MINUTES

**PCNPA HEALTH AND SAFETY GROUP MEETING**

**THURSDAY APRIL 18th 2013, 9.30 am**

**GREEN ROOM, LLANION PARK**

**Present:** June Skilton (chair), Tegryn Jones, Jim Grimm, Steve Brick, Geraint Jones, Caroline Phillips Bowen, Phil Lees, Brian Pratt, Gayle Lister. Dave Maclachan for item 4.

1. **Apologies:**

Nick Paine (H and S Adviser) , Dyfan Evans.

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| **Item** | **Action** |
| 1. **Minutes of last meeting (17th January 2013**   Agreed |  |
| 1. **Matters arising** 2. Charles Mathieson is co-ordinating to ensure procedures are in place to support the tree policy. 3. June Skilton has covered the Careline system at several team meetings 4. Tegryn to liaise with Alan Hare regarding follow up actions in relation to the defibrillators. 5. Drivers handbook is being redrafted to take account of comments – JS to ensure revised draft comes back to the group. 6. Property risk assessments are recorded on a schedule maintained by the Estates Manager in Delivery. 7. The group thanked Philip Lees for arranging and leading the site visit to Porthgain in March. 8. ‘Shifting without Lifting’ session postponed until the autumn | TJ  JS |
| 1. **Risk Assessment**   The group reviewed existing practice and documentation.  Dave Maclachan (National Trail Officer) outlined the practice and issues relating to the Coast Path  (Tegryn Jones left the meeting part way through this item).  The group noted the issues they want to consider further.  In meantime, group members to read the Coast Path safety statement. | All H and S group members |
| 1. **Revision to Safecard 24 Livestock Handling**   Confirmed. To be uploaded to staff handbook | JS |
| 1. **Incident/Accident reports.**   The group confirmed the importance of the manager signing the forms to include ‘action taken’ and checking when the action is completed.  There was a discussion about a spate of ‘shocks’ from metal door handles etc within Llanion - these seemed to be linked to the period of dry weather; interim measures in place and anti-static mat on order.  Caroline to report back about this at next meeting | JS  Caroline PB |
| 1. **Any Other Business**   In Nick Paine’s absence, issues to be passed to June. |  |
| 1. **Date of Next Meeting**   18th July 2013 9.30 Green Room Llanion |  |