PCNPA HEALTH AND SAFETY GROUP MEETING **20 October 2026** 15:15 (Meeting rescheduled from 13 October 2026)	
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:** Chris Taylor (CT) Steve Garvey (SG)
2	**To agree Minutes of the Meeting held on 14 July 2026.** **Matters Arising** **First Aid Equipment in Fleet Vehicles** – This has been followed up with Fleet Admin, and all vehicles have a first aid kit. **Fire Extinguishers** in vehicles – JA to report to Management Team **Signing off of RAs**.- Everyone to complete outstanding Risk Assessments Minutes of the meeting of 14 July 2026 were agreed.
3	**Accidents and Incidents 1 July – 30th September 2026** The 3 instances of criminal damage at Carew Castle were reported to the Police The number of instances of accidental damage to fleet vehicles had reduced Some concern about incident at Carew Castle on 8 August whereby a member of the public was able to accost a member of staff. Number of reported incidents is down. **Action**: All to ensure all incidents are reported and in a timely manner
4.	**Staff Health, Sickness and Wellbeing** No long-term sickness at present. Short-term sickness figures were higher for 2026 than 2025. There did not appear to be any underlying trends. HR continuing to monitor sickness levels working closely with line managers and employees in accordance with the short-term sickness absence policy.. **Action:** HR
5	**Training & Development** The figures can be distorted by the number of staff needing to have the cyclical refresher training. Also anyone on maternity leave or other approved period of absence can impact on completion rates. **Action**: HR to continue to monitor completion rates and liaise with line managers and individuals as necessary

6	**Health and Safety Training Matrix** Still waiting for one Visitor Centre to respond. By the next meeting the training needs will have been collated, prioritised and costed. Each Head of Department and Team Leader will be provided with an extract from the training matrix as it relates to them. **Action: HR**
7	**Health and Safety Action Plan** Updated Draft Action Plan shared with the group. Action plan to be tabled at December NPA as part of the annual Health and Safety Report **Action:** Head of People Services
8	**Corporate Fire Risk Management Position** This had been tabled at the request of the Nature Recovery Health and Safety Group following their meeting on 17 September.2026. It was agreed that a Fire Emergency Action Plan Procedure be produced for consideration by this group. There is a need to develop communications and engagement. Part of Pembrokeshire wildfire group. Authority is represented at the Emergency Planning Group. Fire management arrangements to be incorporated into site plans that are bespoke to that site. **Action**- Managers to look at site plans
9	**Personal Safety Policy** Lone Working Policy relates to this policy. The Policy was reviewed in 2023 but not finalised. Following a brief discussion highlighting the changes it was agreed that these changes to be made and the Policy taken to the next Staff reps meeting. **Action:** Head of People Services
10	**Driving for Work Policy** An upper age limit of 70 years to be introduced form January 2027 for drivers of Authority owned or leased minibuses. Grey Fleet drivers to provide annually evidence of business insurance cover, road fund licence and MOT certificates as appropriate. **Action:** HR to change the procedure for grey fleet drivers **Action:** HR to liaise with Head of Communication and Marketing regarding communicating the changes **Action**: Volunteer Development officer to advertise volunteering opportunities as a minibus driver
11	**Health and Safety Risk Assessments** There are a number of outstanding risk assessments. These must be reviewed by the next meeting in January 2027.

	The frequency for review to be considered based on risk. Where it is decided that the review period can be extended then this will be agreed by this group. **Action**: All to undertake any outstanding risk assessments assigned to them **Action**: All to review frequency of review and report back to this group for confirmation
12	**Lessons Learned Hot Weather** There is no guidance from HSE regarding maximum temperatures in the workplace. The needs of different departments have been considered with work patterns being changed to avoid the hottest part of the day. All staff exposed to outside temperatures were provided with necessary PPE, water and sunscreen
13	**Staff Reps Group Feedback** No Staff Reps Rep in attendance.
14	**Trade Union Feedback** No comments from Unison
15	**Any Other Business** Telematics and excessive speed reports. Agreed to take this and driver behaviour forward to the next meeting. Meeting closed 16.30pm
16	**Date of Next Meeting 12th January 2027**