

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 21 April 2016 2015 9:30 Green Room Llanion

Present: June Skilton (chair), 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), Tegryn Jones (CMT),

Item	Action
Minutes of last meeting (21 January 2016) and matters arising Agreed	
Review Progress on 2015-16 Action Plan The group reviewed progress made: Of the 4 risk priority areas, 2 have been completed, a third will be completed after 4 May staff meeting. Sedentary behavior to be carried over. Agreed that as some of the technology eg fitbit, has caught up with this topic, we would purchase 2, to be trialled by group members so they can support the use in teams. 4 May staff meeting – WWAMH will be facilitating mental health awareness sessions, H and S group due to facilitate session re work pressure, possibly based around existing models and developing a PCNPA model. Good progress made on the actions related to the longer term objectives, see plan for details. Some discussion of the H and S slots at team meetings, whether to have a set of common topics for the year. Phil reported positives coming from toolbox talks. Performance indicator data to be circulated for comment. Discussed the more prescribed approach within some other NPAs absence management procedures.	JS/all reps All reps to pass on ideas asap
2016-17 Annual Report and Action Plan Collecting data for the commentary section is underway. Reps to consider what the risk priorities for 2016-17 are, based on available information, such as incidents, the staff meeting, issues raised at team meetings, and the outcome of the toolkit exercise etc To consider what PIs to set for each risk priority.	All reps
Management of H and S Handbook Each rep had reviewed policy areas prepared for the handbook, specific feedback to be passed to June. The principle of the handbook was endorsed, to be prepared as one document with links. Primarily for managers, some of the topics can be used by managers to support/communicate issues with their teams eg DSE.	All reps to pas feedback to June June to consolidate the handbook

<p>Updates PCNPA and HSE All managers have attended a manual handling briefing, with some initial task screenings overdue. As required by internal audit, Head of Delivery has reviewed and reported on the state of play as regards annual submission of site RA updates, outstanding items to be followed up. Public Health Wales have published a review of child deaths from drowning: deaths of younger aged children tended to be in baths or pools, drownings of older age children tended to be in open water and the majority were male; there was a link to possible alcohol consumption in a third of cases. There were 3 recommendations made: NPAs were identified as organisations who could help with 'shared messages'. The Water Safety Forum is also working on a drowning prevention strategy, which had been discussed at the local beach liaison forum, with PCC co-ordinating. Some interesting cases noted on the HSE bulletins; a jail sentence for local builder and a fine for a local farmer. No relevant HSE consultations at the moment. We are displaying posters re the World Day for H and S 28 April The group is due to meet 19 May to review team safety plans</p>	<p>JS/HofD</p> <p>Reps need to prepare for meeting on 19 May</p>
<p>Successes, Training etc Machinery update training is being organised on basis of training records. AWM site checks: working well and staff are positive about the checks. The second South Team site check found no issues.</p>	
<p>Incident/Accident reports October to December 2015 616 to check whether extinguishers are required in vehicles 633 Policy change: no entire male ponies on any grazing sites. GJ to ensure policy change is recorded and communicated</p>	<p>JS GJ</p>
<p>Any other business Liz has offered to help with any reviews or visits etc as Unison H and S rep rather than be seen only in a union audit role.</p>	
<p>Date of next meeting 9.30 14 July 2016 Tenby Centre</p>	
<p>Briefing items Sedentary behavior/fitbits H and S handbook in progress Fewer employee injury incidents with none leading to absence</p>	

Minutes copied to: Building Projects Officer, CMT

Appendix – Incident/Accidents July to September 2015

Incident Number	Action
616	Concerning. To check whether extinguishers are required in vehicles minor
617	Noted vehicle
618	Noted schools minor
619	Noted schools minor
620	Noted near miss
621	Noted call out OyP
622	Noted call out OyP
623	Noted MoP minor
624	Noted vehicle
625	Noted call out Cilrhedyn
626	Noted minor
627	Noted near miss
628	Noted minor
629	Noted minor
630	Blank record
631	Noted MoP minor
632	Noted MoP major
633	Noted MoP/livestock. Policy change re entire male ponies
634	Noted minor
635	Noted vehicle
636	Noted MoP minor
637	Noted MoP minor
638	Noted MoP minor

Number of incidents reported per quarter

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	24	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
2016	Jan – March	22	13 employee (5 minor, 2 near misses, 3 call out, 3 vehicle) 9 MoP/volunteer