

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 23<sup>rd</sup> October 2014 9:30

#### Green Room Llanion

**Present:** June Skilton (chair), Tegryn Jones, Gayle Lister, Geraint Harries (for Dyfan Evans), Steve Brick, Phil Bennett (for Geraint Jones), Philip Lees, Caroline Phillips-Bowen, Alan Hare (for Brian Pratt)

**1. Apologies:** all apologies substituted

Item	Action
<b>2. Minutes of last meeting (17<sup>th</sup> July 2014)</b>  Agreed	Minutes – CMT and committee
<b>3. Matters arising</b>  None	
<b>4. Visitor Safety in Countryside Group</b>  PCNPA now member of this group Head of Delivery attended meeting in September – his note of meeting along with group newsletter noted; to ask HofD for update re Emergency Planning for next meeting. <a href="http://vscg.co.uk/">http://vscg.co.uk/</a> to access resources; let June know if login needed for member only items.  Ranger Service Manager has drafted revised Risk Assessment for foreshore: Caroline and Philip volunteered to review these and meet to discuss.	Head of Delivery  June, Caroline, Philip
<b>5. 2014-15 Action Plan</b>  This plan is part of the annual report to Audit Committee 12 <sup>th</sup> November 2014.  I. Objectives: will be picked up as agenda items.  II. Risk priorities: some discussion regarding vibration issues (HAVS); to ask Head of Delivery for list of concerns; an	June

<p>indicator was suggested and added to the draft. An initial action regarding stress/mental health was agreed (members of this group agreed to undertake the resilience course to trial before rolling out, once we've settled on training, all staff should be automatically put forward, to overcome any possible stigma).</p> <p>June referred to recent email from Dartmoor NPA regarding the 'mindful employer' scheme and agreed to forward the details for comment.</p> <p>III. Performance measures: these were discussed and agreed; to note the random checking of lone working.</p>	<p>All reps</p>
<p><b>6. The H and S Group</b></p> <p>The group discussed ideas and options; agreed:</p> <ul style="list-style-type: none"> <li>• Retain departmental representation (pursue second rep for Discovery teams)</li> <li>• Ensure terms of reference allow other staff to be involved on an 'as needed basis' eg specialist posts, operational posts,</li> <li>• Develop a 'peer review' group who can be called on as needed</li> <li>• Arrange for 2 meetings pa to be based away from Llanion, 2 at Llanion, and a 5<sup>th</sup> floating meeting to be called by any Rep (in liaison with Chair) in response to circumstances.</li> <li>• Chair to inform managers of the support and time to be allocated to the role of H and S Rep</li> <li>• To consider identifying a 'team brief' from future meetings</li> <li>• Each Rep to report back on how they will ensure two-way communication (standing item at team meetings recommended)</li> </ul>	<p>All reps</p>
<p><b>7. Sharing Our Successes</b></p> <p>A new regular item: an opportunity to ensure that we record good stories as we go:</p> <p>On average (we believe), 7 people die each year from falls on coastal paths around the UK – really positive to view the situation in Pembrokeshire within this context (0 deaths in recent years)</p> <p>The Development Management Team has reviewed its use of the Careline system for lone working with positive feedback.</p> <p>Refresher on Careline can be arranged – teams to flag up</p>	<p>All reps</p>
<p><b>7. HSE/PCNPA Updates</b></p> <p><b>HSE:</b> Storing petrol, LEV section of website revised, new guidance on how LOLER applies in forestry, revised risk assessment guidance</p>	

(no longer refers to 5 steps) tool re assessing manual handling  <b>PCNPA:</b> external consultant has carried out noise assessment at Cilrhedyn; update from Building Officer re legionella and fire risk assessments	
<b>8. Training Update.</b>  Gayle (and possibly Philip Lees) volunteered to trial the 4-day IOSH depending on dates. To consider options for accessing training from PCC; some reservations expressed about e-learning	
<b>9. Incident/Accident reports including Carew masonry report</b>  See appendix Carew: increase in reported falls noted, along with actions. Chief Executive will contact staff who raise 'near misses' to acknowledge/ thank them.	CE
<b>10. Any Other business</b> None	
<b>11. Dates of 2015 Meetings</b> 15 <sup>th</sup> January Cilrhedyn 16 <sup>th</sup> April Llanion 2 <sup>nd</sup> July Oriel y Parc 8 <sup>th</sup> October Llanion 1 additional meeting to 'float' and be called when needed.	

Minutes copied to: Building Projects Officer, CMT

### Appendix – Incident/Accidents July – September 2014

Incident Number	Action
483	Confirmed that no issues of distraction etc known
484	Need to carry over for consideration our right to refuse entry for dogs where there is concern re behaviour
485	Noted
486	Noted
487	Noted
488	Noted
489	Noted
490	Noted

491	Some debate over responsibility to patient in terms of CPR however overall the staff responded to local circumstances
492	Not type of incident that would normally be reported (dog attacking dog) however it is worth recording
493	Duplicate entry
494	Refer on to Buildings Officer
495	Noted
496	Was there any consideration of measures to reduce traffic speed?
497	Noted
498	Noted
499	Noted
500	Noted
501	Noted
502	Noted
503	Ask whether appropriate for there to be loose heavy objects to hand
504	Noted
505	Noted
506	Noted
507	Noted
508	Noted
509	Noted
510	To encourage incidents to be reported at the time of occurring, it is a problem in many ways for unreported incidents in the past to be referred to
511	A rare incidence, however some debate amongst Delivery staff of alternative grounds management regimes. To refer to Head of Delivery
512	Noted
513	Noted (a further incident with mobility scooter)
514	Noted
515	Noted
516	Noted
517	Noted

### Number of incidents reported per quarter

2013	April – June	14
	July – Sept	17
	Oct – Dec	9
2014	Jan-March	17
	April –June	18
	July – Sept	34