

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

9.30am Thursday 18 October 2018 Llanion

**Present:** June Skilton (chair), Liz Rooney (Unison), Steve Jones and Dyfan Evans (Operations), Paul Casson (Discovery), Sharron Thomas (DM), Bev Edwards (sub) (Direction) Mike Jarratt (H and S)

#### 1. Apologies:

Apologies: Tegryn Jones, Geraint Jones (subbed), two vacancies

The group send thanks to Phil Lees for his contribution as Rep, the second Operations Rep is now Steve Jones.

The group has two vacancies and it may be timely to review representation, possibly move away from teams to occupational groupings or similar.

Item	Action
<b>2. Minutes of last meeting (12 July 2018) and matters arising</b>  Agreed	
<b>3. Action Plan</b> <ul style="list-style-type: none"><li>• Sit Less Move More - see next item</li><li>• Work Related Stress – team leaders have attended workshops and are working with their teams on Stress Risk Assessments</li><li>• MSDs – workshops for team leaders to be arranged for Jan/Feb 2019</li><li>• There was discussion around the back care day held a few years ago, and options for refreshing this.</li><li>• Also, reminder to staff and managers about keeping DSE assessment fresh, this will be picked up in the workshops in New Year.</li><li>• Group will look at Corporate Health Standard next year, and this will give additional focus to future activity.</li></ul>	JS/MJ
<b>4. Sit Less Move More update</b> <p>This year's activity and reports re Sit Less were considered at recent Employee Forum and well received. The group thanked Hannah and Helen for their work.</p> <p>We discussed the level of sitting in meetings and welcome any suggestions.</p> <p>The issue of driving for long periods was raised, along with options for virtual meetings, could employees use Skype for instance, to avoid long driven journeys for meetings.</p>	All Reps ideas  Fleet info currently being reviewed; JS to include ICT

	issues in meeting with IT Manager
<p><b>5. Practical task Panic Alarm Llanion</b></p> <p>Steve Jones (Llanion Site Manager) introduced the issues along with Sharron on behalf of DM. Useful discussions, with options for Steve to consider in terms of panic alarm provision, also some ideas for personal safety behaviour.</p>	SJ
<p><b>6. Visitor Safety Update</b></p> <p>Steve is preparing a RA for Castell Henllys following the Visitor Safety format. He reports it is time consuming but worthwhile and he will share the draft with the in house VS group shortly. He recommends 'shared heads' rather than one person alone preparing a VS site RA.</p>	SJ
<p><b>7. Updates: HSE, PCPNA</b></p> <p>No recent news from HSE to consider. The revised H and S policy would be presented to NPA for approval 28 November, it had been well received at Employee Forum, with a couple of useful comments for improvement.</p>	JS
<p><b>8. Successes, Training etc – opportunity for Reps to share items</b></p> <p>First Aid refreshers had taken place in September. Positive feedback on the days training on Conflict Management arranged for mostly DM staff. External organisations continue to value our walk leader training. Operations have had a demo of a remote control tractor and are considering purchase.</p>	
<p><b>9. Incident/Accident reports July - Sept 2018</b></p> <p>Incidents from Carew tearoom following its opening in July. To review this year's tearoom incidents at end of season.</p>	JS/DH
<p><b>10. Any other business</b></p> <p>None</p>	
<p><b>11. Dates and venues of next meeting</b></p> <p>Tba OyP and Cirhedyn</p>	JS

Minutes copied to: Building Projects Officer, Leadership Team

## Appendix – Incident/Accidents Apr to Jun 2018

Incident Number			Further Action if any
800	Call out		
801	vehicle		
802	vehicle		
803	vehicle		
804	vehicle		
805	MoP scald	minor	
806	Employee oven burn	minor	
807	Employee slip	minor	
808	Employee wasp sting	minor	
809	Vehicle breakdown		
810	Employee bee sting	minor	
811			
812	Volunteer scald	minor	
813	MoP bump	minor	
814	MoP bump	minor	
815	Vehicle		
816	Vehicle		
817	Employee squashed finger	minor	
818	vehicle		
819	Employee wasp sting	minor	
820	Employee wasp sting	minor	
821	Employee wasp sting	minor	
822	MoP slip	minor	
823	Call out		
824	Employee scald	Over 3 day	
825	Building Fire	No injuries	
826	vehicle		
827	Call out		
828	Call out		

### Number of incidents reported per quarter

2016	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
	July-Sept	28	1 employee over 3 day, Minor: 8 employee minor, 1 volunteer and 4 MoP; 4 call out, 1 fire, 9 vehicle incidents