

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

9.30am Thursday 11 July 2019 Llanion

**Present:** Steve Jones (In the chair), Dyfan Evans (North Warden Team), Mike Jarratt (H & S Advisor), Geraint Jones (Direction), Tegryn Jones (via Video Conference). Andrew Muskett (Delivery), Liz Rooney (Unison) and Sharron Thomas (Development Management).

**1. Apologies:**

Apologies: None, Two vacancies

Item	Action
<p><b>2. Minutes of last meeting (21 March 2019) and matters arising.</b> Agreed Reps agreed that more work was needed on the Threatening Behaviour protocol to understand and deal with the issues it presented. It was decided to keep this item on the agenda.</p>	
<p><b>3. Action Plan</b></p> <ul style="list-style-type: none"><li>• SJ noted that the HAVS (Hand and Vibration System) had not been updated for 5 years and the policy needed reviewing and would take advice from MJ for this.</li><li>• SJ noted that in the light of an injury to a member of his team the HSE had picked this up regarding lone working and wanted to review the policy within his team. Reps felt that there were other issues and it was not a one size fits all. The Chief Executive agreed that it made sense to communicate the policy to staff and to have it in the action plan.</li><li>• The CEO considered Work Related Stress was possibly more of a focus for some managers. SJ felt that there needed to be increased understanding of stress and how to achieve this understanding. The CEO felt that the wording needed to be looked at with the focus being on raising awareness and identifying the issues.</li><li>• Reps wanted to know if an annual review of Radon Gas monitors would take place. MJ confirmed that a Radon Risk Assessment would take place to cover the whole estate which would be reviewed and kept going.</li></ul>	<p>SJ</p> <p>MJ</p>
<p><b>4. Visitor Safety Update on Events and Trees</b> The H&amp;S risk document had been updated and agreed last November. The policy on Ash Dieback had been updated last year and needed to be revisited to see how this has been interpreted. Reps noted that the speed and extent of this problem was already impacting on work. SJ noted that the three year Risk</p>	<p>SJ</p>

<p>Assessment was too long a period and that a level 2 tree survey on site would need to be carried out. A group will be set up by SJ to develop an action plan for taking this forward</p>	
<p><b>5. Update on Radon Gas</b> AM noted that the re-test on Pant Glas would be finished next month and he would look at any further actions once the results had been received.</p>	AM
<p><b>6. Health &amp; Safety Annual Report 2018-19</b> TJ noted that the report needed to go to the next Audit &amp; Corporate Review Committee. Items for inclusion needed to be sent to TJ by the end of July. Reps felt that controlled burning and a grazing risk assessment should be included. A remote control mower had been purchased which was proving popular. AM asked if incidents and accidents should be reported in a different way and TJ agreed that this should be looked at for future years.</p>	
<p><b>7. Update HSE, PCNPA</b> MJ felt that there was still some work to be done supporting older workers. General health and not just age needed looking at as well and asked if this could be given to the new HR Manager to look at when in post. MJ to identify good practice by HSE and circulate within the Group.</p>	MJ
<p><b>8. Successes</b> DE noted the success of the new Roboflail which was a remote controlled ride on mower that could be operated by one person. These were considered safer with regards smoke/dust and local contractors were also beginning to stock/use them within the county. The only issue was that the batteries for the remote control were not rechargeable. SJ stated that a demo could be set up for people to see how it operated.</p>	SJ
<p><b>9. Incident/Accident reports March – June 19</b> Reps noted that a proportion of incidents were in fact callouts to alarms. SJ felt that a lot of minor incidents were not being reported and wondered if there was a way to make it easier to do so. TJ stated that a reminder should be sent to all Team Leaders to be passed onto staff. SJ informed Reps that the accident involving one of the Warden Team had been closed by the HSE and offered to circulate the letter. SJ pointed out that it would be useful to look at the RIDDOR website. GJ felt that all managers should be RIDDOR aware and take responsibility. MJ noted that he could be contacted on this matter. One warden had visited hospital after Hogweed had gone through his visor, it was noted that safety glasses should always be worn.</p>	

<p><b>10. Any other Business</b></p> <p><b>Items for the next meeting.</b></p> <p>There was an issue with Hogweed at Castell Henllys. SJ noted that H&amp;S would always come first and it should be removed from public areas.</p> <p>MJ informed Reps that the Corporate Health Standard needed to be put on hold. It was intended to get Public Health Wales down to visit and this would be done within the next six months once the new HR Manager was in post.</p> <p>MJ reminded Reps that there would be a meeting of PEEPS (Pembrokeshire Employers Engagement Project) at Folly Farm on the 18<sup>th</sup> September. It was decided to invite the Warden Managers and Ground Maintenance Workers.</p>	<p>MJ</p> <p>SJ/MJ</p>
<p><b>11. Dates and venue of next meeting</b></p> <p><b>TBA</b></p>	<p>TJ</p>