

Minutes of Health and Safety Group (HSG) meeting 19th March 2024, Green Room.

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

1. TJ introduced the meeting. Apologies from Emma Gladstone, Kate Attrill, Dyfan Evans. AF noted that Kate Attrill and Emma's predecessor were absent at the last meeting.
2. The actions and minutes from the previous meeting in November 2023 were summarised by TJ and accepted.

The following action remains outstanding from the last meeting

ACTION – AF to look at trend analysis for incidents and what lessons can be learned. This forms part of the incident management review process and will be completed in line with that work.

3. The incident data and brief descriptions of incidents were shown to the group. AF went through each incident with a summary of each.
LT raised a missing incident from the list at Poppit Sands which AF will retrieve and add to the list, although no further investigation is warranted.
AF will consider adding the dashboard used for the Audit Committee for trend analysis and better graphics.
4. AF presented a brief table of the sickness and absence data for the year to the group (January and February only). TJ informed the group that sickness and absence was relatively low for the Authority compared to others organisations. TJ will speak to Joy Arkley about the data and further context, which SM echoed regarding what the data meant.

ACTION – TJ to raise sickness and absence data with Joy Arkley for analysis and context.

ACTION – AF to provide codes for work related sickness and absence for the next meeting.

5. AF informed the group the full suite of training for senior and middle management had been completed, with the in-house Risk Assessment courses delivered for the first session and another session to be delivered on the 21st March. These in-house courses would provide staff with knowledge on completing risk assessments as support of the wider Risk Assessment Management Plan (RAMP) to meet the internal audit completion date in September 2024. The number of risk assessments were discussed and it was agreed that the mix of historic activities, duplication and lack of management (archiving) had contributed to the large number of risk assessments across the Authority.

ACTION – AF to update the group in respect of the work going forward on the RAMP.

6. AF presented a slide deck to the group. This was a summary of the results of the 2024 survey and a potential information pack for line managers to present at their respective team meetings. AF informed the group that notes had been added to the

slides if line managers needed them and that AF would be available to support line managers with team meetings.

There were some interesting discussions held about the survey results and their interpretation, with active participation by all members of the group. The biggest talking point was around the incident reporting system which was the 'below average' factor of the eight presented. (The slides will be added to these minutes for reference as an appendix).

- Generic and specific risk assessments for procedures.
- Different sites with different risks and procedures for the Planning team.
- Videos for presenting the survey data to staff.
- Line managers to ask further questions in team meetings to highlight issues raised in the survey and to gather evidence.
- An action plan with SMART actions to follow.

AF explained that a new online reporting process had been devised with an option for anonymous 'near-miss' reporting will be added and that LT and Peter Norman had seen drafts of the process before it will be submitted to the IT team later in the week. There is currently no delivery date for the new system. Peter had informed AF that he would probably use Microsoft PowerApps software to generate the system which would have cross media adaptability so that phone, tablets and laptops could be used. This does remove any hardcopy (paper) reporting of incidents, so staff without access to such devices would have to inform their line manager verbally and then they would have to record the incident. It is appreciated that the anonymity option would be unavailable to these staff, but the incidents reported by those staff were very small.

ACTION – AF and others to produce an action plan, videos and disseminate the survey results to staff.

7. Dyfan Evans was joining the Health and Safety Group for future meetings.


ACTION - AF to send out future meeting dates in line with in-person management meetings for 2024/2025.

The meeting concluded at 1.40pm.

The next meeting will be in May 2024.

Appendix – Survey 2024 slides


Slide 1



Parc Cenedlaethol
Arfordir Penfro
Pembrokeshire Coast
National Park


Pembrokeshire
Coast National
Park Authority

Safety Culture Survey 2024



Slide 2


Context



- HSE template used
- Benchmarked to 130 'all-industry' sector
- Limited demographics for Year 1 to develop as survey adapts
- Allows the Authority to establish self-perception of safety in Year 1


Slide 3


Numbers



- Survey was open for 1 month (28th Jan-24th Feb 2024)
- 59% response of 134 FTE staff > exceeded expectations as 40% is considered good.
- 77 English, 2 Welsh
- 28% Management, 72% Non-Management


Slide 4


Analysis – Top 3 Favourable 



1. **Organisational commitment** - Getting the job done is usually seen as more important than health and safety (80.5% disagree/strongly disagree)
2. **Engagement in health and safety** - My line manager takes on board ideas on how to improve health and safety (79.2% agree/strongly agree)
3. **Peer group attitude** - I sometimes turn a blind eye to some less important health and safety procedures (74.0% disagree/strongly disagree)


Slide 5


Analysis – Top 3 Unfavourable 




1. **Accident and near miss reporting** - Near misses are always reported (51.3% disagree/strongly disagree)
2. **Accident and near miss reporting** - Sometimes accidents are not reported (39.0% agree/strongly agree)
3. **Usability of procedures** - Some health and safety procedures do not reflect how the job is actually done (33.8% agree/strongly agree)

Slide 6

Results – Organisational commitment (average) 

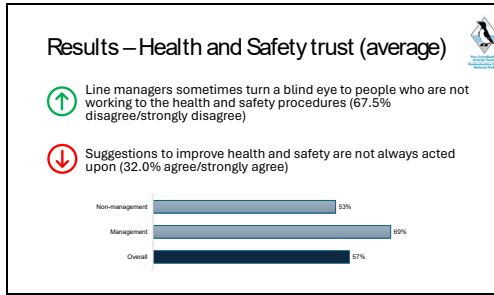
 Getting the job done is usually seen as more important than health and safety (80.5% disagree/strongly disagree)

 There are good communications (e.g. team meetings) here about health and safety (31.2% disagree/strongly disagree)

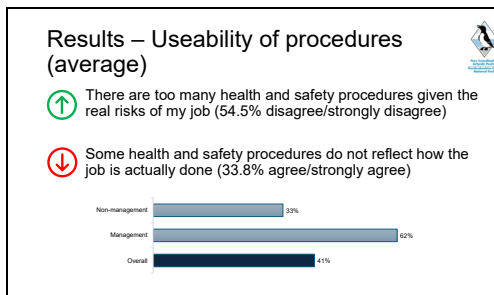


Category	Percentage
Non-management	59%
Management	88%
Overall	62%

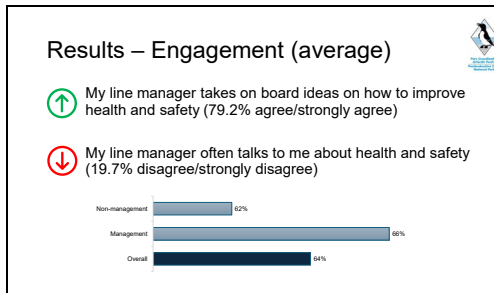
Slide 7



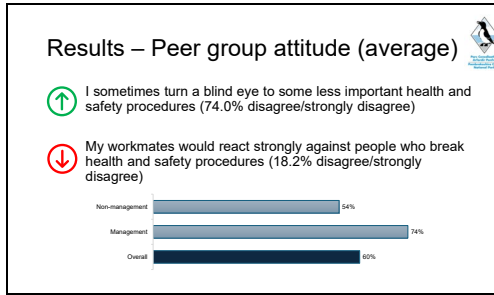
Slide 8



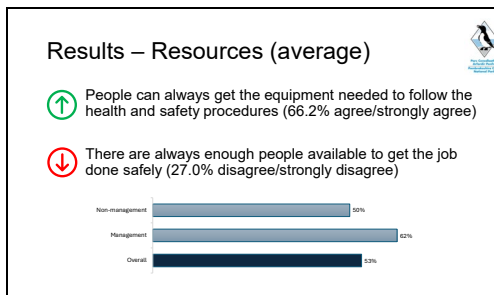
Slide 9



Slide 10



Slide 11



Slide 12



Slide 13

Analysis – Open Question 1 – List 3 suggestions that would give the biggest improvement in health and safety?



- Regular site checks, staff presentations, near risk reporting reminders
- Permanent Health and Safety Officer
- Clear communication of risks and hazards, including regular meetings with management
- Centralised risk assessments and accessible feedback mechanisms
- Improved training, including in-person sessions and tailored to specific job roles.

Slide 14

Analysis – Open Question 2 – List 3 barriers that hinder health and safety?



- Lack of financial resources
- Staff attitudes and resistance to change
- Limited time and resources
- Absence of a dedicated Health and Safety Officer
- Inadequate communication and organizational structure

Slide 15


Summary



- Scores for benchmarking are average, except for Accident reporting which is below average.
- Welsh option not as successful as hoped in take-up (2 staff).
- Excellent first-time survey in respondent numbers and opinions, 51 answers to Question 1 and 48 answers to Question 2.
- Identifies the weakest areas for development.

Slide 16


Next Steps – Report Recommendations



1. Efforts should be made to ensure that risk assessments and method statements are usable and relevant for all tasks, including where appropriate, the use of pictures and diagrams.
2. Focus on training to ensure systems and expectations of procedural compliance are clearly understood.
3. Ensure systems for reporting are clearly communicated, including clarity on the differences between accidents, near misses and incidents.
4. Provide feedback to workers concerning the outcome of reports (e.g. face to face feedback, or posters in public areas).
5. Devote significant efforts to the collection of near miss data (e.g. provide training and reminders). Near miss schemes should allow for anonymous reporting, enabling all workers to highlight unsafe conditions.

Slide 17

Next Steps – Current work



1. Risk assessments are undergoing a review and improvement process to standardise assessments and make them more understandable.
2. Safety training matrix under development.
3. Better communication with regard to safety events in progress.
4. A new online incident reporting system is being developed and is expected to be handed to IT team for work to start. Anonymous near miss reporting is not currently in scope but will be considered.

Slide 18

