

Minutes of Health and Safety Group (HSG) meeting 28th November 2023, Online.

Attendees; Tegryn Jones (TJ), James Parkin (JP), Sara Morris (SM), Libby Taylor (LT), Jessica Morgan (JM), Michelle Webber (MW), Ainsley Corp (AC), Andrew Muskett (AM) Liz Rooney (LR) and Arfon Fry (AF).

1. TJ introduced the meeting. Apologies from Martina Dunne, Kate Attrill, Claire Bates.
2. The actions and minutes from the previous meeting in September 2023 were summarised by TJ and accepted.

The following actions remain outstanding.

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

3. The incident data and brief descriptions of incidents were shown to the group. AF has changed to the presentation of the graphs and data to match what is now being presented to the Audit and Corporate Services Committee, in conjunction with Human Resources, to provide a single presentation brief as a dashboard. This was introduced to avoid the double handling of data by two committees and the Health and Safety Group.

At the previous meeting, TJ had asked about trend analysis. AF stated that while this can be added to any charts, the lack of data in a consistent form, will certainly provide very inaccurate trend analysis.

A RIDDOR was sent to the HSE for an incident on 20th October at Carew Mill site. The incident qualified as RIDDOR as a suspected broken ankle and hospitalisation were thresholds reached. Subsequently, a broken ankle was confirmed by the IP. The incident was investigated, but could not reach any conclusions due to a lack of evidence.

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

4. AF stated to the group that fire drills would be re-starting in January 2024 and that the Llanion Park Services Manager would arrange these, as well as the re-introduction of weekly fire alarm tests during working hours.

Fire Wardens have been nominated to cover the whole of Llanion and AF is now seeking approval for fire warden training to be standardised across the building.

AF and AM will be meeting in January to draft a plan for the fire door upgrade programme.

AF stated that fire door wedges were becoming more prevalent across the Authority and that management should be aware that fire doors being kept closed are a legal requirement. JM and TJ suggested that this information could go out in the staff newsletter.

ACTION - AF to raise fire door wedges in the Staff Newsletter.

5. AF informed the group that HAVS management was progressing with testing of equipment used for winter continuing and the removal/suspension of high vibration tools.

A paper has also been sent to the Senior Management Team for options in how the Authority wish to manage HAVS going forward, including the HAVi v Reactec solutions. The paper was re-submitted in December following a query from JP. JP thanked MW for the work involved in keeping HAVS compliant.

6. There is no legislation forecast to impact the Authority for health and safety.
7. AF informed the group that a new Health and Safety Strategy was being implemented in Q1 of 2024. This strategy would be based on the upcoming Safety Culture Survey in January and several Key Performance Indicators (KPIs) over the current target of no RIDDORs.

The strategy would cover 2024 to 2029 and consists of 3 KPIs

- 1) The completion of the staff safety survey which will dictate the direction of travel for the Authority based on the worst 3 indicators.
- 2) That 95% of all risk assessments will be completed to the correct standard and consistently reviewed each year.
- 3) A new auditing regime will be introduced to provide assurance by each Head of Department to the Health and Safety Group and the Committee members that Health and Safety is effectively managed.

MW queried the need for a suitable plan of action so that senior managers could allocate resources, particularly in light of the many changes within the Authority such as the introduction of SharePoint/OneDrive.

ACTION – AF to introduce plan for the review of risk assessments across the Authority. COMPLETED.

8. The IOSH Managing Safely course has been completed by 14 members of staff. AM thanked AF for delivery of the course.

Fire Warden training for Llanion will be arranged for Q1 2024.

9. There was no update from the Staff Representatives as their first meeting under new TORs was due later in the year.
10. No further business was raised.

The meeting concluded at 2.15pm.

The next meeting will be on 5th March 2024.