

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 19 January 2017 Cilrhedyn

Present: June Skilton (chair), Tegryn Jones (Leadership Team), Liz Rooney (Unison), Geraint Jones (Direction), Dyfan Evans and Philip Lees (Delivery), Sharron Thomas (DM), Brian Pratt (Support Services), Paul Casson and Nigel Payton (Discovery).

1. Apologies and news:

Apologies: Steve Brick (Technical Officer)

The group welcomed two new reps: Nigel Payton and Paul Casson both representing Discovery.

Item	Action
<p>2. Minutes of last meeting (20 October 2016) and matters arising</p> <p>Tegryn updated the group on the outcome from the HSE diagnostic toolkit at Staff Reps Flu jabs –reimbursement of costs for staff having flu jabs established, low take up Number of staff who have generated sedentary behavior data is still low (32)</p>	
<p>3. H and S Group Terms of Reference</p> <p>Reviewed and agreed. The group shared their specific practices for communication etc in their teams, to help the new reps in particular. Also reminder to liaise where there are two reps for a department to ensure they know who covers who. General perception that there was a higher profile for H and S over past couple of years, although there were comments at Staff Reps that they hadn't all seen work such as the action plan and the annual report, and that they didn't have knowledge of the wider work of H and S across the Authority. June reminded reps that Leadership Team had agreed to 5 to 10 days of work time to be contributed as H and S rep.</p>	All reps to note
<p>4. Lone Working and Infection Control</p> <p>Discussion of comments and views, no significant issues raised by teams. Agreed</p> <p>i) To re-write lone working policy in standard format and circulate for additional comments</p> <p>ii) To draft an infection control policy that sets a framework for the issues, with specific detail to be covered in risk assessments.</p>	<p>All reps to email June with the comments they had going in to this meeting</p> <p>JS</p>

<p>5. 2016-17 Action Plan</p> <p>The plan was updated and the following actions agreed:</p> <p>1b) Establish the inhouse Visitor Safety Review group</p> <p>2b) The group has completed its action, however very few team safety plans reviewed for 2016 have been submitted. As this is the first annual review since creating them, it is unfortunate not to complete an annual review.</p> <p>2c) General review from Wardens that the IOSH Working Safely is fairly basic. To review options.</p> <p>3c) A bout of coughs and colds around Dec/Jan.</p> <p>The group discussed risk priority 4, employee responsibility and how to find the balance between this and interference. Interesting when we come to review incident reports.</p>	<p>JS</p> <p>PL/Area warden Managers</p> <p>Reps to pass any ideas to JS</p>
<p>6. Updates</p> <p>Tom Iggleden will carry out a short one-off review of our driver safety arrangements by end February.</p> <p>Issues getting our subscription for HSE bulletins live again, but now up and running.</p> <p>There had been a local incident involving overhead cables which was useful reminder that these things can happen locally.</p> <p>Recent court judgement Edwards v Sutton London Borough Council was welcomed as a sensible judgement.</p>	
<p>7. Successes, Training etc</p> <p>Wardens have done the IOSH Working Safely Walking Poles have had good effect eg confidence boost etc in the Walkability Groups.</p> <p>Paul has supported other groups with AED awareness.</p>	
<p>8. Incident/Accident reports Oct to Dec 2016</p> <p>See appendix</p> <p>The group considered how best to improve the managers reporting element and whether staff realized what important documents these incident forms are.</p>	<p>All reps to pass ideas to JS asap to feed into re-draft</p>
<p>Any other business</p> <p>HAVS – final review of processes at next Area Warden Managers meeting, including liaison with officer at PCC.</p>	
<p>Dates and venues of next meeting</p> <p>27 April Green Room Llanion</p>	
<p>Briefing items</p> <p>Importance of incident forms</p> <p>Lone working and infection control</p> <p>Wardens training</p> <p>Good progress on action plan</p>	

Minutes copied to: Building Projects Officer, Leadership team

Appendix – Incident/Accidents April to June 2016

Incident Number	Action
683	MoP minor scrape
684	MoP minor graze
685	Machinery minor No further action
686	Manual handling minor. Training refresher agreed with manager
687	Minor bruising. Safety awareness refresher agreed with manager for team meeting
688	Minor bump/bruising. Previous occasions of similar incidents, not a significant risk but in view of repetition, manager to review with Buildings Officer
689	incident
690	Non-employee. Minor knife wound. To ask Manager about staffing levels at the event. Paul Casson following up
691	MoP, on land not managed by NPA
692	RIDDOR machinery. Director is leading a review meeting.
693	Vehicle damage
694	Call out
695	Incident. Ask manager to clarify emergency arrangements (JS to do)
696	MoP minor bruising. To remind managers when completing 'actions' to ensure incident is passed for review to the site manager, and not to make decisions on sites which are not their responsibility. Paul Casson following up
697	Manual handling minor bruise/graze. Review of manual handling activity in DM side of Chapel recommended, Sharron and Brian following up.
698	3 day machinery
699	Minor sting
700	Incident
701	Minor bump to head. A and E visit. See incident 688
702	Minor slip. JS to see manager about completion of the form
703	Call out
704	Vehicle damage
705	Incident

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

April to June	21	16 employee (7 minor, 3 near miss, 4 call out 1 vehicle, 1 other) 5 MoP
July to September	21	12 employee (2 minor, 7 call out, 1 vehicle, 1 hostile, 1 incident)
Oct to Dec	23	18 employee (1 RIDDOR, 1 over 3 day, 8 minor, 2 incident, 3 vehicle damage, 2 call out)