

Minutes of Health and Safety Group (HSG) meeting 19th September 2023, Online.

Attendees; Tegryn Jones (TJ), James Parking (JP), Sara Morris (SM), Claire Bates (CB), Jessica Morgan (JM), Michelle Webber (MW), Martina Dunne (MD), Andrew Muskett (AM) and Arfon Fry (AF)

1. TJ introduced the meeting. Apologies from Libby Taylor, Medi George and Liz Rooney were received.
2. The actions and minutes from the previous meeting in May 2023 were summarised by TJ, with one amendment being the inclusion of Andrew Muskett.

The following actions remain outstanding.

ACTION – AF to send out any former annual reports to the group for suggestions on subject matter inclusion. Group to report back to AF.

AF will send these out imminently.

ACTION – AF to send out the current Incident Reporting form for consultation by attendees. Group to feedback to AF on possible improvements.

This action was started in May 2023, with the idea to move to an electronic version for incident reporting. Unfortunately, the loss of IT personnel has meant that this will probably not be completed until 2024. An updated version of the 2015 paper version using Microsoft Word had been developed and tested by the Countryside Managers and Carew Visitor Centre Manager with some minor amendments. Work to roll out this interim version will continue.

ACTION – AF to complete review of Fire Wardens and establish numbers required along with any relevant training.

Some of this review was taken into account during the recent Fire Risk Assessment, with a drop in numbers of fire wardens at Llanion due to staff leaving the Authority. TJ did query the numbers as the levels of staff attendance at Llanion varies considerably during the week. AF to review with Chloe Price, Llanion Manager.

ACTION – MG to arrange a meeting for the Staff Representatives.

AF had spoken to MG and no such meeting had taken place in 2023. TJ was aware that Joy Arkley was looking to set up a meeting soon.

3. The incident data and brief descriptions of incidents were shown to the group. AF had produced bar charts and pie charts alongside the table of incidents. AM had asked if the data could be expanded to provide more information and AF will seek clarification from AM about what further information should be included. AF did explain that the presented information was only a summary, with the reports kept from incidents on the F drive. TJ asked if the data could include trend analysis. AF explained that it was good to see the number of incidents recorded going up and that no serious or major incidents had been recorded, which was starting to inform on the safety culture of the organisation. A further discussion was held on how the Authority developed any lessons learned and AF suggested an informal group reviewed incidents to see what could experience could be gained. In addition, TJ wanted to see line managers encouraged to report incidents and AF explained that the upcoming IOSH courses should assist with this.

ACTION – AF to look at trend analysis for incidents and what lessons can be learned.

4. AF produced a copy of the HR monthly report for absences. AF explained that the spike in incidents for August, which was contraindicating for previous years, was caused by two staff with more than 20 days absence but had not yet triggered any long term absences. TJ was aware of the two staff involved and was in communication with HR.
5. AF stated three sites had had their Fire Risk Assessments completed and two were written up, namely Llanion, Withybush and Cilrhedyn. AF stated that in consultation with AM, the documents were to go live at the end of the year, but any High Risk actions would be progressed immediately.

The fire doors at Llanion were of concern and the majority were not compliant to today's standards. JM asked about the legal requirements and standards for fire doors. AF explained that it was illegal to allow fire/smoke to pass through a fire door and the current doors would not meet the standard BS476 for fire doors. AF explained that a fire door inspection had been carried out as a separate piece of work and that the results would be discussed with AM to determine a plan of action (over an agreed timeframe) to cover any inspection by the Fire and Rescue Service. AM added that at the last inspection approximately 10 years ago, fire doors were not identified as a hazard.

CB asked about the Fire Risk Assessments for Visitor Centres and AF stated that these had been left over the summer, so they could be carried out in the Autumn while it was quieter for the sites.

ACTION – AF to develop a plan for upgrading fire doors with relevant stakeholders at Llanion.

AF also stated that fire doors being wedged open was a concern and that management were not identifying this as an issue. TJ asked AF to inform managers to ensure fire doors were not being held open.

ACTION – AF to ensure managers were aware of fire doors being wedged open and that this was not acceptable.

AF raised a concern about the lack of fire drills at Llanion. JP stated that one fire drill had been conducted since COVID and AF explained that there should be two a year.

ACTION – AF to introduce fire drills in line with regulations for Llanion (avoiding Wednesday's).

A query was raised about the fire assembly point and AF explained that there appeared to be two, one to the Llanion House car park and one to the staff car park. JP stated he was only aware of the Llanion House car park assembly point.

ACTION – AF to confirm fire assembly point arrangements for Llanion.

6. TJ updated the group with regard to HAVS and essentially management were continuing to monitor and improve HAVS across the Authority. The weekly meeting has now moved to fortnightly.
AF updated the group to the completion of a trial with Reactec R-Link hardware using the Countryside West team and that data and feedback would be collated soon.
7. AF stated that there was no new legislation pending but reminded staff about Martyn's Law (Terrorism (Premises Safety) Bill) and that it was anticipated that the bill would receive Royal Assent in 2024. Online training is currently available, but that staff would only be informed/trained at the 3 applicable Visitor Centres nearer the time.

AM updated the group regarding RAAC and that a declaration has been submitted to the Welsh Government to state the Authority had no RAAC.

8. AF informed the group that all policies, except 3, had now been updated and was working with Mair Thomas to progress these as live documents. Health and Safety were acting as the 'guinea pig' for all other departments to update and move their policies to SharePoint.
The 3 policies requiring further work included the Lone Working Policy, the Fire Safety Policy and Visitor Safety Policy. AM stated that the Visitor Safety Principles (from the UK wide Visitor Safety Group) had previously been used for Visitor safety and AF was waiting on confirmation of our membership to use the latest version of that document. The new Contractor Management Policy was going through consultation before going to the full MPA for approval.

ACTION – AF to organise a meeting for Lone Working Policy consultation.

9. AF confirmed the two IOSH Managing Safely courses were going ahead in September and October in the Green Room, with the IOSH Leading Safely via online media in October.
10. There was no update from the Staff Representatives as they have not met recently, but MG had emailed AF to say that he was not aware of any H&S issues informally. AF wanted to thank MG and LR for their recent consultation for the updated H&S Policy and Contractor Management Policy.
MG has resigned from the Authority and it is expected that Ainsley Corp will replace MG in the HSG.

There is a current outstanding action (see section 2 of these minutes).

11. TJ suggested that any Health and Safety matters could be included in the regular Staff Newsletter as a means of communicating to staff any updates.

ACTION – AF to look into including Health and Safety matters with the Staff Newsletter.

The meeting concluded at 2.05pm.

The next meeting will be on 28th November 2023.