

MINUTES

HEALTH AND SAFETY GROUP MEETING

THURSDAY January 17th 2013, 9.30 am

GREEN ROOM, LLANION PARK

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

1. Apologies:

Nick Paine, Steve Brick and Geraint Jones.

2. Minutes of last meeting (11th October 2012):

Agreed as true record. Charles mentioned the issue of handrails on bridges and reported that all new bridges planned would be individually assessed to decide the need for a handrail and that existing bridge will be reassessed as part of the path survey being coordinated by AR (draft guidance is in preparation).

3. Matters arising:

None.

4. Tree Policy and Training:

This has now been to CMT and has been returned to the H&S group to ensure implementation and efficient recording of implementation.

During the discussion, several issues were emphasised:

- a) Phil reported that tree surveys identify trees that need work with differing levels of priority and different time periods in which to carry out work and repeat surveys. He suggested that a central recording system needs to be created in order to record work done and also to flag up when properties and trees should be re-checked. There is a need to ensure that every check / survey is formally recorded. Charles said he would liaise with Gary Meopham to set up relevant recording systems and liaise with Nick as necessary.
- b) The group discussed the grading/zoning of sites by risk and also the issue of inspection following severe weather as there are lots of sites and properties and inspection is very time intensive resulting in lots of unproductive Ranger/Warden time.
- c) Tegryn queried if Celia as Woodland Officer had input into the policy – Charles agreed to circulate to her as in Nick's absence we weren't sure (since the meeting have established that Celia had previously commented on the draft).
- d) Training has been arranged for 5th and 6th February which may highlight some further issues.

e) Agreed that following the training, Nick would review the policy in light of above issues and ensure procedures are in place to underpin it.

5. Careline (update)

There has been a very positive response from Staff Reps and a suggestion to consider extending it to further people/job roles/situations. June reminded the group that the intention was to support the lone working arrangements but that even at this level, there appeared to be some uncertainties and misinformation about its use. The group agreed that a procedure/guidance note be prepared and a further briefing/training plan put in place.

Nick to write the policy / protocol to provide clarification to staff.

6. Defibrillators (update)

Brian reported that 7 defibrillators have now been purchased for each of the centres (with the exception of Newport due to the proximity of a Doctors Surgery) and 1 for Paul Casson. These are grab bags which can be used by anyone and will be added to Paramedics lists of available defibrillators. Centres will have signs to alert the public to their availability and some brief awareness training will be available, although no official training is required to use them. First aiders on each site will be responsible for checking the equipment and Nick will produce an action plan.

7. New Personnel System (update)

'Pobl y Parc' is being tested at the moment. It is a web based system which will enable staff to access the HR system from anywhere. This will have lots of advantages in terms of H&S including reminders about new / updated policies, first aid renewal reminders, as well as having a 'self-service' section where staff can change details, request holiday etc which will probably be available in February.

Phil asked about those staff who are don't or who are reluctant to use ICT – June replied that thoughts were to do a basic general ICT session for these staff including Pobl y Parc and the group recommended that all staff should be brought on board with ICT.

8. Driver's Handbook

CMT passed the drivers handbook to the group for their input..

June suggested that the document is not clear enough on 'do-s and don'ts' and we should remember that some staff need rules to be clear. In general the group had queries and comments, including whether it would be better to separate out the different categories of driver eg grey fleet, pool cars, lease vehicles.

It was agreed that the group would look at the handbook and return comments to June by February 7th.

9. Property Risk Assessments:

Charles reported that there is an annual identification of hazards and a list of action points at each property. He suggested that there may be some benefit in

looking at the bigger risks generically and had produced a document to identify these risks. Delivery and Discovery to co-ordinate their approaches. June suggested that the H&S group went to look at some of these residual risks so they could support the decision-making. Charles stressed that we need to have a record that these risks have been taken to an Authority group to reinforce the decisions that Area Warden Managers have made e.g. not to fence off an area. Phil to arrange a date for a site visit for the group before the next Health and Safety Group meeting.

10. Accident reports since previous meeting

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

June questioned if some of the incidents which appeared to be maintenance issues needed to be reported as H and S incidents but some of the group felt that it was better that one or two anomalies were reported than not at all.

Charles asked if it would be prudent to repeat the ‘shifting without lifting’ training and will raise it at the next Delivery Team Manager meeting.

11. Any other business

Phil reported that there have been and continue to be a number of landslips occurring on the coast and that the public seem to have poor awareness of the dangers of sitting under cliffs. He said that landslips are likely to become more of a regular occurrence in response to climate change and felt we should make people more aware of the dangers, perhaps in Coast to Coast and / or Visitor Centres (since the meeting, this has been covered by a press release and radio broadcast).

June reported that in the recent Employee Health and Well Being survey approximately 10 people had reported poor wellbeing and quite a few workload issues were raised. That group would be reporting soon.

12. Date of next meeting:

18th April 2013, 09.30 am, Green Room, Llanion.

Actions

Item 4 Tree Policy	Charles to liaise with Celia Nick to review policy and develop	Charles Nick
Item 5 Careline	Consolidation of current situation and clarification via a procedure/guidance note leading on to consideration of extending use	Nick

	of scheme.	
Item 6 Defibrillators	Action plan to be prepared to include implementation, publicity, signage (in vicinity?) etc	Nick and Brian
Item 8 Drivers handbook	All members of group to add comments to the document and pass to June so she can consolidate them and pass them on on behalf of the group	All
Item 9 Property risk assessments	Charles to ensure co-ordination between RAs in Discovery and delivery. Phil to arrange site visit	Charles Phil
Item 10	Possible Shifting without lifting	Charles Nick