

Minutes of Health and Safety Group (HSG) meeting 23rd July 2024, Online (1.30pm).

Attendees; Tegryn Jones (TJ), James Parkin (JP), Libby Taylor (LT), Jessica Morgan (JM), Michelle Webber (MW), Liz Rooney (LR) and Arfon Fry (AF).

1. TJ introduced the meeting. Apologies from Emma Gladstone, Kate Attrill, Dyfan Evans, Sara Morris, Andrew Muskett, Claire Bates and Marie Parkin. Andrew Richards present for Emma, Callum Syme present for Andrew, Owen Edwards for Claire. Ainsley may return for the next meeting as his tour of duty has been completed.
2. The actions and minutes from the previous meeting in March 2024 were summarised by TJ and accepted.
3. The incident data was presented in both table and graph form indicated an upward trend over the 3 years of data but a downward trend in 2024 for incident numbers. JM asked for the headers to be added to the table going forward which AF will do. The graph is the same one used for the Audit Committee to standardise the information across several meetings and committees. Additional year to date data was included.

AF explained that it is sometimes hard to learn lessons and identify trends, especially with Human Factors as a cause of incidents. The recent trends were primarily Human Factors and Building issues, which are somewhat hard to learn lessons from.

AF also highlighted that year to date for 2024 showed 29 incidents, compared to 40 for the same timeframe in 2023.

4. AF presented a brief table of the sickness and absence data for the year to the group (Apr-May, June results were still being compiled by HR). AF highlighted Stress and Heart issues being the two main contributors of long term sickness. TJ noted that COVID appeared be present again in Pembrokeshire.

ACTION: AF to clarify what defines long term versus short term absence - Completed.

5. AF presented the latest Training compliance data for mandatory training for staff across the Authority. AF stated that for Health and Safety and Fire Safety, the figures were of concern as they were both under 90% completion (82% and 80% respectively, with Manual Handling up at 90%). TJ stated that this was of concern, but that duties and leave at this time of year may have impacted the data. Of further concern was Cybersecurity at 80% completion and TJ highlighted the recent CrowdStrike update as an example of ensuring that Cybersecurity was up to date.
6. AF provided an update on the Risk Assessment Management Plan (RAMP). It was currently anticipated that 150 risk assessments would be made available via SharePoint to all staff. This was a massive reduction from the original 1500 documents found in 2023 relating to risk assessing across the Authority. AF explained that only certain staff would have access to the Word versions for editing and reviewing and creating new risk assessments to more effectively manage the documentation. AF highlighted that a procedure was being written (step-by-step guidance) for those editors to follow to make amendments in Teams and then upload them to SharePoint, with further guidance to complete the risk assessment as an aide memoire for those who had either completed the in-house risk assessment training or the IOSH Managing Safely. AF also explained that the documents had metadata which provided attributes to each document and that Heads of Department (HoD) would be document owners.

OE raised a query where HoDs may own a document but not realise the content reached the quality or quantity required and that their name was against such a document. AF explained that the HoDs were responsible in the line management chain for Health and Safety of their teams, but that this was more to do with the management of documentation, i.e., failure to update and review risk assessments would be their accountability in providing assurance to the Chief Executive. The system was designed in conjunction with the Compliance Officer to notify HoDs of upcoming reviews and that they should manage that review accordingly.

AF also explained that HoDs were not expected to carry out the risk assessment or review as they may not be the relevant, local expert for the activity or equipment. TJ agreed with the procedure and accountability stated by AF.

7. AF updated the meeting with regard to the Incident Reporting Form. While it was intended to have an online incident reporting form and work had started with Stage 1 of 3 the IT team resources had no further work was progressed. As the current document was created in 2015, AF has re-presented an earlier form which will act as an interim measure until the IT resourcing has been sorted. This was a requirement of the Staff Safety Survey earlier in the year which highlighted the reporting system in two of the top 3 issues raised, hence the need to achieve something in year.
LT raised a concern over the witness details being in the wrong section (under management actions) and that it should be included in the reporter section. AF agreed and will move it.

ACTION: AF to move the witness section to the reporter section of the incident reporting form - Completed

8. AF presented an annual Health and Safety report for 2023-2024, which is going to the Audit and Corporate Committee (week commencing 29th July) for consideration. TJ stated that it had been some years since an annual report had been produced and thanked AF.
9. TJ stated that there may be some following up queries or actions from the Staff Reps group. LR stated that there had been a query over the first aid and fire marshal provision at Visitor Centres. AF stated that Daisy at Carew had sent in a list of staff that required training.

ACTION: AF to liaise with the Visitor Centres to collate numbers for first aid and fire marshal training and then seek to have that training delivered – Ongoing, numbers provided and HR to arrange dates and funding.

10. Other business – CS updated the group with regard to asbestos surveys currently underway across the Authority. 11 buildings were identified. Of those 7 have had their surveys and 4 reports have been produced with only 1, namely Llanion having identified asbestos containing materials in Reception. AF will obtain some stickers for labelling.

The meeting concluded at 2.40pm.

The next meeting will be Tuesday 8th October 2024.