

| <p align="center">PCNPA HEALTH AND SAFETY GROUP MEETING Tuesday 21st October 2025 14:00 – 15:00</p> | |
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| <p>Present: Tegryn Jones (TG) James Parkin (JP) Libby Taylor (LT), Michelle Webber (MW), Tom Iggleden (TI), Kate Attrill (KA), Jessica Morgan (JM), Kate Gravell (KG), Catherine Evans (CE)</p> | |
| 1 | <p>Apologies: Sara Morris (SM), Joy Arkley (JA), Marie Parkin (MP), Andrew Muskett (AM), Emma Gladstone (EG)</p> |
| 2 | <p>To agree Minutes of the Meeting held on 08 July 2025 Minutes of the meeting of 8th July 2025 were agreed.</p> <p>Matters arising from the Minutes and Actions</p> <p>Agenda Item 3 Fire Risk Assessments should read Action AM Request for a timeline for Fire Risk Assessments to be communicated</p> <p>Agenda Item 4 Dynamic Risk Assessments CE relayed HR view that Cezanne not the ideal place to store RA s. Current Sharepoint storage accessible LT reiterated barrier with current system in reviewing / updating and ensuring all staff are sighted & signed off. Agreed to relook at system. General discussion that current practice in Nature Recovery is a way forward, toolbox talks and divvying up RA s into a ¼ ly review cycle with TL s & staff signing off at this point There will be RA s activity specific, and these will necessarily be reviewed prior to activity The need to ensure that historical RA s are accurately archived agreed The current active RAs of 165 viewed & agreed as reasonable</p> <p>Agenda Item 10 Any other business A member of MW's team is trialling the Delta Wellbeing call service for lone working. Other areas of the business – Planning Development - use Buddy System CE to lookup status of the lone working policy</p> |
| 3 | <p>Accidents and Incidents Jul – Sept 2025 Group noted the rise in incidents; this had come from a higher focus on recording as well as covering busiest time of the year. Whilst there were some incidents that were out of scope, Group satisfied that message of 'record if in doubt' was the correct way forward. TI advised the Group that he was in receipt of incidents logs from external agencies – i.e. the Coastguard and queried whether we should be looking at these too if the incident impacted on PCNPA. The Group were interested in being sighted. LT queried the Safeguarding incident 22/8/25 and as Safeguarding Lead Officer her need to be sighted. CE to action</p> <p>The RIDDOR Incident Report was acknowledged and TJ requested that JP review to consider implications for other visitor sites.</p> |
| 4. | <p>Staff Health, Sickness and Wellbeing Levels of sickness absence is very low, only 3 long term absences in the reporting period with 2 now back in work.</p> |

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| | <p>TJ reiterated that we should always be concerned about stress & wellbeing</p> <p>Discussion as to whether an awareness course of all line managers around managing mental health in the workplace – we had undertaken prior – but we have many new Team Leaders now who could benefit. CE to look into.</p> <p>In discussion post Friday's 'walk the path for wellbeing', staff have raised the possibility of doing a walk more frequently and use the time to discuss work activity in an out of office environment. Given levels of Hybrid and Remote working this is seen as a way to connect with staff from other teams.</p> |
| 5 | <p>Training & Development</p> <p>ELMS training reported high completion rate</p> <p>HR team are currently making changes so that employees can redo courses. eg Safeguarding which has to be redone every 3 years</p> <p>Legionella training was undertaken with 20 attendees, and the RA has been updated</p> |
| 6 | <p>Staff Representatives Group feedback</p> <p>No feedback from Staff Reps.</p> |
| 7 | <p>Any other business</p> <p>HAV s Policy review completed Group satisfied with track changes</p> <p>TJ queried HAVs points in the Policy – TI advised 100 requires remedial action to ensure the week comes in under 500, 150 in one day raises an incident report, this is our limit – the HSE total exposure limit value is 400 points; we are therefore in very safe levels.</p> <p>TI informed the Group that Reactec's had advised that we were in their top 5 of customers in terms of compliance</p> <p>MW queried Visitor Safety Group Membership & wanted to ensure we remained a member CE to look at whether HR have received renewal invoice</p> <p>Group were sighted on the Visitor Safety Group Strategy; JP to come back to next meeting with any suggested updates.</p> <p>JM updated that the Driving for Work Policy is now published & will be on Cezanne as part of Induction suite of Policies</p> <p>The Tender for Fire Doors going out shortly and AM currently working through the fire assessments at different sites, as above, timeline for completion to be communicated.</p> |
| 11 | <p>Meeting Closed</p> <p>Date of Next Meeting</p> <p>13th January 2026</p> |