

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 15 January 2015 9:30

At Cilrhedyn Woodland Centre

**Present:** June Skilton (chair), Tegryn Jones (CMT), Liz Rooney (Unison).  
Gayle Lister and John Worrall (Discovery), Steve Brick (Technical Officer), Geraint Jones (Direction), Philip Lees (Delivery), Caroline Phillips-Bowen (DM), Brian Pratt (Support Services).

- 1. Apologies:** Dyfan Evans (Delivery)  
**Welcome to John Worrall, a new second rep for Discovery**

| Item   | Action                                    |
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| <b>2. Minutes of last meeting (23 October 2014)</b><br><br>Agreed  | Minutes – CMT and committee               |
| <b>3. Matters arising</b><br><br>Update from Head of Delivery re Emergency Planning Cliff protocol as per Dorset: referred to PCC.<br>'Volunteers' from the group have assisted Ranger Service Manager with draft foreshore RA<br>Meetings to review HAVS with external consultant underway  |   |
| <b>4. Draft revised H and S policy</b><br>Draft revised policy discussed:<br>Agreed in principle, small amends to be finalised ready for Leadership team 3 <sup>rd</sup> Feb and then Employee Forum etc, finally at NPA for approval 25 <sup>th</sup> March<br>May be appropriate to clarify responsibilities for monitoring and the Technical Officer role.<br>The group would like to launch the policy with some sort of 'The year of H and S' campaign. | JS<br><br>All reps to pass on ideas to JS |
| <b>5. Terms of reference for H and S group</b><br><br>These have been considered by Leadership Team, no further comments, these are now adopted (subject to CMT approval of these minutes)   | JS to circulate, publicise and file       |

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| <p><b>6. Feedback from Audit and Corporate Services Committee<br/>Nov 2014</b></p> <p>NPA Members at this meeting had a good discussion of the issues included in the H and S annual report and action plan, this included incident trends and sickness absence. Overall endorsement of our approach.</p>  |   |
| <p><b>7. Sharing Our Successes</b></p> <p>Incident last year with hay rack lead to revised way of working this year with winch, safely.<br/>DM: ways of managing lone working and locations etc have become more routine and accepted<br/>Valuable support by a warden team assisting casualty of road traffic accident (hit and run) in Fishguard</p>   |   |
| <p><b>8. HSE/PCNPA Updates</b></p> <p><b>HSE:</b><br/>Revised/updated ACoPs (Approved Codes of Practice):<br/>Diving N/A<br/>Pressure Systems<br/>Safe Working in Confined Spaces<br/>Safe Use of Lifting Equipment (note this can include ropes and pulleys)<br/>Guide to Workplace Transport<br/>JS pointed out that the ACoPs usually had helpful flowcharts to help assess relevance.<br/>Suggestion that we include Fleet Management staff in circulation of HSE info.<br/>Reps commented that the cases reported on bulletins were interesting.</p> <p><b>PCNPA</b><br/>Review of our processes re HAVS underway</p> |   |
| <p><b>9. Training Update.</b></p> <p>Practical skills training continues<br/>No suitable IOSH dates taken up yet<br/>Pembrokeshire Wildfire Group (PCNPA a member) have developed a 1-day controlled burning awareness session.<br/>Discussed feedback from 'developing personal resilience' session in December. Group could see potential in some of this, eg the i-resilience report, but not that training day as it was. Useful discussion, wanted to see a vision drawing on a wide-framework of</p>   | <p>Every Rep to pass thoughts and ideas re resilience to JS</p> |

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| <p>existing provisions and new awareness, supported by an ongoing programme of events, reminders etc.<br/>Opportunity had been circulated to attend a pilot session of new alcohol awareness programme 2<sup>nd</sup> February Pembroke Dock</p>   |  |
| <p><b>10. Incident/Accident reports including Carew masonry report</b></p> <p>See Appendix<br/>Carew report noted</p>  |  |
| <p><b>10. Any Other business</b></p> <p>Request to look at the lighting in the first aid room (can it be dimmed etc)<br/>Discussion of feedback on the recent new windows at Llanion</p> <p>In response to suggestion at Staff Reps for freezer for ice packs for first aid use, alternative resources had been purchased, Brian to just let nominated first aiders at other sites</p> <p>Query about car park at Castell Henllys no longer being lit</p> <p>Delivery are restructuring their risk assessments around teams and hazards</p>  | <p>Brian</p> <p>Brian to co-ordinate any steps etc required</p> <p>Brian</p> <p>June to raise with Head of Discovery</p> <p>Philip to update at next meeting</p> |
| <p><b>12. Team Brief</b></p> <p><b>What now with draft policy</b> – Staff reps 5<sup>th</sup> Feb Employee Forum<br/>11<sup>th</sup> Feb Personnel Committee and NPA 25<sup>th</sup> March<br/><b>Members</b> had good discussion of issues in the H and S annual report and plan, supportive of actions and issues<br/><b>Careline and similar measures:</b> a positive response from DM, almost a step change in attitudes<br/><b>Resilience and well being:</b> the course attended by the group and others as a ‘pilot’ provided a useful basis for discussion and further developments to follow<br/><b>Incident forms:</b> please ask staff to give more/clearer information in their reports and for managers to be clearer on their actions (if necessary do a follow up report)</p> | <p>All</p>   |

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| <p><b>13. Dates of 2015 Meetings</b></p> <p>16<sup>th</sup> April Llanion<br/> 2<sup>nd</sup> July Oriel y Parc<br/> 8<sup>th</sup> October Llanion<br/> 1 additional meeting to 'float' and be called when needed.</p> |  |
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Minutes copied to: Building Projects Officer, CMT

**Appendix – Incident/Accidents October to December 2014**

| Incident Number | Action  |
|-----------------|---|
| 518             | Noted   |
| 519             | Noted   |
| 520             | Noted   |
| 521             | Noted   |
| 522             | Noted   |
| 523             | Noted   |
| 524             | Noted JS to liaise with Discovery Team to follow up comments re quality of PPE                |
| 525             | Noted follow up needed  |
| 526             | Noted follow up needed  |
| 527             | Noted update needed   |
| 528             | Noted   |
| 529             | Noted   |
| 530             | Noted SB to look at site with BP. Lighting protocols need to address the issue of consistency |
| 531             | Noted   |
| 532             | Noted to consider speaking with PCSO, publicity,  |
| 533             | 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                                |
|      | Oct – Dec    | 16 (8 minor accident, 8 incident) |