

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 16 April 2015 09:30

At Llanion Park, Pembroke Dock

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

**1. Apologies:** Steve Brick (Technical Officer), Tegryn Jones (CMT)

Note: in recognition of 'On your Feet' the next week, the group stood and moved between items.

Item	Action
<b>2. Minutes of last meeting (15 January 2015)</b> Agreed	
<b>3. Matters arising</b> None	
<b>4. Welcome Tim Heeling, Development Worker with West Wales Action for Mental Health</b> Interesting and useful session and discussion with Tim, which left the group with plenty to think about: <ul style="list-style-type: none"><li>• Positive mental health</li><li>• Recovery</li><li>• Healthy workplaces</li><li>• 5 Ways to wellbeing</li></ul>	
<b>5. Developing Resilience</b> Some discussion however group agreed that they needed time to reflect on previous item, agreed that we would have a separate meeting to progress this issue. Mental Health Awareness week is 11 – 17 May Mindfulness Sessions to be held at Llanion 13 May, all staff welcome. June thanked those reps who had provided feedback for the meeting.	JS to arrange a sub-meeting  Event to be publicised (JS)
<b>6. Revised H &amp; S Policy</b> Approved by Personnel Committee and endorsed by NPA in March. Members sought reassurance from CE that resources were available and that pressures on staff from the budget situation were being monitored. Group considered how to raise and maintain profile of H & S	All reps

<p>within the Authority and make staff aware of new policy arrangements:</p> <ul style="list-style-type: none"> <li>• Reps to brief teams</li> <li>• Consider including H and S as item at staff meetings, including information about incidents</li> <li>• Drip feed information and examples to keep people aware, possibly use video</li> <li>• Possibility of a one off event</li> <li>• Getting near misses raised may still be an issue</li> </ul>	
<p><b>7. Team Risk Assessment (Warden)</b>  Phil Lees outlined the work being undertaken in Delivery to pull together risk assessments into team documents, streamlined, but supported by increased number of safecards.  To ensure we can demonstrate that higher risks are prioritised accordingly  Need to review refresher training – currently staff re-do the full course as if they are a beginner, when what is needed is a refresher.  Need to ensure sharing of approach/good practice across teams  JS reminded the group that Team Safety Plans should be passed to personnel and will be logged and subsequently reviewed by this group.</p>	<p>Add Team Safety Plans as item for next agenda</p>
<p><b>8. Sharing successes</b>  Warden teams are using battery operated hedge trimmers: the long handled hedge version has lower vibration and noise levels .  Five volunteers are able to support activities programme after having been First Aid trained.</p>	
<p><b>9. Updates – HSE, PCNPA</b>  <b>HSE</b>  In their annual reporting, they highlighted 3 areas of concern in Wales: falls from height, work on machinery that is poorly maintained/guarded and workplace transport   New CDM regulations April 2015 (with Building Projects Officer)   <b>PCNPA</b>  Random location checks are being carried out to identify any areas to tighten – this is not an exercise in ‘naming and shaming’.  HAVS project ongoing  Managers have been reminded re team safety plans  Annual report due soon – group decided to aim for November committee date</p>	

<p>At Llanion, staff should inform caretaker (or whoever stands in to lock building) if they are leaving their car outside building overnight, so that unnecessary search for staff in building is avoided or in case of emergency.</p> <p>DE – forestry updates from FISA, should NPA be a member?</p>	<p>To be raised by reps at team meetings as relevant</p> <p>DE to check whether FISA offer something not covered by HSE</p>
<p><b>10. Training Update</b>  Practical skills ongoing  Legionella awareness session proved very informative</p>	
<p><b>11. Protocol regarding First Aid and the general public</b></p> <p>Head of Discovery has asked about the protocol regarding public first aid incidents.  Advice obtained is that workplace first aiders (as opposed to professional medics) are not obliged to offer any treatment and therefore should not put themselves at risk nor feel under pressure from family wishes.  Each public centre should devise a protocol, to include single person management of the incident (with first aiders dealing with the first aid), clearing the area or moving the casualty, emergency responses, post incident follow up etc.</p>	<p>Property Managers to note</p>
<p><b>12. Incidents</b>  Discussion of incidents see appendix  Carew masonry report delayed</p>	
<p><b>13. AoB</b>  BP – re men’s mental health – Brian explained ‘Men Sheds’ which have been introduced in various areas including Pembroke Dock</p>	
<p><b>14. Briefing items for teams</b>  Any points from Tim’s presentation  Mindfulness session 13<sup>th</sup> May  New H &amp; S Policy arrangements  Team safety plans and risk assessments  Locking building at night – late working procedures for Llanion and other workplaces if relevant  Ask staff to report all incidents/accidents/near misses promptly  New Battery operated equipment  Location checking – this is safety issue</p>	

Minutes copied to: Building Projects Officer, CMT

## Appendix – Incident/Accidents January to March 2015

Incident Number	Action
535	noted
536	Vehicle damage incidents on the rise?
537	noted
538	noted
539	noted
540	noted
541	noted
542	noted
543	? staffing at centres when manager and warden/caretaker not present
544	noted
545	noted
546	Limiters have been engaged on the windows, engineer visit awaited
547	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)
2015	Jan-March	13 (6 minor, 4 incident, 2 vehicle damage, 1x 3 day absence)