



Malvern Hills Trust

Ordinary Meeting of Staffing Committee

Thursday 10 April 2025 at 4.30 pm

**Hampton Suite
Colwall Park Hotel
Colwall
Malvern, WR13 6QG**

Meeting of the Staffing Committee

Hampton Suite, Colwall Park Hotel, Colwall, Malvern WR13 6QG

Thursday 10 April 2025 at 4.30 pm

Members: David Baldwin, Richard Bartholomew, David Core (non-voting), Lucy Hodgson, John Michael (non-voting), John Raine, Mary Turner, Frances Victory, Sheila Wren.

1. Apologies for absence
 2. Chair's announcements
 3. Declarations of Interest
 4. Public comments
 5. Matters arising from the meeting held on 23 January 2025 Verbal
 - a. Rebranding of wardens
 - b. Benchmarking
 - c. Staff benefits
 6. Staffing Matters Verbal
 - a. Update on staff survey
 - b. Confidential questions to the referral form
 - c. Process for exit interviews
 - d. Future of Protocol Working Group/Task and Finish Group
 - e. Objective setting and productivity: principles and processes
 7. Changes to Staff Handbook (*none for this meeting*)
 8. Policies due for review by Staffing Committee: timetable
 - a. Safeguarding
 - b. Whistleblowing
 - c. Vexatious complainants Verbal
 9. Health and Safety Update Paper A
 10. Training update Verbal
 11. Urgent Business
 12. Date of next meeting
- Thursday 9 October at 4.30 pm

Staffing Committee Health and Safety Report 10th April 2025

Introduction

In this period, the Trust has commissioned asbestos surveys for its buildings and is awaiting the results.

The new Health and Safety Working Group (HSWG) met on 28th January. The Group considered accidents and near misses and took a particular interest in the operation of the side arm flail. The Operations Manager produced a series of short video on the operation of this machinery for discussion at Staffing Committee.

Staff are continuing to address fire and health and safety compliance issues and opportunities for improvement following surveys in 2024.

Various routine checks have taken place recently:

- 31 March emergency lighting
- 31 March PAT testing undertaken
- 31 March fire alarm tests
- 2 April fire extinguisher testing.

The bin emptying review continues including conversations with Go Greener to trial an alternative skip with a door and lower sides to reduce heavy lifting at no additional cost. A show and tell session with MHDC is yet to be organised. Consideration is being made of an alternative vehicle to a panel van for a warden whose vehicle is up for replacement.

The Trust is updating its Safeguarding Policy.

Drafting of an updated health and safety policy is still behind schedule due to staffing pressures.

The Health and Safety advisor Keith Tomkins CMIOSH will visit again in mid-June.

Training and Monitoring

1. Health and Safety Incidents in the period 14/01/2025-1/04/2025:

Reported Accidents in the period:	1 [staff-related]
Reported Incidents	1 [visitor-related]
Notifiable Accidents in last 12 months:	None
Near Miss reports in the period 23/08/2024-13/01/2025:	None
Safety observations [NEW]	Two

2. Accidents and incidents

- a. One of the Field Team slipped on steps at St Ann's Well whilst carrying a fence post and it caused a small cut to the face and swelling and a black eye. They were checked over in hospital, which found there was only bruising and swelling.
- b. On Sunday 9 February, a camper van caught fire and had a fuel leak at British Camp car park. Hereford and Worcester Fire & Rescue Service fully extinguished the fire and water was used to dilute the run-off. Wardens attended to direct the public away from the scene, clear the affected car park bays and oil spill granules were used to soak residue from the tarmac. Four car park bays were shut off overnight. There was no identified damage to the car park upon removal of the vehicle. There is some concern for the condition of the SSSI although no visible impacts.

3. Near miss reports and safety observations

- a. No near misses reported in this period.
- b. On 7 February, a member of the Field Team was replacing the clutch plates on the tractor-mounted winch. A person known to them became involved in supporting the repair. A member of the team reported this as unsatisfactory in a safety observation. The CEO and Operations Manager met the team and it was agreed that only experienced and qualified MHT staff should be in the vicinity of or making repairs to Trust vehicles. Members of the public should be firmly steered away from machinery and operational buildings. The winch was checked again and deemed safe.
- c. On 7 February, an observation report was compiled by the CEO with a warden relating to bin emptying practices including manual handling and vehicle transit. The CEO met with the wardens on Saturday 16th February to discuss problems and agree ways forward. Various solutions are being investigated under the bin emptying review.

4. Training

Training has been undertaken in this period in the following areas:

- | | |
|---|---|
| • First Aid training | 2 |
| • Lantra tree felling course over 380mm | 1 |
| • Health & Safety Briefing on contractors and safety (online) | 1 |

Additional training and compliance will be required in the coming months on the following topics:

- | | |
|---|---------------------|
| • Trailer towing | Next financial year |
| • Wardens to update training certification (chainsaw operation, pole pruning etc) | As needs basis |
| • Dealing with individual windblown trees | Tbc |
| • HAVS and audiometry for all field and wardens | In autumn. |

Recommendations:

A continuation of that which was presented previously:

- For the board to adopt a new MHT Health & Safety statement and policy when presented by the Health and Safety Working Group.
- For the HSWG to make a report to the Board, on a plan for addressing H&S and fire risk non-compliance and opportunities for improvement.
- For the CEO to gain legal advice on the Trust's liabilities in relation to contractors using PPE.

Not yet progressed:

With the appointment of the Land and Property Manager, plans can now be reinstated for staff welfare cabins at Top Shed and Lower Shed.

Deborah Fox
CEO
10th April 2025