

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 10<sup>th</sup> April 2014 9:30

#### Green Room Llanion

**Present:** June Skilton (chair), Tegryn Jones, Jim Grim (Unison rep), Brian Pratt, Gayle Lister, Dyfan Evans, Charles Mathieson (sub) Diane Grybowicz (sub)

#### 1. Apologies:

Caroline Phillips-Bowen, Steve Brick, Geraint Jones, Phil Lees,

Item	Action
<b>2. Minutes of last meeting (6<sup>th</sup> January 2014)</b>  Agreed	Minutes – CMT and committee
<b>3. Matters arising</b>  None	
<b>4. System for mapping hostile incidents</b>  Considered and agreed the system as demonstrated (mapinfo layer), subject to: <ul style="list-style-type: none"><li>• Need to amend categories on incident form to help with the key</li><li>• For teams without access to mapinfo, a pdf to be made available whenever the layer is updated.</li><li>• Review whether to introduce a 'severity' rating after 12 months use.</li></ul>	JS/JB By 31 <sup>st</sup> May
<b>5. H and S Annual report 2013-14</b>  To be prepared ready for Committee on either 16 <sup>th</sup> July or 12 November. Considered previous PCNPA reports and the HSE internal H and S plan <ul style="list-style-type: none"><li>1. Data to be analysed and circulated once available early May (JS)</li><li>2. All group members to liaise with their teams and provide examples/achievements for the report by end May; and comments on plans/priorities/indicators etc that could be</li></ul>	JS All group members to respond to JS by 31 <sup>st</sup> May

<p>adopted.</p> <p>3. EU agency for H and S at Work have started an 18 month-long campaign called 'Healthy Workplaces Manage Stress' and HSE have resources linked to this. Reps to consider whether this would support our work and how and respond.</p>	
<p><b>6. Training Update</b></p> <p>a) Manual handling course in March (issue of late non-attendance, in future costs will be recovered from team budgets)</p> <p>b) CIEH Risk Assessment – 1 ½ days, with a major assignment (pass or fail); 12 managers attended. June recommended that group members read the completed assignments (stored on f-drive in personnel – public – H and S).</p> <p>c) Consideration being given to further accredited training</p> <p>d) IOSH West Wales Branch event 30<sup>th</sup> April – June and Gayle to attend.</p>	<p>All group members to refer to the assignments</p>
<p><b>7. Safety Statements</b></p> <p>Team, Property and ROW statements were outlined and considered. Awaiting a 'public activities' version and the centralised document management to be established.</p> <p>Team working to be taken to next team leaders meeting.</p>	<p>JS By 30<sup>th</sup> June</p>
<p><b>8. Revised First Aid arrangements</b></p> <p>The group endorsed the arrangements revised on basis of research etc carried out by Gayle, nominated first aiders met to discuss and agree as part of this.</p> <p>Arrangements to be circulated, loaded into handbook etc.</p>	<p>JS By 30<sup>th</sup> April</p>
<p><b>9. Incident/Accident reports including Carew masonry report</b></p> <p>See appendix</p> <p>The group considered alternative systems for reporting incidents/accidents separately etc. To review arrangements in other NPAs/organisations and make proposal</p>	<p>GL By 31st May</p>
<p><b>10. Any Other business</b></p> <p>Future specialist H and S provision: collaborate/network; buy in specific expertise ad hoc; develop in house skills and specialisms, possibly accredited.</p>	

Charles and June meeting with the National Trust regional (Wales) Risk and Safety consultant end April.	
<b>11. Date of Next Meeting</b>	
10 <sup>th</sup> July 2014 9.30 Green Room	

Minutes copied to: Building Projects Officer, CMT

### Appendix – Incident/Accidents 1<sup>st</sup> January to 31<sup>st</sup> March 2014

Incident Number		Action
448		Follow up meeting held and arrangements in place
449		See also 460 – vehicle damage in windy conditions
450	noted	
451	noted	
452	noted	
453		} call outs at Carew,
454		} reviewed by Head of Service
455		} action plan agreed
456	noted	
457		Manager has instructed team to take breaks etc
458		On maintenance list
459		Tree removed and hole filled
460	noted	
461		RTA - Had the potential to have caused more harm, manager did check on staff welfare
462		Operating procedures re customers to be revised
463		Operating procedures for mobility scooters to be reviewed
464		Accident history of driver reviewed – no previous incidents recorded.