

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

9.30am Thursday 19 April 2018 Llanion

Present: June Skilton (chair), Liz Rooney (Unison), Geraint Jones (Direction), Dyfan Evans and Philip Lees (Delivery), Paul Casson (from 10am) (Discovery) and Tegryn Jones (Leadership team)

1. Apologies:

Apologies: Sharron Thomas, (Nigel Payton)

Item	Action
<p>2. Minutes of last meeting (19 January 2018) and matters arising Agreed. Item 2 Leadership team approved progressing with HSE Stress toolkit, involving staff in the process</p>	
<p>3. 2017-18 Action Plan a) to review progress 2017-18 b) to agree priorities and actions for 2018-19</p> <p>Action plan 2017-18 updated. Risk priorities for 2018-19 identified as</p> <ul style="list-style-type: none"> • Sedentary behavior • Musculo-skeletal • Work related stress (to include individual resilience and post-incident support) • Fitness for lifetime working <p>Action plan to be developed</p>	JS
<p>4. Visitor Safety Agree new/revised strategy and guidance, in folder Agree revisions to managing risk guidance Consider attendance at VSCG event June 2018</p> <p>Agreed (subject to minor amends to detail of NPA responsibilities in strategy):</p> <ul style="list-style-type: none"> • Visitor Safety Strategy • An Overview of the Principles of Visitor Safety • Assessing H and S Risk <p>Steve Jones has been leading on this, we haven't had a volunteer to be 'Visitor Safety Champion'. Visitor Safety will continue to be reported via this Group. Support for 3 staff attending June VSCG event</p>	TJ amends JS add docs to handbook
<p>5. Tree Safety Policy To review and agree changes to the inspection regime intervals</p>	JS refer back to Tree Officer

Revised policy agreed subject to further consideration of the trigger for adverse weather events pp 4-5 – currently Cleddau Bridge	
<p>6. National Parks Working Together project – feedback re joint work on lone working proposal</p> <p>No further comments</p>	JS
<p>7. Updates: HSE, PCPNA</p> <p>HSE – focus on MSDs/ manual handling and workplace stress PCNPA arranging learning re stress as part of Mental Health Week in May; also ‘sit less’ event/competition PCNPA – have been able to add a local H and S specialist to our ad hoc resources, who will be engaged to do a ‘safety assurance’; Review of H and S policy next meeting/committee cycle Ideas for H and S site visit – visitor safety, to support a site manager as they draft a new VS risk assessment</p>	
<p>8. Successes, Training etc – opportunity for Reps to share items</p> <p>Intermediate tree training – 5 staff participated in 2 day course at Picton. Refresher manual handling training for all delivery teams plus others. In service walk leader training is feeding through to groups who lead their own walks.</p>	
<p>9. Incident/Accident reports Jan to march 2018 – to consider individual reports where significant, follow up actions and any trends</p> <p>The group were pleased to note fifth successive quarter with no RIDDOR or over 3 day incidents Noted regular vehicle damage incidents Incident 780 – a near miss that could have been significant. A thorough fact find has been carried out and a debrief meeting held. Incident 785 – refer to site manager, whether incident should be reported to the school</p>	<p>JS pass learning points to Leadership team</p> <p>JS/JJ</p>
<p>10. Any other business</p> <p>GJ – relevance of public liability insurance re artisan crafts people.</p>	GJ to refer to Finance Manager if appropriate
<p>Dates and venues of next meeting</p> <p>12 July Castell Henllys</p>	

Minutes copied to: Building Projects Officer, Leadership Team

Appendix – Incident/Accidents Jan to March 2018

Incident Number	Further Action
774	Call out
775	MoP/ minor/ first aid given
776	Employee/minor/slip-trip
777	Call out
778	Vehicle damage
779	Vehicle damage
780	Contractor/vehicle near miss
781	Call out
782	Vehicle damage
783	MoP/minor
784	Call out
785	School group/near miss
786	Call out

Number of incidents reported per quarter

2016 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) 1 verbal abuse 2 contractor/volunteer
Oct to Dec	13	11 employee (7 minor, 1 near miss, 3 vehicle Damage) 1 contractor (minor) 1 volunteer (near miss)
2018 Jan to March	13	2 near miss, 1 employee minor, 2 MoP minor, 3 vehicle damage, 5 call out