

MINUTES

HEALTH AND SAFETY GROUP MEETING

THURSDAY OCTOBER 11th 2012. 9.30 AM

GREEN ROOM, LLANION PARK

Present: June Skilton (chair), Geraint Jones, Jim Grim, Dyfan Evans, Caroline Phillips, Steve Brick, Gayle Lister, Phil Lees, Tegryn Jones, Brian Pratt, Nick Paine, Phil Roach for items 4 and 5.

1. Apologies:

Charles Mathieson

2. Minutes of last meeting (12th January 2012)

Agreed as true record.

3. Matters arising

None

4. Report on Carew Castle

Phil Roach gave a verbal summary of his full report which had been previously circulated.

During the discussions several issues were emphasised:

- a. The need to fully record any incidents and to share that information with colleagues with a view to improving the accuracy of diagnosis.
- b. The need to fully record the whole hierarchy of inspections (from the daily ground level review right through to the formal consultants investigations)
- c. The need to review and record all relevant data (e.g. various web sites, local anemometers etc providing information on local wind speeds) in making decisions to close the castle during high winds.

The report will now be presented to CMT for formal approval.

5. Warwick Castle Court Case

Nick presented a report of a recent case where a leisure company running Warwick Castle was fined in the criminal court following a fatal fall from a causeway. This stimulated considerable discussion about how we approach similar situations. The Warwick case

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seems to have involved the raising of an issue which was not then followed up. The group felt this was in contrast to our approach which might, for example result in a decision not to fit barriers as at Carew but it is a positive decision based on risk assessment and proper consideration of all the issues.. Nick reported that the Health and Safety Advisor from our previous insurers had visited Carew Causeway and had not had any issue with it. Nick informed the meeting that the Visitor Safety in the Countryside Group who are a national body including representation from the HSE had specifically discussed this case. The following link demonstrates some of the discussion raised by this and a statement by the HSE. <http://vscg.co.uk/forums/viewthread/3/>

The group supported the proposal that Nick should contact The VSCG and become more involved with their activities.

6. Careline – progress to date

Most members of staff picked to go on the Careline system have now been trained. Tegryn reported that there had been positive feedback about this provision at Staff Reps. The group felt that there might be other members of staff who would benefit from having access to the system. Reps to take this back to team meetings for further discussion / consideration.

7. Defibrillators

June thanked Steve and Brian for their work in getting background information and costings for provision of defibrillators. Some concerns from one of our centres were passed to the group – such as a perceived lack of consultation and impact on job roles. The issue of defibs had been raised by staff/first aiders, considered at 2 representative groups (Staff Reps and H&S) and followed up with an email enquiry so along with the potential to save a life, the group felt the comments were misplaced. June will respond direct to the manager.

Caroline spoke out strongly in favour of this initiative and the whole group was highly supportive given the benefit to the wider community as well as staff and Members. Various ideas were raised to be followed up but in the meantime the recommendation for defibs at 6 of our sites would be passed to CMT for approval.

8. Accident reports since previous meeting

A summary of accidents and incidents was presented to the group and discussed.

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Tegryn suggested that we ask managers at their team meetings to remind staff to take a balanced approach to tasks and not be over-eager to get work done if this introduced risk.

Nick P to follow up with Phil R re provision of door handles at OyP gallery

9. Any other business

June asked the group about Stress Awareness Day on the 7th November – there was interest in participating in some way – June will liaise with Brian to publicise through the door poster frames. Pass any other ideas to June.

Gayle reported that Graham Peake is in the process of reviewing the monitoring of walk and event leaders.

Caroline (on the subject of reporting aggressive incidents) told the group that Mike H when working for National Power used a system involving a GIS layer marked with areas where there had been a problem. The group was informed that we are in the process of doing the same thing.

10. Dates of 2012 meetings – 17/1,18/4,18/7,17/10

Actions:

Item 5	Nick to contact VSCG Group	Nick P
Item 6	Careline – All reps to take back to teams to ensure all who need to be are on the system	All
Item 7	Defibrillators – Further work on possible grants or joint funding (RNLI?), liaison with community councils June to respond to centre manager	Brian P Steve B Phil L June
Item 8	Follow up re door handles at OyP Liaise with managers re balanced approach	Nick
Item 9	Stress Awareness Day – arrange events/publicity	June