



**The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers**

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POA Circular 026/2019

Action		Information	
England/Wales	<input type="checkbox"/>	England/Wales	<input checked="" type="checkbox"/>
Scotland	<input type="checkbox"/>	Scotland	<input checked="" type="checkbox"/>
Northern Ireland	<input type="checkbox"/>	Northern Ireland	<input checked="" type="checkbox"/>
Special Hospitals	<input type="checkbox"/>	Special Hospitals	<input checked="" type="checkbox"/>
Private Sector	<input type="checkbox"/>	Private Sector	<input checked="" type="checkbox"/>
IRC	<input type="checkbox"/>	IRC	<input checked="" type="checkbox"/>

2nd April 2019

Dear Colleagues

WHITLEY SUB COMMITTEE MEETING – AGREED MINUTES

HEALTH AND SAFETY – 5TH DECEMBER 2018

In accordance with Conference policy, please find attached a copy of the above agreed minutes for your information.

Please draw the contents of these minutes to your members for information.

Yours sincerely

STEVE GILLAN
General Secretary

ENCLOSURES

Whitley Occupational Health and Safety Accommodation Sub Committee
New Prospect House, London
5 December 2018, 11:00 – 13:00

Official Side

Kathryn Ball (KB)	Head of Occupational Health, Safety and Fire HMPPS (Chair)
Jo Anderson (JA)	HSE
Jason Sunley (JS)	HMPPS HSF&L Lead (South)
Jason Morley (JMo)	HMPPS HSF&L (NW)
Mark Simpson (MS)	HMPPS Senior Fire Safety Advisor
Phil West (PWe)	HMPPS Fire Safety Advisor
Perry Rudd (PR)	HMPPS H&S (HQ & Estates)
Priscilla Wong (PWo)	HMPPS National Lead : OH & EA
Jim Noonan (JN)	HMPPS National Lead : H&S
Andy Hewitt	HMPPS ER
Alison Lyons	HR Admin (Minutes)

Trade Union Side

Chris Poyner (CP)	NTUS Chair
Jeff James (JJ)	PCS
Dave Cook (DC)	POA
Jackie Marshall (JMa)	POA
Terry McCarthy (TM)	POA
Dave Todd (DT)	POA
Fari Taherinia (FT)	PCS
Barry Snelgrove	FDA (via telephone)

Apologies for absence

William Simpson	NTUS
Andy Baxter (AB)	POA
Ian Carson (IC)	POA
Sarah Rigby (SR)	POA
Mick Pimblett	POA
Mark Fairhurst	POA
Dave Anderson	Prospect
Brian Harris	Prospect
Ian Oakes	HMPPS
Jenny Rees	HMPPS
Peter Collingwood	HSE

2. Minutes of the last meeting/action log

2.1 The minutes were amended and agreed as a true account.

2.2 The action log was updated and is attached separately.

It was agreed to take the NTUS Items first as the FDA had conflicting meeting priorities:

NTUS Items for discussion

Health and Safety concerns in Southern House: It was agreed that there have been teething problems but assurance was provided that they were being addressed. It was announced that there would be regular Health and Safety Committee meetings in Southern House from January 2019. Representatives from the various HMPPS Directorates located in SH, TUS and the FM provider will be all be invited to attend to raise any concerns and so that best practice can be shared.

Working Hours and Wellbeing: FDA raised the issue of work hours affecting people's health: people are working long hours and this is impacting on levels of stress and absence levels. FDA asked what was being done to address this. Discussion followed and it was noted that there is a cross MoJ Wellbeing committee, which HMPPS attends, Lynne Carter's team (Leslie Taylor) leads on attendance and wellbeing for HMPPS and in addition Andy Rogers is leading on the particular issue of Governor Wellbeing.

Action: Add "Update on Wellbeing in HMPPS" to the next agenda and invite representatives from Lynne Carter's (Leslie Taylor) team to attend and provide the update.

CP had been advised of an Attendance and Wellbeing steering group several months ago but has not heard anything more.

Action: Kathryn Ball to contact Lynne Carter to request an update on the Attendance and Wellbeing Steering group that CP referred to and confirm that the TUS will be invited.

Lynne Carter's team have trained people in the regions on Wellbeing and feedback is received on local initiatives but the TUS aren't aware of what they are. CP requested a dedicated meeting on Wellbeing.

Action: Andy Hewitt to arrange dedicated meeting on Wellbeing and will speak with Lynne

Medical Retirement: It was agreed that since this agenda item had been raised meetings had been arranged, outside of this committee, to address the matter.

Barry Snelgrove left the meeting.

3. Update from the OHS Section

- Stress pilot – The pilot and focus groups at Liverpool have been completed. The feedback from the focus groups has recently been provided to the Senior Management Team and Trade Unions. Next steps are to roll out the pilot to a prison group in the North West. Rob McGreal's view is that there is value to do it in the same region for comparison purposes. The ultimate aim is to develop a stress management tool that can be used across the whole of HMPPS.
- Flu vaccination – There has been an increase in the uptake; 381 doses have been delivered. A Tamiflu prescription hotline has also been activated; this is for staff who are already in a vulnerable/high risk group that may be exposed to flu in their workplace. There have been no report flu outbreaks in Approved Premises.
- Structured Professional Support – It was reported that there were issues with the booking mechanism. Work is ongoing with Pam Assist to address this but unfortunately SPS uptake has not been great. Following a review of the 12 week programmes that were run in a number of prisons it has been agreed to revise the services on offer and run an updated programme. We will monitor use of the services provided over those 12 weeks. The sorts of services on offer will include stress awareness, improving resilience etc. Prisons will have a degree of discretion as to what they would like included in their programme. HRBPs will oversee the delivery of the programme in the prisons.

Action: Priscilla Wong to send list of 15 prisons in 12 week Programme to TUs and Regional leads for wider distribution.

- Health and Safety Data – Jim Noonan shared this data. Discussion took place about reporting of verbal assaults. It was suggested that verbal abuse in prisons is underreported and the POA could support an increase in the reporting of verbal assaults by putting out a bulletin with screen shots from Sphera to encourage staff to report incidents.

Action: Jim Noonan to report specifically on level of verbal assaults.

Action: POA to request screen shots for their bulletin if they would like to use them

Action: Add RIDDOR – reporting of mental health – as agenda item for next meeting. Admin

- Psychoactive Substances Pilot – There is a meeting Tuesday 11th December, where this will be discussed in detail with all key stakeholders
- National Health, Safety, Fire and Litigation Conference – Will take place 27th and 28th March 2019. The focus will be on HSF function's new ways of working and HMPPS' most significant risks. TUS are welcome to attend/have a stand.
- Current HMPPS/POA Audits - There is a joint agreement on establishments and dates: Pentonville – January; Woodhill and Durham – February; Channings Wood – March; Chelmsford and Buckley Hall – April.

Action: Kathryn Ball to send details to Chris Poyner.

Action: TUS to let Kathryn Ball know if they would like a stand at the HSF& L conference

- Working with the HSE/Current investigations – There have been an increasing number of investigations and visits by HSE.

Action: Kathryn Ball to share a list of current investigations

Action: Add HSE investigations as a standing agenda item. Admin

4. Update from the Fire Safety Section

The report on fire safety had been distributed prior to the meeting. Mark Simpson spoke on the issue of refrigerators in prisons. Comms have gone out to Governors where they have found refrigerators in cells instructing that they be removed and comms have gone out from Executive Directors supporting this position. MS asked that if the Unions were aware of any refrigerators in cells or bedrooms to report them locally and to flag it up with him, if necessary.

Action: TUs to advise of refrigerators in establishments locally and to MS where necessary.

CEDRIC – the cell door restrictor – is still in development. A test was conducted at Newbold Revel with Union reps present. The POA NEC would be interested in seeing a test.

Action: Mark Simpson to advise POA NEC when there is another CEDRIC test.

5. Update on Smoking Project

Air Quality monitoring will take place in the 6 original establishments and a couple of others to check if the air quality has improved since they have introduced the smoke free policy. An update on the position in IRCs and open prisons was requested.

ACTION: Kathryn Ball to request an update on smoking in IRCs and open prisons from Smoke Free Project.

6. Delivery of FM/GFSL

Perry reported that GFSL continue to focus on the backlog of maintenance tasks. SMCS (Statutory Maintenance Compliance Standard) Audits are concentrating on High Risk issues - Water Management, Fire, High Voltage, Asbestos & gates. The incident at New Hall resulted in all gates across the estate being checked & serviced.

The SMCS compliance audits will have three levels: gold; silver or bronze. Different types of audits will focus of either one SMCS for the whole estate or their might be an audit of all standards in one prison. The type of audit will depend on the identified risk. The focus will be on raising issues through the route identified in the contract in order to address outstanding work/improve performance. Following discussion the TUS were invited to raise any specific concerns they had with Perry Rudd who would ensure that they were shared with the relevant staff in PMG and/or at the Senior Management Board (SMB) chaired by Steve Ruddy.

Action: TUs to share any specific FM issues with PR to share/take to SMB

POA items for discussion

First Aid Provision in Prisons: Phil Cople is addressing the matter at the moment as there was a dispute raised in IoW. It was agreed this would be put on the agenda for the next meeting.

ACTION: Add First Aid Provision in Prisons as an agenda item for next meeting. Admin

Domestic Smoke Alarms and RPE: There was a meeting already planned for straight after this meeting to discuss fire safety issues, including night time contingencies. It was agreed that this issue could also be dealt with during this meeting.

Issuing of Knives in the High Security Estate: has been raised as a dispute in ER and is being escalated. It was suggested the TUS raise the issue at the Prison Safety Working Group, chaired by Jenny Rees, due to take place on Monday 10th December. This was agreed.

Report of member of staff suffering effects of illicit substances – form: It was noted that form sent to the PS working group was originally from HMP Haverigg. It had been amended and sent out for general use as part of the Guidance that was issued in 2017.

ACTION: Jason Morley to ensure the form is in the Annex for the updated guidance.

Nursing mothers working on residential units: has been resolved locally.

Dates of the 2019 meetings: 5th March; 4th June; 3rd September & 3rd December.