

MINUTES

PCNPA HEALTH AND SAFETY GROUP MEETING

10am Friday 19 January 2018 Newport Centre

Present: June Skilton (chair), Liz Rooney (Unison), Geraint Jones (Direction), Dyfan Evans and Philip Lees (Delivery), Sharron Thomas (DM), Paul Casson and Nigel Payton (Discovery),

1. Apologies:

Apologies: (James Williams (Unison)) Tegryn Jones (Leadership Team),

Item	Action
<p>2. Minutes of last meeting (12 October 2017) and matters arising Agreed. No matters arising.</p>	
<p>1. 2017-18 Action Plan – to review progress and agree actions on this year’s plan,</p> <p>See updated plan Good progress on Visitor Safety</p>	All reps
<p>2. To consider the online stress indicator survey, launched recently by HSE and available on a 5 year licence The group considered this and agreed to recommend to Leadership Team that we move towards using this survey, although aware that it is important how we present it to staff etc. Could ask Staff Reps to consider it, and Team Leaders, before signing up. Possibly at staff meeting? This is about improving ‘organisational factors’ and is ‘as well as’ not ‘instead of’ the supportive individual provisions such as the helpline and counselling.</p>	Leadership team to consider
<p>3. Provisional – Unison H and S Officer</p> <p>Liz had given apologies in advance – James not able to attend this meeting, will hopefully be able to attend future date. JS interested how Unison & PCNPA can work together.</p>	LR
<p>4. VSCG newsletter – to consider the information from events held and events proposed Unfortunate that we hadn’t been able to attend the Stirling event, this newsletter includes links to info. Next event at Peterborough not relevant to NPA NI event in June – watch out for event details. Not all H and S group reps receive this newsletter, JS will circulate future editions.</p>	JS

<p>5. Pembrokeshire Employers Engagement Partnership (PEEP) – to consider the opportunity for the NPA to be a partner in 2018 for the leisure/tourism theme If we get confirmation that leisure/tourism is the theme, agreed NPA should be involved. Query as to why that theme was identified? JS will enquire</p>	<p>JS to keep group informed</p>
<p>6. Updates: HSE, PCPNA Considering first aid posters AEDs/defibrillators are due their 5 year battery check in 2018</p>	<p>Paul C</p>
<p>7. Successes, Training etc – opportunity for Reps to share items Paul reported good spread of participants in the autumn walk leader training Delivery/Discovery were arranging manual handling including problem solving during February HAVS health surveillance, third year, arranged for February PCNPA ‘safety matters’ poster had attracted attention!</p>	
<p>8. Incident/Accident reports Oct to Dec 2017 – to consider individual reports where significant, follow up actions and any trends</p> <p>The group were pleased to note third successive quarter with no RIDDOR or over 3 day incidents</p> <p>764 - Definition and protocol for role of banksman would help, PL/TJ to write. Discussion over whether additional consideration needed when working near a school 766 – Personnel Manager has spoken with team manager – preference for this type of guillotine to be static ie take the paper to the machine, with slicer as additional resource. 772 – this incident was early morning, reminder of importance of warming up</p>	
<p>9. Any other business PL sought confirmation as to what constitutes PPE and the group confirmed that depending on reason for issue, waterproofs and other clothing can be PPE. Issues of PPE are line management responsibility, see policy in handbook.</p>	
<p>Dates and venues of next meeting</p> <p>19 April 2018 Llanion</p>	

Minutes copied to: Building Projects Officer, Leadership Team

Appendix – Incident/Accidents Oct to Dec 2017

Incident Number	Further Action
761	Incident/near miss volunteer
762	vehicle
763	Employee minor manual handling
764	vehicle
765	Employee minor
766	Employee minor manual handling
767	Contractor slip/trip
768	Employee minor manual handling
769	Employee minor
770	Employee near miss
771	Vehicle
772	Employee minor manual handling
773	Employee minor manual handling

Number of incidents reported per quarter

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
	July to September	21	12 employee (2 minor, 7 call out, 1 vehicle, 1 hostile, 1 incident)
	Oct to Dec	23	18 employee (1 RIDDOR, 1 over 3 day, 8 minor, 2 incident, 3 vehicle damage, 2 call out)
2017	Jan to March	10	7 employee (2 minor, 3 call out, 1 vehicle, 1 incident) 2 MoP 1 contractor
	April to June	16	11 employee (5 minor, 4 vehicle damage, 1 incident, 1 call out) 1 contractor incident, 1 MoP minor, 3 MoP incident
	July to Sep:	28	13 employee (6 minor, 1 near miss, 2 vehicle damage, 4 call out 12 MoP (7 minor, 5 other) 2 contractor/volunteer 1 verbal abuse
	Oct to Dec	13	11 employee (7 minor, 1 near miss, 3 vehicle Damage) 1 contractor (minor) 1 volunteer (near miss)