

PCNPA HEALTH AND SAFETY GROUP MEETING

14th April 2026

14:00

Present: Tegryn Jones (TG), Sara Morris (SM), Joy Arkley (JA), Libby Taylor (LT), Michelle Webber (MW), Tom Iggleden (TI), Jessica Morgan (JM), James Parkin (JP), Kate Attrill (KA),

1	Apologies: Kate Gravell (KG), Andrew Muskett (AM), Emma Gladstone (EG) Marie Parkin (MP)
2	To agree Minutes of the Meeting held on 13 January 2026. Fire Risk Assessments are these all complete? JM to check with Andrew Muskett. Has the Safer Lifting Training action assigned to Tom Iggleden been done? JA confirmed that after speaking to TI they agreed that he should focus on the Countryside team as there had been a significant number of expressions of interest from across the Authority. JA continued that we have recently been working on a H & S training matrix which will look at manual handling outside of the countryside team to determine the most effective and efficient way of meeting those training needs. TJ asked if this group could see sight of the matrix for the next meeting. Staff Reps: JA confirmed no items from Staff Reps. TJ stated that it would be good to have a staff rep and possibly a representative from Regenerative Tourism at the next meeting. Minutes of the meeting of 13 January 2026 were agreed.
3	Accidents and Incidents Jan – Mar 2026 TJ asked if there were any trends? Anything that anybody would like to highlight on road safety concerns on school trips. LT outlined the incident and the various safeguards that currently exist in relation to staff and school responsibilities. LT was going to write to the Head Teacher TJ missing saw, last time it was a watch, how can we lose a saw? It was explained that the Countryside Operations Manager was looking at a booking in and out system for tools and equipment JP asked if we monitor incidents wider national park as we did actually have a fatality, we may need to discuss, but as a smaller group. TJ asked if JP willing to lead on this? LT explained that this was MOD land not ours. JP added that we did facilitate the access and that he was happy to lead on this. Action JP to set up sub group
4.	Staff Health, Sickness and Wellbeing TJ noted that sickness was higher in winter months, would be good to have a comparison to the previous year. JA said we have had several sport related injuries outside of work in recent months. Whilst there was some sickness absence attributable to mental ill-health none of this was reported as work-related.
5	Training & Development TJ said it may be the scaling of the graph, but our safeguarding figure looks to be low. The completed rate was 95% Action : JA to identify who needs to complete the training.

6	Visitor Safety Standards JP: I have looked through previous documents after seeing this on the agenda and my records indicate that we should integrate this into the H & S policy, not require a separate one. TJ enquired if we need to look at this in two separate ways, where we are directly responsible and where we have an influence. LT, yes, we need to distinguish in the RA between staff and visitors, in the same way we distinguish for example, strimming – the person strimming and Freshwater East people walking across. TJ Its very clear, our land ownership, the fore shore would be classed the same. However, public rights of way not the same we don't own the land. Sub-group to look at Visitor Safety and as part of their brief to look at the St Govan's climbing incident ACTION:JP To set up a sub-group
7	Lone Working Policy TJ confirmed that this was discussed and agreed earlier that day at a Management team meeting, and all were present at that meeting, so nothing more to add.
8	Fire Extinguishers in Authority Vehicles JA explained that there appeared to be a lack of consistency, some vehicles have them, need to establish the rationale. Should we supply them or not? JM explained that it's not law to have them, but good practice. TJ If we don't have them there is no responsibility on staff to use them. MW: This is something that we have been reviewing, if not using them not an issue. LT: We have used them for small grass fires, servicing them is an issue. I have no strong opinion either way as long as we remain consistent. MW: Wardens do carry a small amount of fuel, so they do have them. KA I have heard about incidents with electric vehicles where the windows don't work. There is equipment to break the glass. TJ: As its good practice can we find out from someone like ROSPA and then put it to Management Team. ACTION: JA To follow up and report to the Management Team
9	First Aid Kits in Authority Vehicles JA: Not all vehicles have first aid kits TJ: Office, depot would have one, just an extension of that. I believe that Rangers and Wardens already have them. I would generally assume that all vehicles have a basic first aid box. Action : JA to check up on First Aid equipment in vehicles.
10	Trampers Oriel y Parc JP: Trampers are at all three sites, however, Castell Henllys and Carew only available to use on the site, there is an induction checklist, we have had two incidents at Castell Henllys, which were fully investigated. At OYP trampers are taken away, in own vehicle. We have not had any incidents, but I don't think that it's a service we need to provide. JP: If you ask the team, it's very popular service. I feel that the risks are too high. TJ: No implications on our wider variety of mobility vehicles LT asked if it was possible to speak to Angela Robinson any partnership that could take them on. JA: We have already spoken to Angela, happy to take over the administration. I'm in agreement

	with James, there are very few control mechanisms in place and they are used outside of the Visitor Centre unlike the others based at Carew and Castell Henllys TJ: What about disposing of them? JP: Not looked that far. Action:JP to liaise with OYP VCM about cessation and withdrawal of the service
11	Risk Assessments staff sign off and record LT this point was to prove that staff had read the RA. Pete has set this up on Parcnet . Microsoft form, chose one, date you have read , uploaded to excel spreadsheet. TJ responded that as bureaucratic as it is would be good that we used this system. Action : LT to share the instruction
12	Risk Assessment Management – Authority Wide Application JA I have some risk assessments to review, that are Authority wide, could we form a sub group or is it a case I'm responsible, I do them then share them with the group. TJ responded I would take the view if in your name, your responsibility. If in your name up to you to do in most efficient way.
13.	Outstanding Risk Assessments due for review TJ We have 130 RA, 19 not in date. MW would like to space them throughout the year. TJ responded that as part of the review, change the review date.LT stated that all E & I done but not yet on sharepoint.
14.	Staff Representative/Group feedback
15	Any other business MW Just for information, HSE newsletter sent around, where external incidents of digging around electric cables, just a bit of best practice. TJ: Thanks, HSE are very good at highlighting matters of interest. Meeting closed 15:20
16.	Date of Next Meeting 14th July 2026