

MINUTES

HEALTH & SAFETY AND WELLBEING GROUP

1PM THURSDAY 26 NOVEMBER 2020

1. ATTENDANCE AND APOLOGIES

PRESENT:

Claire BATES (OyP)
Kelland DICKENS (Human Resources)
Arwel EVANS (Castel Henllys)
Daisy HUGHES (Carew)
Steve JONES (Operations)
Tegryn JONES (Chief Executive)
Andrew MUSKETT (Delivery)
Liz ROONEY (Unison)
Libby TAYLOR (Discovery)
Sharron THOMAS (DM)

APOLOGIES:

Dyfan EVANS (Countryside Management)

ITEM	THEME	ACTION
2.	<p>MINUTES OF LAST MEETING / MATTERS ARISING</p> <p><u>Threatening Behaviour Protocol</u> No further feedback had been received from the Staff Reps Forum. Human Resources had discussed training requirements for DM with Nicola Gandy. . It was hoped to have a proposal for a training course on 'How to Deal with Difficult Customers' by early 2021.</p> <p><u>Corporate Health Standard</u> The Leadership Team had approved working towards accreditation of the Corporate Health Standard. This had already been communicated to staff in the Staff Newsletter. An Action Plan would be drawn up for discussion with the Health & Safety and Wellbeing Group.</p> <p><u>H&S Meeting Dates</u> It was noted that the last meeting was held just than a year ago, due to Covid-19. Dates for meetings in 2021 would be sent out in advance to ensure a regular pattern of meetings</p>	<p>KD to provide a draft plan for next meeting.</p>

	<p>going forward. .</p> <p><u>HAVS</u> It was noted that HAVS Health Surveillance Questionnaires were sent to relevant staff in July 2020. It was advised that PCC have yet to carry out the Occupational Health Assessments, due to workload issues as a result of Covid-19.</p> <p>Mike Jarrett has provided professional advice following the HAVS Policy review. Human Resources will re-draft the policy and circulate to the Group for comment before Leadership Team sign-off. .</p> <p>SJ confirmed that grant funding was in place for HAVS monitoring equipment and would need to be spent by 31 March 2021. It was suggested that HAVS monitoring would be carried out to get a baseline, so that loads could be monitored scientifically. Due to the complexity of the exercise, a plan would be drawn up to look at how monitoring would be implemented.</p> <p><u>Radon</u> It was reported that Radon re-tests (which are carried out every 5 years) were last done 18 months ago and Pantglas was the only one in need of action. It was further reported that measures had been put in place for Pantglas.</p> <p>Radon re-testing took place in May 2020 with measurements shown to be at safe levels. It was noted that Consultants have advised another re-test is carried out during the winter months of late 2020 and early 2021.</p> <p>It was reported that the Personnel Committee have requested a copy of the Health & Safety and Wellbeing Meeting minutes, under their remit set out in the Terms of Reference.</p> <p><u>Internal Audit Report</u> AM confirmed that Fire Log Books were now in place at all sites.</p> <p>KD reported that new Fire Evacuation Procedures have been agreed for Llanion and</p>	<p>KD to diarise all Health & Safety meetings for 2021</p> <p>KD to chase PCC for a response on staff HAVS Questionnaires.</p> <p>HR to redraft HAVS Policy</p> <p>SJ / KD to agree a plan for HAVS monitoring.</p> <p>AM to organise and provide an update on the second Radon re-test.</p> <p>KD to action and report back to Personnel Committee.</p> <p>KD to circulate the Fire Evacuation Procedures</p>
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	<p>these would be modified and introduced at the other sites in the New Year.</p> <p><u>Incident/Accident Reports</u> KD confirmed that a central location would be used on Parcnet for all Health & Safety matters including Risk Assessments. Once content had been uploaded it would be located on: http://parcnet/Staff/ParcWiki/Home.aspx and communicated to all staff.</p> <p><u>Generic Risk Assessments</u> LT agreed to recirculate the zip file of generic Risk Assessments and near-miss reporting cards shared by the Lake District.</p>	<p>and agree a set each for the other sites.</p> <p>KD to communicate to all staff once work had commenced.</p> <p>LT to circulate zip file</p>
<p>3.</p>	<p>ACCIDENTS AND INCIDENTS</p> <p><u>False Alarms</u> AM questioned the need to record alarm call outs. It was raised that recording them had helped with seeing an overall picture to identify any patterns. It was agreed that false alarms would continue to be recorded as totals only and that it was not necessary to provide a full report.</p> <p><u>Manual Handling</u> It was reported that 3 manual handling incidents had been reported in the year and whilst manual handling training had been carried out by the Officers, a record had not been kept centrally. It was advised that this was necessary for any potential Personal Injury (PI) claim.</p> <p>KD reported that he had explored e-learning options with the other Park Authorities to provide Manual Handling training. This he confirmed would enable the Authority to evidence compliance.</p>	<p>KD to provide feedback on progress at the next meeting</p>
<p>4</p>	<p>HEALTH & SAFETY ACTION PLAN</p> <p>A proposal to change the format of the H&S Acton Plan was discussed to include ownership of actions and timelines for completion.</p> <p>It was agreed that the following areas should be included in the new plan:</p>	

	<ul style="list-style-type: none"> • Fire Safety • First Aid • Manual Handling <p>KD to draft up an H&S Action Plan for 2021 and circulate to members for review prior to approval by the Leadership Team.</p>	<p>KD to draft H&S Plan and circulate to members.</p>
<p>5</p>	<p>STAFF SICKNESS</p> <p>KD stated this item would be discussed at the next meeting and it was hoped the new HR system would be able to provide top-level sickness statistics.</p> <p>TG asked if there were any general wellbeing issues that required discussion.</p> <p>KD advised that feedback from the Staff Opinion Survey, would suggest staff were finding mental health a challenge during Covid-19. It was suggested that Line Manager training could be conducted in 2021 to help them identify signs of staff stress and give them a tool-kit for helping themselves and their staff deal with mental health issues.</p> <p>SJ commented on how training in general would be conducted, stating that e-learning for Warden staff was practically impossible with many staff unable to access computers or laptops. He confirmed that Warden staff did have mobile phones and that the e-learning would need to be capable of being delivered using mobile technology.</p> <p>KD confirmed that any e-learning platform chosen by the Authority would need to work on PC/Laptop/Tablets and Mobile Phones. He also commented that a blended learning approach would be considered outside of lockdown, which would be a mix of classroom type learning and e-learning.</p> <p>It was commented that the All Staff Meeting was a good idea to combat staff feeling lonely and isolated.</p> <p>CB stated that bringing staff together virtually would continue to be important in 2021 and more</p>	

	<p>opportunities should be explored.</p> <p>TJ commented that meetings like the Macmillan Coffee Morning were not well attended, so a one size fits all approach would not work and other options should be explored.</p> <p>.</p> <p>LT confirmed that she was meeting her team ‘in person’ outside and socially distanced and this was having a huge impact on staff morale. She added that virtual meetings should not be the only solution because staff were feeling fatigued by screen use all day.</p> <p>ST confirmed that the DM team had discussed feelings of isolation prior to the meeting and commented that PCC were considering outside team meetings, weather permitting. She also said that the DM team were having regular team ‘tea breaks’ via VC, which helped staff, catch up with each other socially.</p> <p>.</p> <p>TJ also commented that there was no ‘one size fits all’ and it would be difficult to encourage staff to meet up face-to-face during the current Covid19 guidance issued from Welsh Government. He suggested that the Authority re-emphasise staff taking regular breaks from working, as a measure to improve wellbeing.</p>	<p>KD to draft a communication for Managers to ensure that staff are taking regular rest breaks during the day.</p>
<p>6.</p>	<p>FIRST AID</p> <p>KD confirmed he was reviewing the Authority’s First Aid arrangements. He commented that the Authority had approximately 171 staff with 72 First Aid trained. He said that with 5 training providers, delivering 3 separate and different First Aid training courses, it was necessary to consolidate the Authority’s approach. He went on to say that a consolidated training provision would ensure the training was more tailored to the Authority’s requirements.</p> <p>It was stated that a review would be undertaken of the Authority’s Policy & Procedures.</p> <p>LT and CB felt that the current First Aid training provision was ad-hoc and better time tabling was required and they welcomed the review.</p>	<p>KD to re-draft the First Aid Policy & Procedure.</p>

	<p>ST asked if the Authority required a First Aid Trained Officer in the Llanion building during the pandemic, as this was not always possible with most staff working from home, and staff only attending Llanion on an occasional basis.</p> <p>KD confirmed that due to Llanion being a 'low risk' office environment, the legal requirement was only to have an individual that could respond to an incident; and that it was sufficient for this to be as minimal as contacting emergency services, whilst attending to the person's immediate needs following instruction from emergency services.</p> <p>KD stated that a risk based approach was necessary at all sites and across the Park. He commented that higher risk areas would required a First Aid trained Officer and that if this could not be provided during the Pandemic, then activities should be altered accordingly. .</p>	
7.	<p>HEALTH AND SAFETY ANNUAL REPORT</p> <p>KD reported that he would be draft a copy in the New Year and would be asking members for their input in to the process.</p>	
8.	<p>LEGISLATIVE AND OTHER UPDATES</p> <p>This Agenda Item was discussed at the beginning of the meeting, during Matters Arising.</p>	
9.	<p>TRAINING AND DEVELOPMENT</p> <p>It was reported that Human Resources would be drawing up a Training Matrix for all areas and staff across the Authority and had already involved LT and SJ.</p> <p>KD stated that the Matrix would include mandatory and statutory training requirements as well as developmental training needs. This he said would then be costed and an annual training and refresher programme put in place once agreed with the Leadership Team.</p>	
10.	<p>HEALTH & SAFETY PERFORMANCE MEASURES</p> <p>KD asked the Group if the existing Health & Safety Performance Measures were still relevant and invited comment.</p> <p>TJ said that the indicators should be based on the 2021 Action Plan and that rather than setting</p>	

	<p>targets, suggested a low, medium and high risk approach be taken.</p> <p>DH and CB also commented that it would be better to monitor trends.</p> <p>KD to provide a revised draft set of Performance Measures to support the 2021 Health & Safety and Wellbeing Plan.</p>	<p>KD to draw up a revised draft set of Performance Measures.</p>
11.	<p>STAFF REPRESENTATION / FEEDBACK</p> <p>KD raised that two members of staff in a recent Employee Opinion Survey focus group, had asked how their views were represented at Health & Safety Group.</p> <p>TJ commented that the Centres were represented by three managers but certain teams were not represented. He reiterated that the Group was not an expert forum but was a representative forum and that all elements of the organisation should be represented.</p> <p>SJ requested that the Agenda and Minutes be distributed to all staff prior and after the meeting.</p> <p>TJ asked that Group Members seek the views of teams prior to the meeting.</p>	<p>KD to seek representatives from all areas of the Authority in line with the Staff Reps Group.</p>
12.	<p>ANY OTHER BUSINESS</p> <p>There were no other issues</p>	