

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 2 July 2015 09:30

At Oriel y Parc St Davids

Present: June Skilton (chair), Tegryn Jones (CMT), Liz Rooney (Unison), John Worrall (Discovery), Dyfan Evans (Delivery), Geraint Jones (Direction), Philip Lees (Delivery), Brian Pratt (Support Services).

- 1. Apologies:** Steve Brick (Technical Officer), Gayle Lister (Discovery), Caroline Phillips-Bowen (DM),

Item	Action
2. Minutes of last meeting (16 April 2015) Agreed	
3. Matters arising The mental health awareness session had been very useful, June reported that there would be a session for team leaders in the autumn, and the group felt a post season follow up at the centres could be considered.	JS JW
4. Feedback on progress from working meeting of 5 June Members of the group had volunteered for tasks and are making progress on a new approach to communicating both what is available, and what is good practice, in supporting staff and ensuring a healthy workplace culture.	All reps
5. Sickness Absence 2014-15 Full analysis of data not available yet (eg long term/short term split) however the group considered the range of absence rates across other NPAs, why do some Parks have lower rates – may be worth comparing to PCC as well, see if there is any correlation to headcount, age or occupational profile, any different policy or provisions? We are looking to see what the sickness data tells us about staff and organisational health, in particular looking at trends and possible causes, further commentary and recommendations to follow, annual report to committee due in November.	All reps to feed in ideas for annual report JS to work with the data and ideas
6. Team Safety Plans Whilst very few have been completed, most are well	

<p>underway. Internal audit of H and S starts in July 2015. Encourage managers to raise any issues they have with preparing these plans.</p>	<p>managers</p>
<p>7. Updates – HSE, PCNPA</p> <p>HSE</p> <ul style="list-style-type: none"> • HSE have published their annual report on their website • Several cases on the bulletins recently involving young workers – teams to note • Guidance on safety signs and symbols has been updated • COSHH Essentials and toolkit launched – looks an interesting approach, by activity. <p>PCNPA</p> <ul style="list-style-type: none"> • Recent slight change to incident form re call out payment and over 3 day absence • HAVS project ongoing, proposal for one of the AWMs to learn to use the vibration meter • Mindfulness intro session: some good feedback • Move more, sit less awareness ongoing 	<p>PL to review</p> <p>Re mindfulness: JW - Need to know whether the centres want a short session as part of post season processes</p>
<p>8. Training Update and local successes</p> <ul style="list-style-type: none"> • Practical skills ongoing: currently reviewing how best to 'refresh' these skills as alternative to re-doing basic training • First Aid training – review of providers underway <p>Chief Executive raised the 1st year of warden traineeships as a success and congratulated all those involved.</p>	<p>JS and managers in Delivery</p> <p>JS and others</p>
<p>9. Incidents</p> <p>Discussion of incidents see appendix; increase in vehicle damage incidents, to review the past 12 months to identify any common issues (eg trailer use) and send reminder. Slight increase in number of incidents which may be due to better reporting? Remind managers that their report should correct any misunderstandings in the original report of incident, don't leave statements unchallenged. Carew masonry report not available.</p>	<p>To ensure all available Carew masonry reports are agenda-d for next meeting</p>
<p>10. AoB</p> <p>Liz is attending a Unison H and S briefing on Friday 10 July. Phil – hopefully will attend IOSH course this month; if not, June to consider position (Phil was to trial this before rolling it</p>	<p>LR PL</p>

<p>out to managers).</p> <p>Providing the basic principle of including the risk rating in risk assessments is followed, managers can continue with familiar approaches if suitable.</p> <p>Dyfan: an issue with checking of lifting equipment, different process this year, with our insurers sending someone to do it, but lack of clarity.</p> <p>Brian would appreciate being asked to carry out a Llanion – familiarisation for new employees from all workplaces (eg security, out of hours access to pool cars etc).</p>	<p>TJ to follow up</p>
<p>11. Briefing items for teams</p> <p>Item 4: ideas being pursued!</p> <p>Item 5 teams will have opportunities to feedback and input ideas.</p> <p>Item 6 team safety plans should be underway and teams should be involved</p> <p>Item 7 general updates to cover as appropriate; young people in workplace, ask whether to include mindfulness in post-season</p> <p>Item 8 update teams on trainees (5 trainees per year for 3 years); first aid and machinery refresher training provision being reviewed</p> <p>Item 9 Thank teams for reporting incidents, very positive to have incidents reported, so they can be considered. Noted increase in vehicle damage. Remind managers to challenge statements in original reports if necessary when doing their report.</p> <p>AoB Llanion familiarisation</p>	
<p>12. Next meeting 8 October 2015 Llanion Working meeting to be arranged to prepare Annual report</p>	

Minutes copied to: Building Projects Officer, CMT

Appendix – Incident/Accidents April to June 2015

Incident Number	Action
548	Noted, aggressive incident
549	Noted MoP
550	Noted
551	Noted, full investigation suggest not feasible for this to have happened inadvertently;
552	Noted MoP
553	noted
554	Noted vehicle damage, trailer involved
555	Noted call out
556	Noted call out
557	Noted aggressive incident, well followed up
558	Noted RIDDOR reportable absence, manual handling issue, involving a trainee
559	Noted
560	Noted MoP
561	Noted
562	Noted MoP
563	Noted vehicle damage reversing
564	Noted vehicle damage cattle
565	Noted vehicle damage cattle
566	Noted
567	Noted MoP

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)
	Apr-June	20 (9 minor, 1 over 7-day, 2 incidents, 2 aggression, 4 vehicle damage, 2 call outs)