

SDNPA Health and Safety Committee Agenda
Chanctonbury Meeting Room and Teams
10:00-12:00 Tuesday 3 December 2024



Attendees: Nigel James (Chair), Vicky Paterson, Bruno Aveiro, Kate Miles, Gill Welsman, Natacha Bricks-Yonow, Richard Fryer, Paul Bushell, Dominic Sunderland, Phillippa Morrison-Price, Amanda Elmes, Jon Wayte, Richard Sandiford, Kirsten Fewings

Apologies: Sam Cordery, Adam Duncombe, Laura Sercombe

	Subject	Papers	Key outcomes and actions	Due date	Owner
1.	Welcome and Apologies (NJ/KM)		<ul style="list-style-type: none"> Welcome to Kirsten and Richard S Apologies from Laura, Sam and Adam 		
2.	Consider items for AOB (KM)		<ul style="list-style-type: none"> BA – Aspirin NB-Y - Midhurst Store PMP - Recovery of vehicles & walking boots 		
3.	Minutes from last meetings (NJ)	Yes	<ul style="list-style-type: none"> Update on Stanmer, KM advises that temporary repairs were made the same day as the break in and contractors arrived yesterday to start the permanent repairs. New, secure storage units are now in place and replacements tools are on order. We are also looking at changes to the CCTV and alarm system with B&HCC as the Landlords. Lunch and Learn sessions have been promoted – CLOSED Hybrid meetings – CLOSED DSE – reminders have been sent again ACTION – all reps to remind staff to complete assessments and outstanding actions Area reps have shared the newsletter with their teams – CLOSED Management of contractors – on this agenda 	ALL	

			<ul style="list-style-type: none"> • Issues with the new sewerage system location being easily accessible. Tanks and gates left unsecured. • Remedial actions in place and ongoing including purchasing padlocks, signage, installing additional fencing and hedging to block access and raising back to the project manager. • ACTION – BA to catch up with CO on safety and outstanding issues • ACTION – KM, BA, VP to meet to discuss issues. • Tree surveys in the car park? Who does this and how often does this occur? Advised that Sylvia has now been trained but there is also a contractor to assist. ACTION - BA to confirm how often. 	<p>BA</p> <p>KM, BA,VP</p> <p>BA</p>	
8.	Feedback from P&R Committee (VP)		<ul style="list-style-type: none"> • H&S work was really well received by the Members • They questioned why the number of accident and near misses weren't dropping but were happy with the explanation that accidents / near misses are inevitable and that our accidents, incidents and near misses are on par with other National Parks. • Will roll out another staff survey for H&S • Training sessions for bullying and harassment to be rolled out in February 		
9.	H&S Audit (VP/BA)		<ul style="list-style-type: none"> • We received a substantial assurance – this is really good! • Despite this there were three actions; • 1 medium risk – regarding management of contractors, which we are already looking into. • 2 low risks - H&S policy to update the statement of intent and with safety performance measures, which we will be benchmarking via JW. • ACTION - BA to chat with JW outside this meeting • VP congratulated the work of Bruno, Kate and the whole committee in achieving this excellent result. 	<p>March</p>	

10.	Update from SDC incident protocol working group (NJ)		<ul style="list-style-type: none"> • Thanks to GW and AE for working on this. • New protocol has been rolled out on a trial basis and will be reviewed by OMT in January. • KM advises that it has already been put to use with an incident yesterday where a member of the public refused to leave Reception until they had spoken to a manager. • ACTION – all reps to encourage their teams to feedback to their managers on what works, what doesn't work etc. • JW raised additional training for all managers so they are well prepared – VP advises that in the protocol there is a link to an Elms course due to the speed in which we had to implement this but will also be incorporated into the bullying and harassment training that will be rolled out in February. 	ALL	
11.	Health and Wellbeing Update (VP)		<ul style="list-style-type: none"> • Lunch and Learn sessions are running and are well attended. Future events will include learning about invisible disabilities. • Lots more involvement from staff. • ACTION - Does anyone have any ideas for future sessions? 	ALL	
12.	Forward Plan (NJ)	Yes	<ul style="list-style-type: none"> • Site audit in the West due in Q4 • Eastern area review went well • Generic risk assessment review due • Health screening for ranger teams (for noise and HAVS) have now been booked, one in the east and one at SDC • New starters will be assessed via a bespoke platform with an email survey in the first instance 		
13.	Training (BA)		<ul style="list-style-type: none"> • ACTION - Ranger teams to send certificates / tickets to HR for upload into the training system • Upcoming training, there are places still available on the following courses; 	Area Reps	

			<ul style="list-style-type: none"> • First aid training – 26 and 27 February (including emergency first aid and first aid in the workplace) • Outdoor first aid at SSCP – 5 and 6 March • First aid plus forestry at SDC – 12 and 12 March • Places can be booked via an email to HRtraining@ 		
14.	Current H&S Update (JW & BA)	To follow	<ul style="list-style-type: none"> • Newsletter due out next week • No updates to legislation • BA – dangerous sites register, going to add an extra layer to ensure host authorities can access. 		
15.	<p>Any other business</p> <ul style="list-style-type: none"> • Meeting admin (KM) • Use of aspirin (BA) • Midhurst Store (NB-Y) • Recovery of vehicles (PMP) • Walking boots (PMP) 		<ul style="list-style-type: none"> • Meeting admin – Kirsten has joined as a Business Admin Apprentice and will be providing support to the H&S Committee • Midhurst Store, people feel unsafe dropping the van back at night and with other tenants making comments on site. • Please report all issues to KM and then raise an incident report • Aspirin – BA advises that we will be including Aspirin in all SDNPA first aid kit along with a guidance note. BA will order bulk supplies from Midhurst Pharmacy. Please advise BA when replacements are required. • ACTION - All to advise on amount of first aid kits in your areas • ACTION – all members to please review the document in the Teams folder • Vehicles recovery, send to BA for checking • Walking boots – PMP advises that other National Parks get £150 allowance to purchase walking boots but we only offer £85 • ACTION - VP to speak to other NP's for guidance 	ALL	
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				VP	
16.	Final words from Chair (NJ)		<ul style="list-style-type: none"> • This is Nigel's last meeting and he thanked everyone for the last two years. This is the most important 		

			<p>group and the most important role in the organisation.</p> <ul style="list-style-type: none"> • Thank you all • Nigel was thanked by the committee for his work over the last two years. 		
17.	Items for Update / Intranet		<ul style="list-style-type: none"> • Thanking staff for reporting near misses • Reminding staff and managers about sickness • Lunch and Learn sessions – including requests for items, not necessarily to run a session 		

Next meeting: 10:00-12:00 Tuesday 4 March 2025