

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 13 July 2017 Oriol y Parc

**Present:** June Skilton (chair), Tegryn Jones (Leadership Team), Liz Rooney (Unison), Geraint Jones (Direction), Dyfan Evans and Philip Lees (Delivery), Nigel Payton and Paul Casson (Discovery).

#### 1. Apologies:

Apologies: Sharron Thomas and Brian Pratt

Item	Action
<p><b>2. Minutes of last meeting (27 April 2017) and matters arising</b></p> <p>Item 5 – AEDs PCC agenda item had been circulated, Tegryn has asked for it as agenda item at next PSB meeting</p> <p>Item 7 a) incident 708 Geraint has liaised with Area Warden Managers and understands that this would be covered in RAs. The group discussed this as a process and also the checklist for using contractors (see also the policy). To pick up in review of safecards</p> <p>b) Incident 713 Geraint reports that the Wildfire Group has produced a protocol which is out for consultation</p>	
<p><b>3. Feedback from those who attended recent VSCG events</b></p> <p>Phil, Libby and Meurig attended event in June in Brecon – interesting and useful networking and benchmarking, overall reassured by our approaches.</p> <p>Andrew Muskett reported back on Historic Buildings meeting</p> <p>Paul (and possibly Steve Jones) planning to attend the September event.</p>	
<p><b>4. 2016-17 Annual Report – consider the report and prepare any points for committee (19 July)</b></p> <p>No particular issues or concerns to raise at committee. Always useful to have someone from the group at the committee meeting if possible.</p>	JS and TJ at committee
<p><b>5. 2017-18 Action plan – to agree actions for the year relating to the priorities and actions in the annual report</b></p> <p>Actions agreed and noted on the plan. Everyone to feedback on progress at each meeting through the year.</p>	All reps
<p><b>6. Safecards – to consider any feedback received so far and prepare action plan</b></p> <p>Not all reps have provided feedback from their areas, so this needs further action.</p>	PL and GJ

<p><b>7. Updates: HSE, PCPNA</b> Discussion re disaster recovery/emergency actions etc in light of the Grenfell Tower fire.</p>	
<p><b>8. Successes, Training etc</b> A battery powered barrow has been trialled (lower vibration) and one will be purchased before the winter. LOLER etc records have been made available electronically (North team)</p>	
<p><b>9. Incident/Accident reports Jan to Feb 2017</b> See table attached</p>	
<p><b>Any other business</b>  Unison H and S rep will attend next meeting – group asked Liz to invite him to give short ‘presentation’ Tegryn will circulate a presentation re Search and Rescue that was given at UK National Parks meeting Geraint – WG consultation ‘Taking Forward Wales’ Sustainable Management of Natural Resources’ Chapter 4: Access to Outdoors, has implications – Anthony was preparing a response. Phil – Steve Jones who recently started as Operations Manager had set in place a review of how they manage H and S documents in the team and had ideas for making H and S more visible corporately – the group were supportive of his ideas.</p>	<p>LR  TJ</p>
<p><b>Dates and venues of next meeting</b> 9.30 12 October 2017 Llanion</p>	
<p><b>Briefing items</b> Participation in VSCG events Annual report and Action plan (includes Sit Less, review of safecards, improving our position on the HSE diagnostic tool) New power barrow</p>	

Minutes copied to: Building Projects Officer, Leadership team

## Appendix – Incident/Accidents Jan to March 2017

Incident Number	Action
717	Vehicle damage noted
718	MoP minor noted
719	Employee minor noted, surfaces should be a priority JS to check,
720	Employee minor, noted, should gloves have been worn? (JS)
721	Contractor damage, noted
722	MoP incident NOTE – subsequent to this report, and repeat incidents, an intermittent fault was found in the mechanism
723	Vehicle damage (loading)
724	Vehicle damage (reversing trailer)
725	Employee minor (noted worse injury prevented by PPE)
726	Employee Incident noted
727	Call out
728	Employee minor. Noted second incident this quarter for this employee, JS to follow up with manager
729	MoP Incident
730	Vehicle damage
731	Assistance given to MoP
732	Employee minor – noted this was a new employee

### 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
	April to June	16	11 employee (5 minor, 4 vehicle damage, 1 incident, 1 call out) 1 contractor incident, 1 MoP minor, 3 MoP incident