

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 17th July 2014 9:30

Yellow Room Llanion

Present: June Skilton (chair), Tegryn Jones, Jim Grim (Unison rep), Gayle Lister, Dyfan Evans, Steve Brick, Geraint Jones, Philip Lees, Paul Casson for item 4.

1. Apologies: Caroline Phillips-Bowen, Brian Pratt

Item	Action
2. Minutes of last meeting (10th April 2014) Agreed	Minutes – CMT and committee
3. Matters arising None	
4. Mobility Scooters Walkability Officer (PCasson) set out the background to the Authority's mobility scooters and the ways in which public use is managed. There was some discussion and overall endorsement of what is in place, with two points for future consideration by Paul.	PC
5. Risk rating/matrix on safety risk assessments The group considered the examples provided and HSE guidance, and referred to previous discussions on risk rating. Agreed (subject to CMT approval) that the NPA adopt the risk rating proposed, within a timescale allowing this to be introduced as RAs are reviewed. (by 31 st October 2015)	CMT JS to communicate to all managers
6. Annual report 2013-14 The group discussed some of the data circulated and the draft annual report. The most significant issue identified is the increased sickness absence and in particular long term absences due to mental health issues. The group discussed possible actions, to be researched further.	All group members

All reps to add H and S achievements to section 4	
<p>7. The role of the Group and its members</p> <p>The group would welcome a corporate instruction to managers on how to integrate the H and S rep role into team processes in order to support H and S management, to improve two-way communication and to involve the teams they represent and particularly managers. The Chair to provide draft proposals.</p>	<p>JS By xxx</p>
<p>8. HSE Updates</p> <p>The group confirmed that the wider circulation of HSE bulletins was useful. There are specific bulletins eg wood work, agriculture, which any manager can register for directly if appropriate. HSE had recently circulated information on HAVS, manual handling, hearing protection. They are consulting on issues/regulations such as explosive substances which were less relevant to the NPA. There has been a press release this week to say that work-related fatalities in UK is at lowest level on record (133 deaths in 2013-14) and that for 8 years the UK has consistently recorded one of the lowest rates among the leading industrial nations in Europe. Although “any death at work is a death too many” (HSE).</p>	
<p>9. Training Update.</p> <p>CIEH level 3 award - 8 staff received this award (5 at merit) Manual handling training delivered. Practical skills on going June and Gayle attended recent launch of local IOSH branch There is a list of accredited H and S awareness and management courses in the folder – some managers have asked for awareness session for all staff</p>	
<p>10. Incident/Accident reports including Carew masonry report</p> <p>See appendix</p>	
<p>11. Any Other business</p> <p>Jim asked for update on recent dog incident at Castell Henllys</p>	
<p>12. Date of Next Meeting 23rd October 2014</p>	

Minutes copied to: Building Projects Officer, CMT

Appendix – Incident/Accidents 1st April to 30th June 2014

Incident Number		Action
465	noted	
466		Safecard has been amended, information has been shared with other practical teams
467	noted	
468	noted	
469	Incident dated March, received in May	
470	noted	
471	noted	
472	noted	
473	noted	
474	noted	
475	noted	
476	noted	
477		Incident dealt with well at the time
478		RA has been amended
479	noted	
480	noted	
481	noted	
482	noted	

Number of incidents reported per quarter

2013	April – June	14
	July – Sept	17
	Oct – Dec	9
2014	Jan-March	17
	April –June	18