

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

THURSDAY October 17<sup>th</sup> 2013, 9.30 am

#### GREEN ROOM, LLANION PARK

**Present:** June Skilton (chair), Steve Brick, Geraint Jones, Phil Lees, Gayle Lister, Geraint Harries (for Dyfan), Alan Hare (for Brian), Lowri Davies (minutes).

#### **1. Apologies:**

Nick Paine (H and S Adviser), Tegryn Jones, Jim Grim, Caroline Phillips, Dyfan Evans and Brian Pratt

Item	Action
<b>2. Minutes of last meeting (18<sup>th</sup> July 2013)</b> Agreed	JS forward minutes for committee
<b>3. Matters arising</b> None	
<b>4. Safety Statements/Risk Assessments</b>  2 draft statements considered as examples of how safety statements could be used as framework and context for managing safety across all functions: teams, buildings, ROW, Coast Path etc  The group raised some issues as regards the draft content and, following discussion, agreed that the process of consulting and agreeing the content of the statements would be helpful in itself, highlighting any issues that need resolving or consolidating, such as regarding responsibility for budgets, insurance, etc  The statements will include an approach to safety management and a checklist and so should support managers. There will also be reference to the underpinning legislation. The Personnel Manager remains responsible for raising and advising on new or revised legislation, normally via the group.  The group considered: <ul style="list-style-type: none"><li>• That there should be a conservation land management statement</li><li>• That we need to consider how and when we access technical, specialist advice</li></ul>	CM JS GL GJ

<p>Agreed: To ask Head of Delivery to continue with the Property statement, involving others. Personnel Manager will progress the team statement and will liaise with Head of Direction re ROW Geraint Jones will draft the conservation land management statement Gayle will liaise with Discovery Team Leader</p>	
<p><b>5. H &amp; S Annual Report 2012-13</b></p> <p>Draft report agreed, with addition of an action 'to develop a protocol for accessing both in house and external specialist advice such as civil engineering'.</p>	<p>JS: Report will go to CMT and then Audit Committee in November.</p>
<p><b>6. Portable Appliance Testing (PAT)</b></p> <p>Business Manager outlined the revised schedule and practice for electrical appliance safety as existing regime was more than required or reasonable in relation to risk. Items that are in frequent use e.g. kettles, to be tested; some items to be visually checked.</p> <p>There is a safecard for 'user checking'.</p> <p>Note: the group discussed the benefits of wider distribution of the weekly HSE e-bulletin and recommended it be forwarded to this group and team leaders.</p>	<p>AH/BP</p> <p>JS</p>
<p><b>7. Drivers Handbook</b></p> <p>Business Manager outlined how he had incorporated the group's comments from earlier in the year. He had produced a table per category of vehicle-use, rather than producing multiple handbooks.</p> <p>The group asked for</p> <ul style="list-style-type: none"> <li>• More detail re hire car use</li> <li>• Inclusion of training issues re 4x4, trailer, minibus etc</li> <li>• Inclusion of categories on licence to be part of the annual licence check</li> </ul> <p>Alan clarified the authority's role in 'checking' roadworthiness of personal vehicles (the handbook requires staff to use a vehicle that is roadworthy – if any issues arise, then a manager may speak to the driver and look at the vehicle).</p>	<p>JS to liaise with AH over comments</p> <p>AH to finalise and circulate the handbook</p>
<p><b>8. Windows at Llanion</b></p>	

<p>There has been no decision regarding replacing the badly-performing windows at Llanion. Balancing cost with principles (wood v plastic) make this a difficult matter.</p> <p>The group recommends that if there is no timely decision to repair or replace the windows, then a more formal process to manage the risk should be established (suggestion of a chain fixing rather than ad hoc props and if necessary, secure a window out of use).</p>	CMT
<p><b>9. Carew Masonry</b></p> <p>The group appreciated the quarterly report, the photos were helpful. No issues.</p>	AM: Continue regular reporting
<p><b>10. Training Update</b></p> <p>Still places left on Dangerous dogs training; abusive calls is full.</p> <p>Date for manual handling training will be circulated shortly.</p> <p>John Worrall will progress driver awareness.</p> <p>Geraint Jones informed the group of a Controlled Burning Event on 13<sup>th</sup> November 2013, in liaison with Fire Service; Warden Managers are nominating participants.</p>	
<p><b>11. First Aid</b></p> <p>June outlined the project that Gayle was doing as regards workplace First Aid and explained how this might be an approach to any other issues that the group felt needed consolidating.</p> <p>Any suggestions to June</p>	All group members
<p><b>12. Carew Causeway</b></p> <p>Group agreed that a visit to increase awareness of the issues at the causeway would be useful; could be combined with next meeting and also look at the masonry issues, grazing etc.</p> <p>To include Rob Scourfield and Anthony Richards</p> <p>And to be timed for high tide</p>	JS/Lowri to make arrangements
<p><b>13. Incident/Accident Reports July to Sept 2013</b></p> <p>The group considered the report – see appendix</p> <p>(Alan left meeting before we finished this item)</p>	

<p><b>14. Any other Business</b></p> <p>GL (on behalf of the Walkability Officer) asked if the defibrillator at Llanion could be sited in the public area rather than behind counter. Group agreed, subject to any issues were not aware of.</p>	<p>JS to liaise with AH</p>
<p><b>15. Date of Next Meeting</b></p> <p>Tba</p>	

Minutes copied to: Building Projects Officer, AH, CM, CMT

### Appendix – Incident/Accidents July to September 2013

Incident Number	Action
418	Noted – to find out what follow up there was from police report
419	noted
420	First aid was given and an appointment made at the surgery
421	PCC toilets – they were informed and lock has been fixed
422	Liaison with AM to review the stairs
423	Suggest sign to be put on the gate to say last admission times
424	noted
425	noted
426	noted
427	Would expect people with known allergies to come to events prepared.
428	Follow up regarding PPE
429	SB has reviewed this with Warden, potential alternative route to avoid steep hill. GH to liaise with RO re SB's email/our discussions. Unfortunate that electric buggy was not replaced as it improved accessibility for many groups.
430	Need to set out protocol for machinery modifications (JS to draft).
431	noted
432	noted
433	noted
434	Stress the importance of using protective gear/visors etc. Cut the grass more frequently.