

PCNPA HEALTH AND SAFETY GROUP MEETING

Tuesday 13th January 2026

14:00

Present: Tegryn Jones (TG), Sara Morris (SM), Joy Arkley (JA), Libby Taylor (LT), Michelle Webber (MW), Tom Iggleden (TI), Jessica Morgan (JM), Andrew Muskett (AM), Emma Gladstone (EG)

1	Apologies: James Parkin (JP), Kate Attrill (KA), Kate Gravell (KG), Marie Parkin (MP)
2	<p>To agree Minutes of the Meeting held on 21 October 2025.</p> <p>Fire Risk Assessments AM confirmed that these are scheduled for February. These are the FRAs for all sites excluding Llanion and will be carried out by the Consultant who assessed Llanion.</p> <p>Signing off Risk Assessments Previously discussed that Cezanne is not the place for this. LT has asked Pete Norman who has set up a system on sharepoint. Once LT has access, she will share with everyone.</p> <p>Fire Doors AM confirmed that tender documents are complete.</p> <p>Minutes of the meeting of 21 October 2025 were agreed.</p>
3	<p>Accidents and Incidents Oct – Dec 2025</p> <p>TJ noted that there were fewer incidents than last quarter this may have been a spike last time as the focus was on reporting. Just a reminder we don't particularly mind the number as long as incidents and near misses are reported. Near misses are particularly important as a learning opportunity.</p> <p>TJ I notice we have a couple of incidents from people on the coast path, should we be reporting these?</p> <p>MW responded that the group had asked to see sight of these, if they were reported.</p> <p>TJ asked for clarification on the wooden bridge incident at OYP. Am responded that visitor crossing the bridge had claimed it was unsafe. The bridge was safe, however, a survey said that one of the supports needed replacing – this has been done.</p> <p>TJ also asked for clarify on the loss of the watch. TI responded that this was a REACTEC watch, which had come off when removing wet weather gear. Watches are approx. £30 - £40.</p> <p>AM advised that although we had had some alarm incidents at Llanion, this was attributed to the interface between the alarm systems for the old and new building. Not a fault with the alarm.</p>
4.	<p>Staff Health, Sickness and Wellbeing</p> <p>TJ: Levels are still fairly low. Need to make sure that return to works are being completed for all periods of sickness absence.</p>
5	<p>Training & Development</p> <p>ELMS training reported high completion rate</p> <p>Following a discussion on the merits of a physical manual handling course agree that all employees should continue to complete the ELMS manual handing course, but if their role is</p>

	<p>identified as requiring a 'higher level' of manual handling then TI to conduct tool-box talks and discuss best practice.</p> <p>Action: TI and JA to identify employees with a higher level of manual handling, including the centres, rangers, wardens, caretakers, coast to coast driver and to include in training matrix. TI mentioned a course Safe Lifting and Problem Solving that could be delivered by James Archer</p>
6	<p>Outstanding Risk Assessment Review</p> <p>A list of risk assessments that need to be reviewed was raised.</p> <p>LT confirmed that a number of her RAs have been completed and just need to be uploaded onto the system.</p>
7	<p>Annual Review of Health and Safety Policy</p> <p>ACTION: Everyone to review the Policy and provide comment to JA by the end of the January</p>
8	<p>Staff Representatives Group feedback</p> <p>No staff representative present at this meeting. We also need a representative from Regenerative Tourism.</p> <p>ACTION: JA to identify Staff Reps member of this Group</p>
9	<p>Any other business</p> <p>MW advised that the 6 month review for the Reactec watches is due in February. Jake is also looking at whole body vibration for the teams, that we have the right controls in place. TI added that we will be using a traffic light system, and it was hoped that this would be in place before the end of March.</p> <p>SM asked to highlight the staffing arrangements during the recent extreme weather (snow and storms). The discussion agreed we would always want staff to be safe, that the common sense approach works well.</p> <p>ACTION: To be added to the agenda for Team Leader meeting on 29 January</p> <p>LT requested that Lone Working be put back on the agenda.</p> <p>ACTION : JA establish current position of Lone Working policy</p> <p>TI advised that a consultant in Cilrhedyn to check the sound and noise levels, report expected by the end of the month</p>
10	<p>Meeting Closed @ 14:45</p> <p>Date of Next Meeting: 14 April 2026</p>