

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

Thursday 8 October 2015 9:30

Green Room Llanion

Present: June Skilton (chair), Tegryn Jones (CMT), Liz Rooney (Unison), John Worrall (Discovery), Dyfan Evans (Delivery), Michel Regelous (sub Direction), Philip Lees (Delivery), Gayle Lister (Discovery), Caroline Phillips-Bowen (DM).

- 1. Apologies:** Steve Brick (Technical Officer), Brian Pratt (Support Services), Geraint Jones (Michel sub)

Item	Action
2. Minutes of last meeting (2 July 2015) and matters arising Agreed	
3. Managing Visitor Safety in the Historic Built Environment 2 September 2015 VSCG event Andrew Muskett feedback to the meeting regarding his attendance at the launch of the Visitor Safety in the Countryside Groups (VSCG) new guidance on the historic built environment, with the recommendation that we adopt the guidance into NPA processes. JS to circulate link to the group website (follows) http://vscg.org/ The website has open access to the guiding principles and case studies etc ; copies of the book(s) will be purchased	 JS – order copies of both publications
4. Feedback on VSCG event hosted by PCNPA 22-23 September 2015 On the basis of feedback on this event and item 3 above, the group recommend that the Authority should develop an overarching Visitor Safety Plan based on VSCG guidance, engaging a consultant to work with relevant staff here to prepare the plan and developing awareness and understanding whilst doing so.	 JS/AM to spec the project and engage a consultant
5. Internal Audit report block 1 2015-16 (pages 6-7 and 12-13 of report relate to H and S) The group considered the report and were pleased to note the substantial assurance rating.	
6. H and S annual report 2014-15 (draft): The group considered the draft and confirmed risk priorities with	 JS – circulate revised report and see it

<p>measures and actions. Revised draft to be circulated to reps who can involve teams for comments prior to the report being presented to members.</p>	<p>through leadership team and committee</p>
<p>7. Team safe working plans</p> <p>The group considered the list of those submitted/ outstanding, Tegryn to follow up the 5 outstanding items.</p> <p>Reviewing the content of the plans to be an item for next meeting.</p>	<p>TJ to follow up outstanding plans</p> <p>JS to note for agenda</p>
<p>8. Feedback on progress from working meeting of 5 June</p> <p>Decided to put these actions on hold in view of the priority actions agreed in the annual action plan at item 6.</p>	
<p>9. Diagnostic tools (H and S management):</p> <p>The group considered these and decided:</p> <p>a) JS to invite reps to a meeting specifically to complete the HSE diagnostic</p> <p>b) Both leadership diagnostics to be completed by Leadership Team, starting with the LGA matrix</p>	<p>JS</p> <p>JS/TJ</p>
<p>10. Updates: HSE, PCNPA, feedback from staff meeting</p> <p>The Authority made 2 RIDDOR reports in July, 1 for a work related health condition, the other for an over-7 day injury.</p> <p>Our contract for the employee helpline with new provider under the Welsh Public Sector procurement is in place from 1st October.</p> <p>Some positive comments about the H and S session at recent staff meeting; raised awareness, especially about incident reporting. Need to remind managers to give employees feedback when incidents are reported, either individually, or by including a summary of team incidents at team meetings. Also to ensure learning points are shared.</p>	<p>Reps to raise at team meetings</p>
<p>11. Successes, Training Update,</p> <p>The VSCG event here in September was successful and well worth doing. The group would support attendance at future events</p> <p>Prompt response in DM with new carpet.</p> <p>Phil feedback on IOSH course - the group recommend that this course becomes a standard for relevant managers/team leaders, joining public courses to benefit from interaction with managers from other organisations, priority order would be Delivery (AWMs etc), Discovery (centre managers and Disco team) onwards.</p>	<p>All to note</p> <p>JS to circulate for nominations</p>

<p>12. Incident/Accident reports July - Sept.</p> <p>The group considered the incidents recorded, see appendix. JS reported that CMT decided that in future, Carew masonry monitoring reports would be to Property and Projects group only (rather than to both groups as in the past)</p>	
<p>13. Any Other business</p> <p>Update on action taken re an employee with norovirus at Oriel y Parc</p>	
<p>14. Date of meetings 2016</p> <p>January 21 Castell Henllys April 21 Green room Llanion July 14 Tenby Centre October 20 Green Room Llanion</p>	
<p>15. Briefing items for teams</p> <ol style="list-style-type: none"> 1. Plans for developing a Visitor Safety Plan 2. Substantial assurance rating for H and S at recent internal audit 3. Draft annual report and action plan for comments – may like to highlight key priorities and actions 4. Well done those teams who have team safety plans agreed, teams to let reps know if they need any support or guidance to finish their plan or with any of the actions arising in their plans. 5. H and S group and leadership team will use some national diagnostic tools to assess where we are and where we need to look to improve 6. Thank everyone for their participation at staff meeting – please pass on any comments or ideas for future re H and S sessions. 7. Remind managers to feedback on incident reports and to share learning points with other teams where relevant 8. Plans for more managers to do the IOSH course. 	

Minutes copied to: Building Projects Officer, CMT

Appendix – Incident/Accidents July to September 2015

Incident Number	Action
568	Noted MoP
569	Noted MoP
570	Noted
571	noted
572	noted
573	Noted Vehicle manouvering in car park
574	Noted JS to follow up actions
575	Noted vehicles and livestock
576	Noted vehicle reversing on site
577	Noted MoP near miss/vandalism
578	Noted vehicle and tractor touched
579	Noted Philip and Dyfan to check that consistent instruction has been given re visors
580	noted
581	Noted near miss MoP
582	Noted MoP
583	Noted MoP
584	Noted vehicle reversing with trailer to let car pass
585	Noted abuse
586	Noted MoP
587	Noted vehicle – manouvring to pass another in lane
588	noted abuse
589	Noted MoP
590	Noted vehicle. Remind staff to take the time to change into gear appropriate for them for driving
591	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)
	Apr-June	20 (9 minor, 1 over 7-day, 2 incidents, 2 aggression, 4 vehicle damage, 2 call outs)
	July-Sept	23 (4 minor, 2 verbal abuse, 8 vehicle, 8 MoP, 1 other)