

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

9.30am Thursday 12 July 2018 Castell Henllys

**Present:** June Skilton (chair), Liz Rooney (Unison), Dyfan Evans (Operations), Gayle Lister (sub) (Discovery), James Parkin (sub) (Leadership team), Sharron Thomas (DM), Geraint Harries (sub) (Operations), Sarah Griffiths and Ainsley Corp (guests) Mike Jarratt (H and S)

#### 1. Apologies:

Apologies: Geraint Jones, (Nigel Payton)

Item	Action
<b>2. Minutes of last meeting (19 April 2018) and matters arising</b> Agreed Item 4. The visitor safety documents have been added to the handbook	
<b>3. Visitor Safety</b> – presentation from Sarah and Geraint, feedback from VSCG event in N.Ireland in June 2018. Presentation to be saved in the folder	GH/JS
<b>4. Tree safety</b> review of query from last meeting ( the trigger for adverse weather events pp 4-5) This was discussed and agreed that JS/MJ would draft options.	JS/MJ
<b>5. H and S Policy</b> No comments received at the meeting, the draft would circulate widely (Staff Reps 19 July, Employee Forum 3 October before committee), so opportunity for good engagement from staff and to raise the profile of H and S. A consideration might be how we present our policy documents to encourage engagement eg photos, graphics, design.	All reps
<b>6. Action Plan 2018-19</b> Actions agreed, see plan	
<b>7. Updates: HSE, PCPNA</b> As part of Stress Awareness Day in May, staff had been able to register for the online module via PCC. Some positive comments received about e-learning. The two staff who volunteered to work on the Sit Less, Move More initiative had arranged a challenge event, and the group thanked them for their efforts. Some positive feedback received, also some negativity in some teams. Information about PPE and sun/heat had been circulated.	

<p><b>8. Successes, Training etc – opportunity for Reps to share items</b>  Procedures for moving livestock had been updated and Geraint reported that they worked well. A learning point for all staff was to ensure they revise procedures when something in the process changes.  MIDAS minibus training was being rolled out among staff and volunteers.  Warden teams plus some other staff had undertaken tailored manual handling training. A learning point that this is less successful when staff groups are mixed.</p>	<p>All reps</p>
<p><b>9. Incident/Accident reports Apr to June 2018</b>  Update: Incident 798 lead to a 4 day absence. Reminder to all team leaders to indicate on the incident form if the incident leads to absence from work. We have responsibilities under RIDDOR.  Incident 799 had been followed up robustly by the NPA and relevant partner organisation.  6<sup>th</sup> quarter with no RIDDOR  Ranger Service Manager had provided a record of 41 incidents attended by Coastguards since May</p>	<p>All reps to bring up both points at briefings</p>
<p><b>10. Any other business</b>  Mike suggested we look at the Corporate Health Standard as a framework for our actions – agreed to invite someone from Public Health Wales to early meeting in 2019 to support next year’s plans.  Some reps referred to the NHS Healthy Heart checks which had been offered to patients registered at some GP surgeries..</p>	<p>JS/MJ</p>
<p><b>11. Dates and venues of next meeting</b>   18 October 2018 Llanion</p>	
<p><b>12. Briefing items</b>  <b>Encourage engagement with policy redraft</b>  <b>Remind staff to revise procedures promptly to reflect changes.</b>  <b>Thank staff for reporting incidents, including the hostile incidents and let staff in general know they are followed up.</b>  <b>Remind team leaders to note if incident leads to time off work.</b></p>	

Minutes copied to: Building Projects Officer, Leadership Team

## Appendix – Incident/Accidents Apr to Jun 2018

Incident Number			Further Action if any
787	MoP on activity	Minor trip	
788	Vehicle damage		
789	Vehicle damage		
790	MoP on activity	Minor, hit by moving	
791	Vehicle damage		
792	Vehicle damage		
793	MoP	Minor trip	
794	Call out		
795	Call out		
796	Employee	Verbal aggression	
797	Employee	Minor flying chipping	
798	Employee	Over 3 day	
799	Employee	Verbal abuse	

### Number of incidents reported per quarter

2016	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
	Apr to Jun	13	1 employee over 3 day, 1 employee minor, 3 MoP minor, 2 abuse, 4 vehicle damage, 2 call out