

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 20 October 2016 9:30 Green Room Llanion

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

1. Apologies and news:

Apologies: Steve Brick (Technical Officer)

The group thanked John who will be leaving the Authority at end March and wished him well.

The two vacancies on the group would be filled by Nigel Payton (Oriol y Parc) and Paul Casson (Walkability) both representing Discovery.

Item	Action
<p>2. Minutes of last meeting (14 July 2016) and matters arising</p> <p>Agreed Up date from Castell Henllys re costume New safecard has been drafted re towing and tow weights Information had been circulated re Lyme Disease (Pembrokeshire low risk area)</p>	
<p>3. Management of H and S Handbook</p> <p>This was launched at last months Team Leaders meeting. To send email prompt each month to managers drawing attention to each policy document in turn. Actions: agreed to review lone working at next meeting and to involve all staff; agreed to prepare a policy document on infection control.</p>	<p>JS</p> <p>All reps come to next meeting with thoughts and ideas</p>
<p>4. Pembrokeshire Employers Engagement Project (PEEP)</p> <p>PCNPA a partner in this event, over 100 people attended, Personnel Manager and Head of Delivery attended the event and benefitted from some useful workshops.</p>	
<p>5. 2016-17 Action Plan</p> <p>The plan was updated and the following actions agreed:</p> <ul style="list-style-type: none"> • ILO has a initiative re the 'Future of Work' – worth reviewing • HSE diagnostic toolkit to be undertaken at Staff Reps at next meeting • All Wardens would undertake IOSH Working Safely over next few months • JS to circulate short term absence data • Consider paying for staff flu jabs • 27 responses so far re sedentary behavior (14 on paper, 13 fitbit)- reps to encourage others to respond • JS to arrange meeting re lifetime working, reps to review the 	<p>All reps</p> <p>TJ</p> <p>JS and AWMs JS TJ</p> <p>All reps</p>

<p>recent link to the EU Healthy Workplaces for All Ages campaign; PL has been reviewing the 'SafeTea' Break resources</p> <ul style="list-style-type: none"> • JS to provide Performance measures data quarterly for the meeting 	<p>JS and all reps</p> <p>JS</p>								
<p>6. Updates New ride on mower in South team, able to get through 4' gates so may reduce strimming Two employees with trigger digit – not work related however JS to liaise with Occupational Health HSE currently reviewing evidence in order to develop a new workplace health strategy, acknowledging the possibility that work now may have health impacts a long way in the future. Consulting team leaders about a change in how we manage First Aid refreshers.</p>									
<p>7. Successes, Training etc 4 Team Leaders have now completed the 4 day IOSH Managing Safely, and it is recommended for managers who have a range of safety responsibilities PL commented that the recent first aid refresher had updated knowledge on tourniquets and he recommends kitting out relevant first aid kits</p>	<p>PL to provide information for circulating</p>								
<p>8. Incident/Accident reports July to September 2016 Reps to remind teams to be considered in the reports they write on incident forms and to ensure they follow through on actions.</p> <p>To review the form to be clearer about how to action actions.</p> <p>Noted clusters of call outs: Castell Henllys and Cilrhedyn</p> <p>Discussion re incident at Porthgain in particular that many public incidents are not reported to the Authority. The visitor safety project will consider this in terms of data and monitoring, TJ will raise at PSB.</p> <p>Very low level of staff injuries – positive to see.</p>	<p>All reps</p> <p>JS</p> <p>TJ</p>								
<p>Any other business None</p>									
<p>Dates and venues: next year's meetings 2017</p> <table data-bbox="268 1809 965 1960"> <tr> <td>19 January</td> <td>Cilrhedyn</td> </tr> <tr> <td>27 April</td> <td>Green Room Llanion</td> </tr> <tr> <td>13 July</td> <td>Discovery room Oriol y Parc</td> </tr> <tr> <td>12 October</td> <td>Green Room Llanion</td> </tr> </table>	19 January	Cilrhedyn	27 April	Green Room Llanion	13 July	Discovery room Oriol y Parc	12 October	Green Room Llanion	
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<p>Briefing items Launch of Management of Health and Safety handbook</p>									

<p>Plans to review lone working and develop an infection control policy</p> <p>4 managers have completed IOSH Managing Safely</p> <p>Call for more responses to the sedentary behaviour data collection (on paper or fitbit)</p> <p>Positive to see low level of staff injuries reported in the quarter</p> <p>Reminder to consider carefully the actions to be taken in response to incidents and to ensure they are followed through</p>	
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Minutes copied to: Building Projects Officer, Leadership team

Appendix – Incident/Accidents April to June 2016

Incident Number	Action
662	Call out CH
663	Call out CH
664	Noted Carew employee
665	call out CH
666	Call out CH
667	MoP
668	Employee minor
669	Call out Cilrhedyn
670	MoP
671	MoP
672	Hostile
673	Livestock. Possible press release, to update site RAs to review choice of gates where sites open on to roads
674	MoP
675	MoP
676	MoP
677	MoP
678	MoP
679	Call out Cilrhedyn
680	Call out Cilrhedyn
681	Vehicle damage
682	MoP

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)