

DRAFT MINUTES

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Meeting ID	2877
Committee	Health and Safety Committee
Date	14/10/2021
Attendees	Mark Anderson (Committee Member) Sue Beswick (Committee Member) Joanne Cooper (Committee Member) Andy Farmer (Committee Member) Matt Freestone (Committee Member) Chris Fry (Committee Member) Neil Hanshaw (Committee Member) Martin Hill (Officer) Rebecca Knighton (Committee Member) Rachel Mora-Bannon (Committee Member) Rosie Olle (Committee Member) Theresa Reid (Committee Member) Geoff Smith (Committee Member) Felicity Stout (Committee Member) Natalie Webster (Committee Member) Ruth Crowder (Secretary) Democratic Services (Monitor) Karen Harrison (Secretary) Belinda Wybrow (Secretary) Jon Wayte (Officer) Amy Brittain-Carlidge (Secretary)

Item ID	16953
Item Title	Apologies for absence
Summary	

Item ID	17440
Item Title	Attendance at Health & Safety Committee
Comment	The Committee agreed to revisit attendance at the committee and revise the list to include instructions to send a representative if not able to attend.

Item ID	16954
Item Title	Minutes of the meeting held on 15th June 2021(attached)
Summary	The minutes of the meeting held on 15 June 2021 were approved as a correct record.

Item ID	16955
Item Title	Matters Arising
Summary	<p>25/21 - Members of the Committee were asked to continue to promote and encourage the use of COVID-19 self-test kits.</p> <p>28/21 - The Doodle Poll for the ISOH Managing Safety Course had not yet been set up.</p> <p>Action: Jon Wayte to send out all staff email encouraging use of COVID-19 self-test kits.</p>

Item ID	17261
Item Title	Health & Wellbeing Report (HR)
Summary	<p>Nat Webster provided an update on Health and Wellbeing.</p> <p>The number of all staff emails had been reduced over the summer as restrictions lifted. Resilience support will continue to be provided along with support as staff continue to return to the work place.</p> <p>Since the beginning of this year the sickness levels have returned to those pre-Covid. There are several staff on long term sickness leave with stress and this is a big factor in the numbers when calculating the average. Anxiety and Stress are the main causes of sickness absence across the Authority which is similar to the pattern nationally.</p> <p>Support continues to be provided for individuals and teams and HR will continue to send out the emails with support advice but less frequently.</p> <p>HR are using the lessons learnt to refresh the Health and Wellbeing policy and are considering a staff survey later in the year.</p> <p>Staff are being encouraged to have flu jabs and can claim up to £12 towards the cost. Over 50% of the workforce are over 50 and entitled to free jabs.</p> <p>Occupational Health are continuing to be available for phone consultations.</p>

Item ID	17259
Item Title	Covid Update - returning to offices and workplaces
Summary	<p>Jon Wayte provided the update.</p> <p>Despite a rise in daily infection numbers the 'R' number had still been less than one prior to children returning to School.</p> <p>Core message is to continue to take precautions including hand washing,</p>

mask wearing and avoiding crowds.

The Authority still had a good stock of lateral flow test kits and staff should be encouraged to use one weekly. The stock was stored in interview room 1.

Action:

Jon will continue to distribute out to sites when he is visiting and send an all staff email re the location of kits to collect.

Jon is involved in discussions with individuals concerned regarding returning to the office.

Statistics are not available on the number of staff using the kits but other National Parks are following similar precautions and risk assessments.

The carbon monoxide monitors purchased to show the effectiveness of ventilation through open windows and the impact of the number of people in rooms have worked well with no need yet for the introduction of further measure as the readings on the monitors have been good.

Staff had been asked to spend 40% of their time in the office but it was not clear how many staff were complying with this request.

Matt Freestone confirmed that more staff were now in Aldern House and were being encouraged to open windows and stick to their zone once in the building. Those who do need to move between different zones were asked to use common sense to reduce contact between staff.

The Moorland Centre was now open and staff their liaising with Chris Dean regarding numbers in the office.

No particular issues had been reported at Aldern House. An intercom was due to be installed on the main doors to reception to reduce the need for staff to be on the reception desk, once the intercom had been installed a date would be set to re open the building to the public.

Action:

Matt would check for the installation date and let H&S Committee know.

Jon confirmed that there were no obstacles to re opening and CBST were looking at the impact this would have. Visitor Centres were all now open.

Item ID	17260
Item Title	OSH Training
Summary	<p>The OSH training was up and running and Jon was finalising dates for the training. A Doodle Poll would be sent out with dates to all those who need to attend including members of H&S Committee. A refresher and full Managing Safely courses had been purchased, dates were expected to be in December 2021.</p> <p>Action:</p> <p>All - Nominations for any managers the courses would be suitable for should be sent to Jon.</p>

Item ID	16956
Item Title	Safety information and legislation update
Summary	DVLA have requested changes to towing trailers – no longer need specialised training when towing up to 3 ½ tons. The Authority would continue to train all those who need to tow trailers for H&S reasons.

Item ID	16957
Item Title	Safety Representative's/Staff Committee reports
Summary	A Staff Committee representative was not at the meeting to provide an update.

Item ID	16959
Item Title	Service Reports
Summary	<p>Neil Hanshaw provided an update for Field Staff. Not much had changed but more face to face meetings were occurring for field staff. Briefing centres were all now back in use with some using staged return with reduced capacity. Volunteer numbers not yet back to pre Covid levels.</p> <p>Geoff Smith confirmed that Cultural Heritage were now holding face to face meetings and had introduced a spreadsheet to monitor number in the office to ensure safety. The team had continued site visits throughout.</p> <p>Matt Freestone confirmed that numbers in Aldern House had increased on 19 July but not much since then. Property Team had reduced the number of site visits and handed the management of the sites back to the staff based there.</p> <p>Theresa Reid – HR continue to raise the profile of health and safety and are keen to ensure all services are represented on the H&S Committee with a</p>

	substitute sent if the usual representative unable to attend. HR were dealing with some employee relations issues.
Item ID	16960
Item Title	Any other business
Summary	<p>Tree Safety – Issues with trees with underlying issues such as Ash dieback which posed a high H&S risk. Teething issues with getting the right information on the right data record. The survey of tree stock had continued during lockdown and tree planting continued.</p> <p>Issues regarding reports of issues reaching the appropriate officers. Discussions with Anna Badcock and Sue Fletcher were continuing regarding visitor experience staff liaising and attending a day course regarding identifying issues, possible early 2022.</p> <p>Ash Dieback a continues to be an issue. A future local forum was planned with local councils next year.</p> <p>Field Staff – Neil confirmed that some staff had now completed chain saw training for dealing with smaller trees but caution was advised re any Ash trees. Chain saw refresher training was being carried out.</p> <p>Action:</p> <p>Neil to discuss with Andy Farmer re including advice on Ash Dieback on refresher course.</p>