PCNPA HEALTH AND SAFETY GROUP MEETING **14 July 2026** 14:00	
Present: Tegryn Jones (TG), Sara Morris (SM), Joy Arkley (JA), Libby Taylor (LT), Michelle Webber (MW), Tom Iggleden (TI), James Parkin (JP), Kate Attrill (KA), Kate Gravell (KG), Emma Gladstone (EG Andrew Muskett (AM), Chris Taylor (CJ)	
1	**Apologies:** Jessica Morgan (JM), Marie Parkin (MP)
2	**To agree Minutes of the Meeting held on 14 April 2026.** **Matters Arising** **Fire Risk Assessments** are not yet complete, they are being reviewed by Consultants. **Staff Reps:** Nigel Payton has agreed to be Staff Reps Health and Safety Group Representative **St Govan's incident** – sub-group set up and has met to discuss the incident **Fire Extinguishers** in vehicles – JA still to follow up and report to Management Team **First Aid Equipment in Fleet Vehicles** – This has been followed up with Fleet Admin, and all vehicles will carry a first aid kit. **Signing off of RAs**.- The system set up by IT is generally considered to be fit for purpose. JA and TI to discuss with IT whether this system is fit for purpose for Countryside Wardens who have multiple RA sign off Minutes of the meeting of 14 April 2026 were agreed.
3	**Accidents and Incidents April – June 2026** Some concern about the number of incidents reported compared to Q3 in 2025. Are we confident that all incidents including near misses are being reported. People Services will continue to work with Tem Leaders to monitor reporting Number of vehicle incidents needs to be addressed as does the loss of reactec watches
4.	**Staff Health, Sickness and Wellbeing** TJ noted that sickness absence was higher in 2026 compared to 2025. There did not appear to be any obvious or underlying causes.
5	**Training & Development** Attendance and completion rates are high at present but levels need to be maintained
6	**Health and Safety Training Matrix** JA reported this was 80% complete still waiting for information from decarbonisation and two of the Visitor Centres (CH and OYP). A summary document would be compiled when all the information was complete.
7	**Health and Safety Action Plan** Draft Action Plan shared with the group. It was agreed to add Working at Height. It was also agreed to communicate best practice in relation to sedentary working and musculoskeletal issues.

8	**HAVS – CSM Review 14 May 2026** A summary report had been circulated with the agenda. The purpose of the review had been to review current practice and reflect on previous position including shared learning. A quarterly report from Reactec to be created. HAVS is a standing agenda item at all team meetings. Supervisors to check as part of the wellbeing meetings whether colleagues are experiencing any symptoms.
9	**Health and Safety Risk Assessments** There are a number of outstanding risk assessments. Countryside are reviewing those with an annual review to consider whether an annual review is necessary and or the dates can be staggered. Can we reduce the number outstanding within our teams. Number of outstanding risk assessments to be reduced. Countryside Team to make recommendations about those risk assessments that do not require an annual review.
10	**Staff Reps Group Feedback** Recently appointed Staff Reps Rep Nigel Payton was not present. CJ stated that to his knowledge as a Staff rep there were no matters raised by that group.
11	**Trade Union Feedback** No comments from Unison
12	**Any Other Business** **Fire Risk Signs -** It is not the Authority's role to provide signage in PCC car parks. It was agreed that teams should review their teams' needs for signage. Falling persons signage are displayed There does not appear to be a centralised process for ordering signs **Saundersfoot rock fall** – this was on a PCC section of the coastal path so no action necessary. **Social media** comms about safety, fire risk and rock falls etc. **Personal Safety Policy** should be reviewed at the next meeting Meeting closed 14.40pm
13	**Date of Next Meeting 13th October 2026**