

## MINUTES

### PCNPA HEALTH AND SAFETY GROUP MEETING

**Thursday 14 July 2016 2015 9:30 Tenby Centre**

**Present:** June Skilton (chair), Tegryn Jones (CMT), Liz Rooney (Unison), John Worrall (Discovery), Dyfan Evans (Delivery), Geraint Jones (Direction), Philip Lees (Delivery), Gayle Lister (Discovery), Sharron Thomas (DM).

**1. Apologies and welcome:**

Apologies: Steve Brick (Technical Officer), Brian Pratt (Support Services)

| Item   | Action         |
|--|----------------|
| <p><b>2. Minutes of last meeting (21 April 2016) and matters arising</b><br/>Agreed</p>  |                |
| <p><b>3. Annual report 2015-16 and 2016-17 Action Plan</b><br/>No further comments on annual report, which is on agenda for staff reps 21 July and Audit and Corporate Services review Committee 27 July.<br/>Actions were agreed for 2016-17 relating to the objectives and risk priorities and will be compiled into an action plan.</p>               | JS             |
| <p><b>4. Pembrokeshire Employers Engagement Project (PEEP)</b><br/>PCNPA have been asked to be a 'partner' in a PEEP event held by PCC and IOSH on 28 September at the Bridge Innovation Centre.<br/>An invite to be passed to our contractors.<br/>Reps to keep date in diary and consider attending.</p>   | JS<br>All reps |
| <p><b>5. Updates</b><br/>Workstation Ergonomic session held for some Llanion staff – delivered by PCC occupational health and H and S staff. Good feedback.<br/>Teams are following up on manual handling issues – Delivery are collecting weight data.<br/>HSE first aid bulletin had been distributed to nominated first aiders.</p>                   |                |
| <p><b>6. Successes, Training etc</b><br/>Programme of practical skills updates underway</p>  |                |
| <p><b>Incident/Accident reports April to June 2016</b><br/><b>640</b> JS to ask for review of costume policy/RA<br/><b>650</b> JS to contact Head of Park Delivery as regards consistency of approach to cutting in car parks.<br/><b>657</b> JS to ask for review of policy/RA re footwear<br/><b>659</b> GL to raise this incident at team meeting</p> | JS<br>GL       |
| <p><b>Any other business</b><br/><br/><b>Lymes Disease</b> – people are infected via ticks – not aware how</p>   |                |

|  |  |
|--|--|
| <p>much of an issue this is in our area. To research and consider circulating information.</p> <p><b>Fire extinguishers in vehicles</b> – if vehicles are carrying petrol, there must be a 2kg extinguisher carried as well. Safecard 17 to be clarified</p> <p><b>Tow weights of vehicles</b> relative to the horsebox etc being towed – conflicting opinion given by external specialists. To be resolved with fleet co-ordinator and then safecard updated.</p> | <p>JS/PL</p> <p>PL/JS</p> <p>DE/PL</p> |
| <p><b>Date of next meeting</b><br/>9.30 20 October 2016 Green Room Llanion</p>   |  |
| <p><b>Briefing items</b><br/>Visitor safety framework work progressing<br/>Action Plan from annual report includes 'looking forward', sedentary behavior, short sickness absence<br/>PEEP 28 Sept 2016<br/>Some incidents of concern</p>   |  |

Minutes copied to: Building Projects Officer, CMT

## Appendix – Incident/Accidents April to June 2016

| Incident Number | Action  |
|-----------------|---|
| 639             | Call out  |
| 640             | Noted. JS to ask to review costume policy/RA  |
| 641             | Noted   |
| 642             | Noted. A near miss although a potentially significant issue, human factor.                      |
| 643             | Noted. Not wearing gloves, potential human factor   |
| 644             | Noted   |
| 645             | Further instruction and plan has been issued re Chapel  |
| 646             | Noted MoP   |
| 647             | Call out  |
| 648             | Noted MoP   |
| 649             | 2 day absence Human factor  |
| 650             | JS to contact Head of Park Delivery as regards consistency of approach to cutting in car parks. |
| 651             | MoP   |
| 652             | Call out  |
| 653             | MoP   |
| 654             | Vehicle damage  |
| 655             | MoP   |
| 656             | Blank   |
| 657             | JS to ask for review of policy/RA re footwear   |
| 658             | Call out  |
| 659             | GL to raise this at team meeting  |
| 660             | Noted   |

### Number of incidents reported per quarter

|      |               |    |   |
|------|---------------|----|---|
| 2015 | Jan-March     | 13 | (6 minor, 4 incident, 2 vehicle damage, 1x 3 day absence)   |
|      | Apr-June      | 20 | (9 minor, 1 over 7-day, 2 incidents, 2 aggression, 4 vehicle damage, 2 call outs)   |
|      | July-Sept     | 23 | (4 minor, 2 verbal abuse, 8 vehicle, 8 MoP, 1 other)  |
|      | Oct-Dec       | 24 | 19 employee (8 minor, 2 x 3day absence, 1 x over 7 day absence, 2 aggression, 2 vehicle damage, 4 call out Plus 5 MoP/volunteer |
| 2016 | Jan – March   | 22 | 13 employee (5 minor, 2 near misses, 3 call out, 3 vehicle) 9 MoP/volunteer   |
|      | April to June | 21 | 16 employee (7 minor, 3 near miss, 4 call out 1 vehicle, 1 other) 5 MoP   |