

<p style="text-align: center;"><b>PCNPA HEALTH AND SAFETY GROUP MEETING</b>  <b>Tuesday 8<sup>th</sup> July 2025</b>  14:00 – 15:00</p>	
<p><b>Present:</b> Sara Morris (SM), Joy Arkley (JA), James Parkin (JP), Libby Taylor (LT), Jessica Morgan (JM), Michelle Webber (MW), Andrew Muskett (AM), Kate Gravell (KG), Emma Gladstone (EG), Kate Attrill (KA), Tom Iggleden (TI)</p>	
1	<p><b>Apologies:</b> Tegryn Jones, Clare Bates, Marie Parkin</p>
2	<p><b>To agree Minutes of the Meeting held on 08 April 2025</b>  Minutes of the meeting of 8<sup>th</sup> April 2025 were agreed.</p> <p><b>Matters arising from the Minutes and Actions</b>  JA shares about a course available on ELMS for conflict resolution, the changes made to the driver handbook, such as the need for a driver behaviour policy (to be shared with H&amp;S group before Management Team). JA brings attention to the Health &amp; Safety Policy and informs of updated inaccuracies.</p> <p>JA gives an update on the lone working policy, that it is awaiting comment from the Staff Reps group.</p>
3	<p><b>Fire Risk Assessments and Action Plan (JM)</b>  AM discusses the fire risk assessments for all sites and informs the group of the intention to hire an external consultant to take on the task of updating the Fire Risk Assessments and Action Logs, starting with Llanion, then aiming to enrol this onto the sites in the Autumn.</p>
4	<p><b>Dynamic Risk Assessments (MW)</b>  MW shares concerns with managing Risk Assessments (RA's) and staying updated with any changes. MW suggests developing a system in which any gaps not being covered by RA's are captured, in particular, RA's relating to sites. TI gives more detail about the system, explaining the benefits of attaching the current RA's and making amendments.</p> <p>JM presented how RA records are currently monitored on Sharepoint. MW and LT shared how this is not an efficient way to show who has read them, and that improvements need to be made in order to keep track of changes and which team members have read them.</p> <p><b>ACTION:</b> JA to discuss with Mair about having Arfon's name taken off the RA's.  <b>ACTION:</b> JA to look into RA's being recorded on Cezanne.</p>
5	<p><b>HAVS (MW)</b>  MW gives update on the new wrist worn devices, implemented in January 2025 which monitor the vibrations from tools and the effects of those vibrations on the Warden team. MW suggests ending the use of the paper forms and replace them with the devices, for the Warden team only. The use of paper forms is still to be used by other employees who seldom use vibrating tools.</p>
6	<p><b>Accidents and Incidents April – June 2025</b>  JA brings attention to the underreporting of accident and incidents, as only 1 was reported in May 2025. JA shares of a spike in HAVS incidents, which could be a result of user or</p>

	<p>machine error in the early stages. TI explains that this could be down to the devices picking up any vibration, rather than specifically tool vibrations.</p> <p>AM asked about the reporting of the damage to a door in the Milton Depot, as they were not aware of an incident being reported.</p> <p>JM asked about the reporting of a lost phone, as this has not yet been found, nor brought to the attention of IT.</p>
7	<p><b>Staff Health, Sickness and Wellbeing</b></p> <p>JA informs the group that there are no current long-term sicknesses and the sickness absences have improved in comparison to last year, although this could be a result of underreporting when employees are working when unwell. Any mental health related absences are being managed.</p>
8	<p><b>Training &amp; Development</b></p> <p>JA thanks Group for helping with staff cooperation, resulting in the high levels of mandatory training completion.</p> <p>JA- Secure loading training has been completed by Wardens, Rangers and other employees who load trailers.</p>
9	<p><b>Staff Representatives Group feedback</b></p> <p>No feedback from Staff Reps.</p>
10	<p><b>Any other business</b></p> <p>MW asks about the possibility of using the careline service for her team.</p> <p><b>ACTION:</b> JA to find out about the lone working system.</p>
11	<p><b>Meeting Closed</b></p> <p><b>Date of Next Meeting</b></p> <p><del>7<sup>TH</sup> October, 14:00.</del> Meeting rearranged to 21<sup>st</sup> October</p>