

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

MONDAY 6th January 2014 9:30

GREEN ROOM, LLANION PARK

Present: June Skilton (chair), Tegryn Jones, Dyfan Evans, Caroline Phillips-Bowen. (Susanne Hooper, Lowri Davies, Tim Jones, Andrew Muskett, Andrea Griffiths for item 4)

1. Apologies:

Nick Paine (H and S Adviser), Jim Grim, Brian Pratt, Steve Brick, Geraint Jones, Phil Lees, Gayle Lister

Item	Action
2. Minutes of last meeting (17th October 2013) Agreed	Minutes have been considered by CMT and will go to next committee
3. Matters arising None	
4. Visit to Carew to review the issues (eg causeway bridge, masonry falls etc) South Area Warden Manager (Tim), Interim Carew Manager (Andrea Griffiths) and Building Projects Officer (Andrew Muskett) introduced/updated the group on issues that had been reported recently. 1. Falling masonry from both high and low level walls. Carew manager/other member of staff checks the grounds daily documenting, reporting and photographing any falls. Investigating options for controlling the vegetation on the walls. 2. A decision about the treatment of the part of the causeway (furthest from the mill) as a ROW over flowing water was reported to the December 2013 Property and Projects meeting . 3. Tim explained how the tree policy operates (especially in	

<p>response to recent storm conditions)</p> <p>4. There is a need to balance risk control with the visitor experience. And also balance with consistency across sites.</p> <p>The group appreciated being able to see issues on site and considered that processes appeared to be working well. The Carew causeway ROW issue will be considered at CMT in due course.</p>	
<p>5. Incident/Accident Reports October to 31st December 2013</p> <p>See appendix</p>	
<p>6. Date of Next Meeting</p> <p>tba</p>	

Minutes copied to: Building Projects Officer, South Area Warden Manager, Interim Carew Manager, CMT

Appendix – Incident/Accidents 1st October to December 31st 2013

Incident Number		Action
435	noted	n/a
436	noted	n/a
437	noted	12/01/14 Manager confirms that all of the gates now have rest bars for the pins to sit on when opening and closing.
438	noted	As at 10/01/14 incident mapping process is underway
439	noted	n/a
440	noted	none
441	noted	none
442	noted	Machine has been checked by engineer, recommended that employee 'grounds' herself before using copier.
443	noted	n/a