

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

THURSDAY July 18th 2013, 9.30 am

GREEN ROOM, LLANION PARK

Present: June Skilton (chair), Jim Grimm, Steve Brick, Geraint Jones, Caroline Phillips Bowen, Phil Lees, Brian Pratt, Gayle Lister, Dyfan Evans. Charles Mathieson for item 4.

1. Apologies:

Nick Paine (H and S Adviser), Tegryn Jones

Item	Action
2. Minutes of last meeting (18th April 2013) Agreed	Minutes have been passed to Audit Committee
3. Matters arising Caroline passed on thanks from Enforcement staff for the anti static mats.	
4. Recent HSE visit to Cilrhedyn Charles (Head of Park Delivery) reported verbally to the group on the visit from HSE to Cilrhedyn on 4 th June 2013. Charles has agreed follow up actions with HSE although in general the visit was positive.	CM and Cilrhedyn team to follow up
5. HSE Bulletin The group agreed the recommendation that during the on-going absence of the H and S Adviser, the weekly HSE bulletin would be passed to the Technical Officer, Building Projects Officer and Head of Park Delivery who will review and liaise appropriately.	JS SB AM CM
6. Dog Fouling This issue had been raised at Staff Reps – and the Ranger Manager was following up from the point of view of public education and PR campaigns etc to manage the issue; the group considered that wardens could be using the incident/accident reporting process to highlight this	JS to remind each Area Warden Manager

issue and provide data. Refer to the relevant safecard – use of blade on brushcutter and full length visor.	
<p>7. Risk Assessment</p> <p>The group agreed to a review of the overall framework within which site, building, activity and team risk assessments sit. June suggested an approach that started from each piece of legislation. A rolling task and finish group to be set up.</p>	JS
<p>8. Incident/Accident Reports April to June 2013</p> <p>The group considered the report – see appendix</p>	
<p>9. Any Other Business</p> <p>June gave a brief update on changes to reporting under RIDDOR, due from October 2013. Propping open of windows – staff to ensure they acquire something fit for purpose (see Brian or your manager if unsure) Child protection – CRB replaced by the Disclosure and Barring Service – new provisions are being assessed to align to our needs, briefing paper to relevant teams soon.</p>	
<p>10. Date of Next Meeting</p> <p>17th October 2013 9.30 Green Room Llanion</p>	

Minutes copied to: Building Projects Officer, x3 Area Warden Managers, CM, CMT

Appendix – Incident/Accidents April to June 2013

Incident Number	Action
404	Trailer has been replaced
405	noted
406	noted
407	noted
408	noted
409	noted
410 and 411	Closer has been fitted to the door
412	Chains were a control measure for pigeons (and their mess!) – Building Projects Officer and Interim Carew Manager have been asked to review
413	noted
414	JS confirmed that toilet door was checked after this incident and it was not faulty
415	noted
416	This is on the maintenance list
417	Machine retested; and replaced.