

**Minutes of Health and Safety Group (HSG) meeting 8<sup>th</sup> October 2024, Online (2:00pm).**

**Attendees; Tegryn Jones (TJ), James Parkin (JP), Libby Taylor (LT), Jessica Morgan (JM), Michelle Webber (MW), Liz Rooney (LR), Owen Edwards (OE), Emma Gladstone (EG), Andrew Muskett (AM), Joy Arkley (JA)**

**Apologies: Sara Morris, Kate Attrill**

1. TJ introduced the meeting and welcomed Joy Arkley as the person responsible for Health & Safety, and thanked Barbara Bevan for taking notes.
2. The minutes from the previous meeting in July 2024 were summarised by TJ and the actions:
  - a. Clarification of Long Term sickness absence. JA explained that long term sickness absence is any period of sickness absence that exceeds 28 days (not working days)
  - b. Witness section – TJ assumed that this action had been done.

Taking note of the actions detailed above the minutes were accepted as a true record.

3. Accidents and Incidents

TJ explained that we are looking at any trends and any issues that we should take action on. TJ queried the fall through broken bridge. MW advised that one of the of the planks on a foot bridge had broken and this has now been repaired.

AM asked for it to be noted that he has not been receiving any incident forms in relation to call outs. It would be nice to have these at the time.

LT asked now that the H& S Advisor had finished where should incident forms be sent to?

MW advised that there is a generic inbox for incident forms to be sent to. And TJ confirmed that as an interim measure HR would monitor this.

TJ continued that if these incidents are reflective of the busiest time of the year, not something that is particularly challenging, number wise. There were two incidents at Nevern, were these staff members? MW confirmed that these were volunteers cutting scrub.

**ACTION JA – To ensure that HR monitor the Incident inbox. And a reminder to staff that all incident, near misses etc should be sent to this inbox.**

4. Staff Health & Sickness

JA confirmed that the figures can look worse than it is, these include 3 people on long term sickness, one of whom has now returned on a phased return. JA added that we continue to monitor sickness absence and signpost to counselling, EAP etc as required. TJ noted that short term absence for August was low. JA said that this may be due to under reporting. TJ added that as discussed at the recent Team Leaders meeting, people should look after their health, that they should not attend work if they are unwell. Not sure if this has had a massive impact, but we have had a few people with covid in the last couple of weeks. JA confirmed that covid was no longer reported separately but came under respiratory infection.

5. Training & Development

TJ stated that although we have made really good progress with most of H & S and safeguarding completed, there is still the 5% who have not done these modules. We need to remain on top of this and team leaders need to remind their reports. LT added we also need to get notifications so that people have time to redo the course again.

6. Risk Assessment Management Plan (RAMP)

TJ confirmed that this piece of work has now been completed. LT added that while all RAs are now on Parcnet, the part we have not done is getting employees to sign off. TJ stated that we wouldn't want staff to go through 50 to 60 to sign, should be that when you undertake an activity you read the RA.

LT explained that the HSE suggest that people have trained, read and familiarised; that you have then discharged your duty. Common activities may be different. Half a dozen RAs apply to most jobs. JA replied that although agreeing in principle, when there is a claim, trust goes out the window. The onus is on us to prove that they have read and understood the document.

**ACTION (?) How this is to be done and monitored in a practical sense.**

7. Incident Reporting Form

Previously discussed.

8. Annual Report 2023-2024

TJ explained that we, the Authority have to decide if we put it onto the website or a place to share with staff, so that people are aware of what is going on.

**ACTION (TJ) to discuss with Mair for guidance.**

9. Staff Representative/Group feedback

TJ advised of the action of progressing First Aid and Fire Warden training for centres. JP confirmed that he would speak to Claire and Daisy.

**ACTION (JP) discuss with Claire and Daisy**

10. AOB

TJ provided an update, Arfon had been in post for eighteen months, but leaving at the end of the week, currently on annual leave, so had effectively left. We are reviewing the position and will be looking at options over the coming weeks.

Meeting closed 14:38.