

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

10.00am Thursday 5 December 2019 Oriol y Parc, St Davids

Present: Tegryn Jones (In the chair), Claire Bates (Centres), Dyfan Evans (Operations), Mike Jarratt (H & S Advisor), Steve Jones (Operations), Gayle Lister (Substitute - Direction), Andrew Muskett (Delivery), Liz Rooney (Unison), Libby Taylor (Substitute - Discovery) and Sharron Thomas (Development Management).

1. Apologies:

Apologies: Geraint Jones, Tom Iggledon, Support Services - Vacancy

Item	Action
<p>2. Minutes of last meeting (11 July 2019) and matters arising.</p> <p>It was noted that the reference to the policy on Ash Dieback at Item 4 should have been to the Tree Policy. SJ advised that this policy had been further updated following an internal meeting on Ash Dieback but the revised version had not yet been published.</p> <p>The minutes were agreed subject to the above amendment.</p> <p><u>Threatening Behaviour Protocol</u> – This would be discussed further in a DM Team meeting as such behaviour was more prevalent in that team. TJ advised that the Authority had a clear position that such behaviour towards either staff or Members was unacceptable and there was a Safe Card and a Personal Safety policy which provided further advice. However he was pleased that the issue had been raised again and he asked reps to feedback to their teams that any incidents should be recorded to give a more accurate picture. Such a request could also be made at a future staff meeting. It was hoped that mapping incidents would now be easier as new GIS and other systems were in place. The item would be included on the Agenda for the next meeting once it had been discussed by the relevant teams.</p> <p><u>Corporate Health Standard</u> – Adoption of this had been suggested by one of the Authority’s Members, and TJ would speak to HR Manager once in post</p>	<p>Reps to feedback to next meeting</p> <p>TJ</p>
<p>3. Action Plan</p> <p>Plan partially updated, but additional text required for the objective in respect of Radon. Meeting arranged regarding HAVS monitoring and additional text to be provided by SJ following this.</p> <p>Fitness for Lifetime Working – work to develop a plan to be</p>	<p>AM and SJ to provide additional text</p>

<p>undertaken by HR Manager once in post.</p>	
<p>4. Update on Radon Gas High levels of Radon had previously been found in Pantglas and fans had been installed in September that drew out air from beneath the floor. Levels at the property would continue to be monitored.</p> <p>A review of the readings taken by Radon Protection Wales from all of the Authority's properties would be undertaken in order to formulate a testing regime going forward.</p>	<p>AM/MJ</p>
<p>5. PEEPS (Pembrokeshire Employers Engagement Project) Employers from across Pembrokeshire attended the event at Folly Farm on the 18th September. Although the Authority attended as a public organisation providing corporate support and sharing best practice, those who attended the event reported that they had learned a lot. Feedback from businesses which attended was also positive. A similar event would be held in November 2020 which would look at a wider range of subjects including hot tubs, swimming pools and play parks.</p>	
<p>6. Health & Safety Annual Report 2018-19 Reps to send items for inclusion in the report which would hopefully be presented to the Audit and Corporate Services Review Committee in February.</p>	<p>All</p>
<p>7. Draft Internal Audit Report for Health and Safety The report had been received earlier in the week and the section in respect of Health and Safety had been circulated to reps. The Authority had an opportunity to comment on the report and correct any errors before it was finalised and reported to the Audit and Corporate Services Review Committee. TJ to be advised of any inaccuracies.</p> <p>The finding was of a Limited Assurance which was disappointing, however processes were being put in place to address the findings, and as the assessment was only in respect of Llanion, these would be rolled out to all the Authority's sites. AM noted that the issue was with the proper recording of checks, rather than checks not having taken place. He also advised that Fire Marshall and Extinguisher training was being organised for February and that fire risk assessments were being standardised across the Authority.</p>	<p>All</p> <p>AM/SJ</p>
<p>8. HSE/PCNPA Updates Updates issued by HSE had included Material Safety Data Sheets, Stress and working at height. 2018/19 ill health statistics for Great Britain had been published which showed that fatalities had increased. MJ provided a copy of the key facts which and it was requested that these were circulated.</p>	<p>CL to circulate Key Facts</p>

<p>LT reported that she had attended a Pembrokeshire-wide water safety meeting which was looking particularly at open water swimming, an activity of increasing popularity for which more guidance was required.</p> <p>LT was also working with the RNLI and Coastguards to share data on incidents which took place on the foreshore, which the Authority leased, but about which it knew nothing.</p>	
<p>9. Successes/Training Update There were no items to report.</p>	
<p>10. Incident/Accident reports July - October 19 22 incidents/accidents had been reported and considered in detail by the relevant manager. These could be broken down as follows: Call out – 2; Incident – 3; Minor – 9; Vehicle – 5; RTA – 1; RIDDOR - 2</p> <p>ID 863 (RIDOR) - Part of Wickerman fell onto volunteer who suffered a clean break to metatarcel. Action - Full RA had been conducted prior. Barrier rope placed to ensure no public access and in future only experienced staff wearing PPE to undertake task.</p> <p>ID 867 – Volunteer sank to thigh in mud. Action - Risk Assessments (RAs) need to be stored centrally as the Ranger Team had a RA for this activity at this site which covered this risk. A different team was using a different RA which did not include the risk. LT to speak to GP.</p> <p>ID 870 (RIDDOR) - Trailer dropped on foot – suffered swelling and bruising. Action - In future will not handle equipment belonging to third parties, nor they use our equipment without supervision by trained person. Ensure feet not under trailer when attaching vehicle.</p> <p>ID 875 (RTA) - Vehicle overturned on headland while bracken bruising. Action - Use of pedestrian bracken bruiser to mark out borders and also a written inspection to highlight any hazards on site</p> <p>ID 877 – Asthma attack - Teams need to be aware of health issues such as allergies, asthma of their team members so that appropriate responses / mitigating actions can be taken. Process to be put in place.</p> <p>ID 878 – Monitor occurrences of people knocking their heads on low arch at Carew.</p> <p>Staff to be encouraged to complete forms for all incidents and the form should be available electronically. Details should also be accurately summarised for reporting to this Group.</p>	<p>LT to speak to GP to share RAs also wider question re central storage of RAs needs to be addressed</p>
<p>11. Any other Business / Items for the next meeting. LT attended a presentation by the Lake District. Their H&S Advisor shared a zip file of generic risk assessments which</p>	<p>LT</p>

<p>she would make available to all staff. Also a card for reporting near misses that was made available periodically to keep raising awareness.</p> <p>DM Team use WhatsApp as part of lone working arrangements but not allowed to download the app on work phones as it was an American platform. IT suggested use of a different App, but problems with downloading it. Needs to be resolved.</p>	<p>NG to speak again to IT</p>
<p>12. Briefing Items</p> <ul style="list-style-type: none"> • Highlight importance of completing incident forms and in particular incidents of aggression • Action Plan – work to develop HAVS policy • PEEP Event – positive engagement • Internal Audit Report – will be published on the Authority’s website once finalised. 	