresa proposed a suggestion of encouraging employees to go out at lunchtimes and Staff Committee to encourage employees to take up the opportunity of yoga at Aldern House.

David Hickman suggested regular breaks during the work day. David Hickman made a suggestion to remind staff of MyWellbeingCheck. David Hickman suggested reminding staff of the MyWellbeingCheck at the Staff Briefing in the next quarter.

Jon Wayte reported that he has a report in the next Inside Peak for sitting down. Jon Wayte has a meeting with a rep for standing desks.

Theresa Reid reported that Natalie Webster will be making the action plan more user friendly.

Theresa Reid suggested that staff Health and Wellbeing be included in the email that David Hickman is

going to send out to Heads of Service to remind them to include Health and Safety in their service delivery plans.

Andy Farmer suggested the promotion of using sun cream to outside workers such as rangers. Theresa Reid supported this and suggested a re-imburement contribution to sun cream. She will look in to this.

Andy Farmer expressed an interest in all staff being able to carry out a volunteering day for health and wellbeing and the understanding of the National Park.

Sue Beswick raised concerns that yoga is based at Aldern House. Theresa Reid explained it will be starting in Edale.

Action:

That the committee introduce a standing item for Health and Wellbeing on the agenda.

David Hickman will send an email to all Heads of Service requesting they address Health and Safety issues in their service delivery plans and also consider staff Health and Well-being.

Theresa Reid will look in to the possibility of giving a re-imburement contribution to staff who work outside and buy sun cream.

54/19 Any other business

Matt Freestone reported that the Facilities Manager will be starting in November 2019 and he will be leading on Legionella therefore, he questioned the need for him to join the committee.

Neil Hanshaw is looking at bringing reports back to the Health and Safety Committee. Neil will inform the Democratic and Legal Support Team with agenda items and reports he may have.

Subject to the nomination of departmental representatives, David Hickman will invite the Director of Conservation and Planning to join the Health and Safety Committee.

Action:

That the Facilities Manager will attend the Health and Safety Committee meetings.

Subject to the nomination of departmental representatives **the Director of Conservation and Planning will be invited to future Health and Safety Committee meetings.**