

## HEALTH AND SAFETY GROUP MEETING

Thursday January 12th 2012. 09.30 AM

GREEN ROOM, LLANION PARK

Present:

June Skilton (chair), Brian Pratt, Janet Evans, Phil Bennett, Geraint Jones , Hugh Bowen, Steve Brick, Tegryn Jones, Richard James, Nick Paine.

1. Apologies: Charles Mathieson, Elaine Jones, (Jim Grim)
2. Minutes of last meeting  
Minutes agreed as a true record
3. Matters arising:  
Action points from previous meeting all covered with exception of finalising paperwork for roadside working.
4. Representation on the H&S Group under the new structure

After discussion it was agreed that Delivery, Discovery and Support Services could put forward one or two reps at the discretion of the Director based on internal team structures and communication. One rep to be nominated from Direction. In addition The Technical Officer, Personnel Manager, H&S Adviser, UNISON rep and a rep from Management Team. A formal substitute will attend from all teams if the normal rep unavailable.

5. Feedback from Conflict Awareness Day  
Nick P reported a generally very positive response, particularly from the first and second sessions and the workshop on breakaway techniques. Response to the third session on understanding feelings post event was more mixed.

The Group felt that this sort of event had many benefits (including bringing so many staff together) and would support doing something like this every year.

6. Accident reports.

A summary of accidents and incidents since the last meeting was presented. The ongoing issue of stones becoming dislodged from the walls at Carew Castle was discussed and it was agreed that Phil B will report back to the next meeting stating what we do to monitor, inspect, record and react to this ongoing problem and the proactive and reactive steps taken to minimise the risk.

The staircase outside IT at Llanion was also discussed as there have now been 2 incidents and possibly a third which went unreported. NP has discussed with AM and costings are to be obtained for adapting to a more standard tread pattern. This can then be prioritised against other building projects.

7. A.O.B.

Nothing raised

8. Date of next meeting:

April 12<sup>th</sup> 2012.

Item	Action points	Persons responsible and date
	Roadside working	Nick P - communicate to staff and forward paperwork to SMT (carried forward)
	Representation on group	Personnel to finalise
	Carew Castle	Phil B to provide written report to next meeting

# Incident/accident report summary

**ID:** 334 **Date** 04/10/2011 **Keyword** Minor **Status** Employee  
**Location** Llanion **Section** Education  
**What happened** Slipped while leaving staff room with 2 cups of tea

**What injuries** None

**Action taken** Floor mopped and signs put out while wet.

**ID:** 335 **Date** 27/08/2011 **Keyword** Minor **Status** Member of public  
**Location** Carew Castle **Section**  
**What happened** Hit on shoulder by piece of masonry

**What injuries** broken skin

**Action taken** Inspected area, no sign of further loose masonry, will ask 'Ascend' to inspect area next time they visit.

**ID:** 336 **Date** 03/10/2011 **Keyword** Minor **Status** Employee  
**Location** Llanion **Section** Education  
**What happened** Hand slipped while trying to apply window lock.

**What injuries** sliced flap of skin on hand

**Action taken** A number of windows on the S and W elevations have alignment problems making securing them difficult. This was a factor in this accident.

**ID:** 337 **Date** 14/10/2011 **Keyword** Vehicle damage **Status** Employee  
**Location** Other **Section** Recreation Management  
**What happened** On returning to vehicle, noticed crack in drivers side window. Assume caused by stone flying up when strimming.

**What injuries** None

**Action taken** In future, vehicle will be parked further away from work area

**ID:** 338 **Date** 18/10/2011 **Keyword** Minor **Status** Employee  
**Location** Coast **Section** Recreation Management  
**What happened** Splinter of wood blew off oak post into right eye

**What injuries** Splinter in eye - painful

**Action taken** Not Feasible to wear goggles. One off incident where wind blew debris from post into eye

**ID:** 339 **Date** 10/10/2011 **Keyword** Minor **Status** Member of public  
**Location** Centres **Section**  
**What happened** Tripped over bench in gallery landing on face

**What injuries** Cut lip

**Action taken** Consider removing bench from gallery as wood is similar to that of floor

**ID:** 340 **Date** 04/10/2011 **Keyword** Vehicle damage **Status** Employee  
**Location** Coast **Section** Recreation Management  
**What happened** Cutting grass using ride on mower. Pebble flicked up and hit car windscreen causing crack.

**What injuries** none

**Action taken** Pebbles had been carried onto the grass from elsewhere. Pre-cut check carried out but did not reveal the pebbles in long grass.

**ID:** 341 **Date** 22/10/2011 **Keyword** Minor **Status** Employee  
**Location** Carew Castle **Section** Sites

**What happened** Brushing paving stones by herb garden and whilst walking backwards into side of central stone, fell backwards onto back.

**What injuries** Fell on coccyx and cut right elbow. Coccyx sore and stiff by end of shift. Hurt left foot.

**Action taken** Conversation with manager re safety awareness

**ID:** 342 **Date** 01/11/2011 **Keyword** Minor **Status** Employee  
**Location** Llanion **Section**

**What happened** Fell on stairs by IT room. Landed on arm against metal strip

**What injuries** Cut and Bruised arm

**Action taken** Detailed measurements of staircase taken. There is potential to lengthen each tread and costings are being obtained as this is not the first incident here.

**ID:** 343 **Date** 25/11/2011 **Keyword** Vehicle damage **Status** Employee

**Location** Inland **Section** Recreation Management

**What happened** Driving vehicle through very wet and muddy gateway, could not get completely through. Reversed out, but did not realise there was a piece of wire fencing caught in bumper - pulled bumper off when reversing

**What injuries** None

**Action taken** Talked through incident with team leader - conditions felt to be reasonable for going off-road and did not see low post which caused the problem.