

Members: Mark Anderson, John Dawson, Andy Farmer, Matt Freestone, Neil Hanshaw, David Higley, Richard Laurie, Rachel Mora-Bannon, Theresa Reid, Geoff Smith, Richard Laurie, Jon Wayte and Natalie Webster



HEALTH AND SAFETY COMMITTEE

Tuesday OCTOBER 2022 in Microsoft TEAM - VIRTUAL MEETING

File: A1182/4/3291

MINUTES

39/22 Apologies for absence

Apologies were received from Rosie Olle, Sue Beswick, Martin Hill and Felicity Stout

40/22 Minutes of the meeting held on 14th June 2022 (attached)

The minutes of the meeting held on the 14th June 2022, were agreed as a correct record.

41/22 Matters Arising

13/22

Promotion of H&S Committee/Encourage Reps from Services not Covered

Jon Wayte to contact Tony Price regarding being the representative for MFF. Natalie Webster to liaise with Head of Planning to identify a representative from the Planning Service. Jon Wayte to send an all staff email before the next H&S Committee in January to raise the profile of the H&S Committee so staff know who is their service Health and Safety Representative.

25/22

DSE Assessments

Jon Wayte reported that he would be visiting South Down National Park Authority and would look at an alternative systems for DSE Assessments. The trial on blended working arrangements at Aldern House was coming to an end soon and a decision would be required on the most efficient and effective way for people to assess their workstations at home.

30/22

Health & Wellbeing – IIP Assessment

Nat Webster confirmed that she had sent the email to all staff regarding the IIP Assessment.

33/22

IOSH Course/ELMS

David Higley had not yet discussed with Jon Wayte the possibility of using ELMS to promote the IOSH Safely Course, but he had spoken to the ELMS co-ordinator who seemed open to having the courses on there with example videos.

34/22

Vehicle Sharing/Risk Assessment

Richard Laurie confirmed that the RA regarding the use of pool cars and wiping them down after use, was still in place, and will remain so as the COVID numbers are on the rise again. Cleaning materials and first-aid kits that are in the vehicles have all been checked recently, but staff should let Finance know, if they have tested positive for COVID, and had used a pool car, so that vehicle could be taken out of circulation for 3 days and deep cleaned before reintroducing it back into the fleet.

Jon and Richard will re-look at the RA regarding pool cars before the next H&S Committee meeting in January.

42/22 Health & Wellbeing
Natalie Webster provided the following updates

Absence Management Policy

Nat reported that the policy had been updated to reflect the way we work and the final draft would be circulated in time for the next H&S Committee in January 2023. Managers can now report sickness absences directly onto the People Live system which then gives real time data, which then helps HR to identify potential issues and that support can be offered sooner.

Andy Farmer asked whether checks were being done on Managers to ensure that they were doing what they should be doing as it could give false data, and what would happen if the Manager was on holiday?

Nat reported that the system does appear to be working ok, but it would be useful to hear what people thought on how it was going, but nothing was infallible, and if a Manager was going on holiday they can nominate another member of staff to act as a substitute to record absences, or the member of staff could contact HR direct and HR could add the absence to the system.

Wellbeing at Work

Nat reported that the policy which was introduced in 2019 was in need of updating as gaps has been raised regarding key issues which may affect our people such as the menopause and domestic abuse. The update will set out how staff could be supported in these areas. If anyone has any other suggestions on what to include in the policy, then please let her know.

Health & Wellbeing Group

Now up and running with 5 members, but keen to get a few more on the group. Contact Nat if you are interested or need more information.

Suncream

This was provided for staff over the summer and was well received. This arrangement will continue next year.

Sickness Levels

Nat reported that over Q2 the sickness levels were at 3.7days/FTE when the target for the full year is 6 days/FTE therefore we are likely to go above our annual target. The level for 2021/22 was 8.9days/FTE. HR advisers report sickness absence levels to the Heads of Service to prompt early intervention and hopefully to keep sickness levels down.. Most of the absences are currently from COVID but with the winter months approaching the numbers off sick could increase due to flu and colds etc so staff are encouraged to get the flu jab which the Authority will contribute up to £13.00 for, if you are not entitled to free one.

Nat was asked if an analysis had been done regarding sickness between non-facing and public facing staff to see if enough was being done to protect them? Nat reported that she would speak to Jon Wayte to look at the figures.

ACTION:

Nat Webster to speak to Jon Wayte regarding sickness figures to see if any clear pattern between non-facing and public facing staff.

43/22 Draft OSH Policy for 2023

Jon Wayte had circulated the draft policy which he reported was unchanged from the current 2022 policy. Jon asked that all members of the H&S Committee discuss the policy with staff in their teams and to provide any comments or suggested changes back to him before he takes the report to Management Team and then to the Programmes and Resources Committee for approval. The new policy to be in place for 2023. The Committee asked if the policy could be placed on the Hub, Jon agreed that once approved the policy will be placed on the Hub.

ACTION:

The Committee to discuss the draft OSH Policy with their teams and report back any comments or suggested changes to Jon Wayte.

Jon Wayte to arrange for the approved policy to be placed on the hub.

44/22 Training Round Up

Jon provided updates regarding training

The recent IOSH Managing Safely Courses and the Introduction to H&S/Fire Safety Training for new staff were well attended and he had received good feedback.

Essential Risk Training Course was delivered to the Yorkshire Dales National Park and this will be provided to PD staff next year.

Any H&S training needs should first of all be raised with your line manager. For advice contact Jon.

Andy Farmer reported that he had had a request from a minerals planner to use one of the ranger 4 x 4 vehicle's for a site visit, and asked whether we should provide appropriate training for staff to use vehicles off road in what could be a more challenging environment than driving on normal roads?

Jon replied that it is difficult to decide what would be appropriate training, and maybe a familiarisation test drive before taking the vehicle out would be more appropriate? Staff intending to use a 4x4 should be made aware of the RA and control measures in place.

A question was raised on whether there should be training on the use of electric cars as we have had 2 of them in the vehicle fleet now for over 2 years. Richard reported that if anyone was unsure on using the electric cars then a vehicle familiarisation can be provided by the Finance Team.

ACTION:

Jon Wayte, Neil Hanshaw and Richard Laurie to look at the current vehicle RA and bring something to the next meeting of the H&S Committee in January.

45/22 Fire Safety - arrangement changes to report

Jon Wayte informed the Committee that his "safety moment" presentation for this round of Staff Briefings was on Fire Safety. In it Jon emphasised the importance to staff of using their access control cards at Aldern House when entering and leaving the building, as they are linked to an App which enables the Property Team to see who is in the building at any one time in the event

of a fire. Matt Freestone suggested that we needed to recruit more people as Fire Marshals to increase the number of staff with the App on their mobiles to assist the Property Team in the event of a fire/emergency evacuation of AH.

Jon reported that he has been going around Aldern House replacing the emergency evacuation route cards that the Fire Marshalls used to use. He will also be sending an all staff email out shortly so that staff are aware of the new/current arrangements.

A fire drill took place recently at Aldern House which was an overall success but some staff were unaccounted for which gave an indication that they hadn't used their access cards on entering or leaving the building. Matt Freestone reported that there was an issue with the door leading to the breakout room which was not registering staff in or out and that he was waiting to hear back from the manufacturer.

Jon Wayte reported that there would be a series of drills taking place before the next H&S Committee, and that they would be done on different days of the week to try and capture as many staff as possible.

ACTION:

Jon Wayte to send an all staff email to make them aware of the new evacuation notices, and to remind staff to use their access control cards when entering and leaving Aldern House.

Further fire drills to take place before the next H&S Committee

Explore possibility of more staff being recruited as Fire Marshals and having the App on their mobiles to assist Property Team.

- 46/22 Site Inspections and Fire Risk Assessment Review - update
Jon Wayte reported that he had not undertaken many site inspections recently, but that he was hoping to step things up between now and the end of the year. H&S Reps will be advised when the visits are to take place in case anyone wishes to join him. In the meantime if anyone has any concerns regarding their site or workplace then let Jon know, and he will schedule a visit in.
- 47/22 Internal Audit review
Jon Wayte reported that the Internal Audit had started, and that he had got a meeting with them next week. Jon has already sent various documents to the Auditors and will provide feedback and any actions needed to the H&S Committee when the final Audit report comes in. Jon will also contact the H&S Reps if the Auditors wishes to speak to anyone.
- 48/22 H&S Representatives reports
Updates:
Chris Cole – Following additional training the CMPT would be doing some Ash dieback removal on the Authority's car parks/properties but would be limited to small trees up to 6" diameter as the Ranger policy is still no chainsaw work on Ash dieback or other obviously diseased trees.
Matt Freestone – A tree had come down on the bungalow at Aldern House, which has now been removed.

ACTION:

Matt Freestone to supply an incident report to Jon regarding the fallen tree at Aldern House.

Neil Hanshaw – nothing specific to flag but asked whether PAT testing was still to be done as it was no longer a legal requirement? Jon reported that the safety of all electrical equipment still

needed to be checked. In most cases this is a simple visual inspection and that any damage found needed to be reported/acted on. Jon informed the H&S Committee that he did do checks on his site visit rounds.

Helen Bower – reported that that some centres had now been fitted with infrared heating and that thermal clothing would be provided to staff in the centres again this winter. There was a problem with the heating at Castleton which was either on or off but Property had been made aware of this and were dealing with it.

Jon Wayte - reported that the numbers for Covid was rising again and that although the HSE don't specify any specific measures they do recommend good ventilation and the use of Co2 monitors continues to be useful in monitoring this.

David Higley – there had been an incident of a slip in the building which had been reported.

Geoff Smith – reported that he would update H&S Committee on Ash Die Back and how staff were dealing with it at the next meeting in January. He also confirmed he would let the Rangers know if they were doing any work in their area.

49/22 Any other business
There was no other business.