

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 27 April 2017 Llanion

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 (Discovery).

1. Apologies and news:

Apologies: Nigel Payton (Discovery)

In view of the changed role of the Technical Officer (Steve Brick), that post will no longer be a named member of this group. The policy will need to be amended in due course
Action: JS

Item	Action
2. Minutes of last meeting (19 January 2017) and matters arising Follow up action from last quarters incident report was reported back	
3. 2016-17 Action Plan and Annual Report Action plan: the plan was updated and the following actions agreed: 2c) Phil Lees is planning a 2 hour in house refresher H and S session for warden teams (pitched somewhere between the Working and Managing Safely courses), aiming for July, Phil agreed to include OyP practical staff and those in Direction involved in scoping practical work. Sedentary Behaviour: plan to progress this via a staff group, waiting for volunteers for the group. PM 8: PL to provide the data PM 9: random location checking keeps staff attention on this although no actions are identified, to review future checking. Annual report: agreed existing format works, perhaps with more photos	All reps to provide relevant photos, some highlights from their area and views on risk priorities by end May PL
4. Safecards Ad hoc updates have been done as necessary, however a full review of the complete list of safecards is needed, if the group consider that they serve a valid purpose and are the appropriate tool for that purpose.	JS to supply reps with full list All reps to involve their teams to review their use of safecards and provide feedback by end May

<p>5. Updates: HSE, PCPNA</p> <p>HSE: no current relevant consultations or news</p> <p>PCNPA: monthly policy emails continues, thorough management review of recent RIDDOR incident carried out.</p> <p>NPA AEDs (defibs) are registered but apparently many are not, the group discussed any ways to increase community awareness.</p> <p>Coast Path statement is being redrafted and will come to the group for comment. Ongoing issue of organised events that use the path clashing, and people cycling on the path.</p>	
<p>6. Successes, Training etc</p> <p>Staff are attending the next VSCG event in Brecon and will feedback.</p> <p>Walk leader (including volunteers) training ongoing</p> <p>Manual handling training carried at for Carew staff</p>	
<p>7. Incident/Accident reports Jan to Feb 2017</p> <p>708 – assessing the terrain when using a contractor. Safecards reviewed</p> <p>713 – potential for issues with controlled burns when working with others, even when they have attended safety session. GJ will report to next Pembrokeshire Wildfire Group meeting</p> <p>JS reports that she plans to review the incident reporting process and documentation and the scrutiny and review of incidents, this will include all ongoing issues with completion of forms.</p>	<p>GJ to report back on progress of safecards</p>
<p>Any other business</p> <p>New clothing supplier – an outcome of National Parks partnership work re sponsorship etc PPE falls outside this</p> <p>GJ – recommends the book The Ostrich Paradox about attitudes to risk</p>	
<p>Dates and venues of next meeting</p> <p>13 July Oriel y Parc</p>	
<p>Briefing items</p> <p>Review of safecards</p> <p>PPE/new clothing</p> <p>AED mapping</p>	

Minutes copied to: Building Projects Officer, Leadership team

Appendix – Incident/Accidents Jan to March 2017

Incident Number	Action
706	minor
707	Empty record, no incident recorded.
708	Contractor and machinery. GJ to check progress of safecard updates
709	MoP health issue
710	Call out Cilrhedyn
711	minor
712	MoP incident
713	Controlled burn incident/near miss
714	Call out - CH
715	Vehicle
716	Call out - OyP

Number of incidents reported per quarter

2015	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)
2017	Jan to March	10	7 employee (2 minor, 3 call out, 1 vehicle, 1 incident) 2 MoP 1 contractor