

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 21 January 2016 2015 9:30 Castell Henllys

**Present:** June Skilton (chair), Tegryn Jones (CMT), Liz Rooney (Unison), John Worrall (Discovery), Dyfan Evans (Delivery), Geraint Jones (Direction), Philip Lees (Delivery), Gayle Lister (Discovery), Sharron Thomas (DM).

**Apologies and welcome:**

Apologies: Steve Brick (Technical Officer), Brian Pratt (Support Services),

Welcome: Sharron Thomas, new rep for Development Management

Item	Action
<b>Minutes of last meeting (8 October 2015) and matters arising</b> Agreed	
<b>Feedback from Committee item</b> The 2015-16 report and action plan was considered by members at Audit and Corporate Services Review Committee in November. Brian Pratt had represented the group. Members gave full consideration of issues, commented on how comprehensive the report was and were pleased to endorse it.  Agreed to aim for getting 2016-17 report to earlier cycle of meetings. (nb provisional date is 27 July)	All to note need to contribute to earlier date for report.
<b>Action Plan Progress</b> The group updated the plan with progress made and decided on further actions. This included plans for items at next staff meeting	Reps to refer to action plan for actions
<b>Team Safety Plans</b> All teams are now covered by a team safety plan. Reps had some general comments and agreed the next stage was: <ul style="list-style-type: none"><li>• Write to Team Leaders to update them</li><li>• All reps to review the plans in detail</li><li>• Meet in May/June to agree some general and specific feedback.</li></ul>	Reps to review the plans in order to contribute to feedback
<b>Updates PCNPA and HSE</b> Current HSE consultations (freight containers n/a, innovation plan – not priority to respond) HSE bulletins – team leaders had identified issues from these, eg swing barrier, which demonstrated the value of circulating frequently and widely. Tree safety policy agreed (subject to confirming whether to include appendix 3) Within PCNPA there had been a review of use of careline for lone working as most registered users were not making regular use of it. We had an HSE inspection in November 2015 following RIDDOR	All reps to see task list and to agree with JS

<p>report of work related health condition. Follow up action completed, however, taking the learning from this visit, the group considered further work developing policy statements and consolidating paperwork. Introduction of further health surveillance re HAVS raises some interesting learning points</p>	<p>timescales for completing their tasks. JS liaise with managers to document learning points</p>
<p><b>Successes, Training etc</b> Liz has completed her 3 day Unison H and S training 3 team leaders have now done the 4 day IOSH course Team Leaders are attending management of manual handling sessions Tegryn, Jane and James attended a workshop on leading H and S Woodland team have refreshed their tree climbing skills Ongoing issues with First Aid refreshers – suggestion of training someone to do these in house?  Delivery have reviewed site and machinery risk assessments (over 100 of these!) and they are planning a series of toolbox talks.  All staff delivering sessions/work for Discovery team have attended risk assessment training</p>	<p>Gayle to research and report on this suggestion</p>
<p><b>Incident/Accident reports October to December 2015</b> See appendix JS to remind managers of their role when completing managers section TJ thinking of impact of tiredness, is there any trend in what time of day incidents occur? Time is recorded on incident forms but probably not on database.</p>	<p>JS – email team leaders JS – follow up time of day query</p>
<p><b>Any other business</b> Dyfan: Delivery looking in to possibility of training someone to be able to carry out further level of tree inspection in house.  Direction: concerns raised about lighting in Green Room. There have been no other concerns raised about the lighting, the LED lighting has been there 12 months or so and is generally reported to have flicker frequency beyond the level of human eye to perceive.</p>	<p>DE/PL</p>
<p><b>Date of next meeting</b> 9.30 21 April 2016 Llanion</p>	
<p><b>Briefing items</b> H and S Action Plan – on track with a whole range of actions and more planned including possible sessions at staff meeting Team safety plans – all complete, group will provide constructive feedback later in year Numerous Risk Assessments across Delivery and Discovery have been reviewed.</p>	

Minutes copied to: Building Projects Officer, CMT



## Appendix – Incident/Accidents July to September 2015

Incident Number	Action
592	Noted minor
593	Noted 2 day absence
594	Noted 5 day absence
595	Noted MoP
596	Noted MoP
597	Noted Aggression
598	Noted Minor
599	Noted vehicle damage
600	Noted vehicle damage
601	Noted minor
602	Noted call out Cilrhedyn
603	Noted RIDDOR 21.5 day absence
604	Noted minor
605	Noted MoP
606	Noted minor
607	Noted minor Manager alerted to number of similar incidents of banging head at Carew
608	Noted call out Cilrhedyn
609	Noted call out Oriel y Parc
610	Noted 4 day absence
611	Noted minor
612	Noted volunteer
613	Noted MoP
614	Noted Aggression
615	Noted Call out Oriel y Parc

### Number of incidents reported per quarter

2014	Jan-March	17
	April –June	18
	July – Sept	34
	Oct – Dec	16 (8 minor accident, 8 incident)
2015	Jan-March	13 (6 minor, 4 incident, 2 vehicle damage, 1x 3 day absence)
	Apr-June	20 (9 minor, 1 over 7-day, 2 incidents, 2 aggression, 4 vehicle damage, 2 call outs)
	July-Sept	23 (4 minor, 2 verbal abuse, 8 vehicle, 8 MoP, 1 other)
	Oct-Dec	19 employee (8 minor, 2 x 3day absence, 1 x over 7 day absence, 2 aggression, 2 vehicle damage, 4 call out) Plus 5 MoP/volunteer