

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 12 October 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)

1. Apologies:

Apologies: Paul Casson (Discovery), Brian Pratt, (Nigel Payton) (James Williams (Unison))

Item	Action
<p>2. Minutes of last meeting (13 July 2017) and matters arising</p> <p>Agreed. No matters arising.</p>	
<p>3. Feedback from those who attended recent VSCG events</p> <p>September 2017 event in Ireland – Steve Jones and Paul Casson attended – Steve feedback to the group (see presentation in file)</p> <p>Wicklow very close to Dublin so different pressures to PCNPA esp. day trippers, inexperienced people in hills etc.</p> <p>Recent case contested by Wicklow (trip on boardwalk), with important outcome (walkers need to be aware of surfaces).</p> <p>Steve is working on the Visitor Safety strategy work for the NPA, liaising with June. Key principle of visitor safety strategy is “zoning” – look at visitors, type of visitor, risks and concentrate on areas based on risk. Also signage.</p> <p>Very positive for PCNPA to be active member of VSCG - Next workshop Scotland December 2017 – Tim Jones & Andrew Muskett attending.</p> <p>Tegryn asked that in future, Leadership Team should play role in selecting, encouraging attendance. Important to raise profile of visitor safety internally.</p>	<p>SJ/JS to liaise over draft</p> <p>TJ/JS to ensure VSCG events are considered at LT</p>
<p>4. 2017-18 Action plan – to review progress and agree actions</p> <p>See updated Action plan.</p>	All reps
<p>5. Provisional – Unison H and S Officer</p> <p>Liz had given apologies in advance – James not able to attend this</p>	LR

<p>meeting, will hopefully be able to attend future date. JS interested how Unison & PCNPA can work together.</p>	
<p>6. Updates: HSE, PCNPA – Flu Jabs</p> <p>To ensure message re flu jabs reaches staff.</p> <p>Recent activity at NPA had included work equipment on inventories as well as handbook monthly highlights (personal safety had generated feedback)</p> <p>HSE “Go home healthy” campaign – echoes our values: everyone to finish working day safe and well; everyone to reach retirement safe and well. HSE 3 key themes - lungs, muscular skeletal, stress. Link had been circulated by JS.</p> <p>May be able to use HSE posters for our ‘toilet door’ campaigns – feedback and ideas for this always welcome. Sit Less was suggested.</p>	<p>All reps</p>
<p>7. Successes, Training etc – opportunity for Reps to share items</p> <p>Recent first aid refresher - All Wales Ambulance – 12 attended. Some positive feedback, also belief that the repetitive learning method was to ensure it sticks.</p> <p>JS – encourage all staff to give feedback, realistically no event is likely to please all participants.</p> <p>TJ – how many staff have now completed IOSH training?</p> <p>PL – team site visit to Fishguard Fort had been very useful – visitor safety approach to risk assessment.</p> <p>JS – H and S group hasn’t had a site visit recently - Carew Castle and Mill was suggested, or maybe livestock injuries? ties in with visitor management, safety. Best done in summer so look at dates at next meeting</p>	<p>JS to circulate details</p>
<p>8. Incident/Accident reports Jan to Sep 2017 – to consider individual reports where significant, follow up actions and any trends</p> <p>741 – issues have been taken up by JS with site manager including managing the lane and appropriate response to emergencies. To follow up re roadside barriers, drivers may behave differently now surface has been improved, ask is site RA has been reviewed.</p> <p>There seems to be a trend of managers needing to repeat reminders to staff re procedures – if persistent ‘offenders’, there may need to be amended procedures which staff are more able to</p>	

<p>follow, or consequences.</p> <p>745 –JS to check if contractors procedure is applied in full eg contractors public liability certificate.</p> <p>746 – not on an organised PCNPA activity, just on our land so we gave first aid. GJ – does this feature as a stat? JS – yes all incidents reported but recording separately e.g. employees / contractors. Not reported as an injury. Trying to develop consistency on recording.</p> <p>749 – health condition not PCNPA related, however, useful reminder to site managers to review emergency plans, JS discussed key points with site manager and will follow up progress.</p> <p>751 – another possible contractor issue – are contractors risk assessments for activities suitable and sufficient, are responsibilities clear.</p>	<p>JS to list all activity contractor incidents and ask site managers and Director to review and feedback to group.</p> <p>JS to further follow up 741 and 749</p>
<p>Any other business Nothing raised</p>	
<p>Dates and venues of next meeting</p> <p>JS to find venues and advise dates for 2018, Newport was suggested as a possible venue, possibly Pant Glas at Castell Henllys.</p>	<p>JS</p>
<p>Briefing items for teams – to agree items for briefing</p> <ul style="list-style-type: none"> • JS to feedback how many people have done IOSH • Good progress on Visitor Safety strategy and risk assessment • Sit Less, Move More staff group making some progress • Point out that not appropriate to need to repeatedly remind staff of procedures, especially when safety-related. • Steve Jones and Phil are looking at making H&S material more accessible and user friendly, in liaison with June for corporate information. 	

Minutes copied to: Building Projects Officer, Leadership team

Appendix – Incident/Accidents July - Sep 2017

Incident Number	Action
733	Vehicle damage
734	Employee minor
735	MoP minor
736	Employee Near miss
737	Contractor verbal abuse, JS followed up effectiveness of roped off area with manager
738	Call out
739	MoP health, not PCNPA-related
740	MoP minor
741	MoP near miss
742	Employee minor
743	Call out
744	MoP minor
745	Contractor minor
746	MoP incident
747	MoP minor
748	Employee minor. JS followed this up and the procedures have been amended rather than keep reminding staff
749	Volunteer health
750	MoP missing child
751	MoP minor/near miss
752	Call out
753	MoP slip incident
754	MoP minor slip
755	Employee minor
756	Vehicle damage
757	Employee minor
758	MoP minor fall
759	Employee minor
760	Call out

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
	July to Sep:	28	13 employee (6 minor, 1 near miss, 2 vehicle damage, 4 call out 12 MoP (7 minor, 5 other) 2 contractor/volunteer 1 verbal abuse