



## TTE TRAINING LIMITED

### Minutes of the Health and Safety Meeting held at NHH on 15/01/2015

#### Attendees

Roy Granton (Chair)  
Kelli Hutton (KH)  
Ed Weir (EW)  
Austin Siegertsz (AS)  
Mike Sheridan (MS)

Liam Flood (LF)  
Nick Smith (NS)  
Jodie Lunt (JL)  
Aled Parry (AP)  
Liam Craig (LC)

Ray Collins (RC)  
Pete Kudiersky (PK)  
Ben Crane (BC)  
Lucy Elliot (LE)

#### Apols

Anne Cannon  
Frank Rogers

Description	Action
<b>Roy Granton</b> chaired the meeting and thanked everyone for attending. Roy informed the meeting that December's minutes had been misplaced and that any items raised during the meeting under AOB need to be raised again during today's meeting.	<b>Welcome and Introduction</b>
<p><b>Actions arising:</b></p> <p><b>3.4 Outside Fence Area – JE</b> informed the previous meeting that an area of the outside fencing off the playing field had been damaged and a temporary fix carried out which still would not stop intruders entering our premises. <b>RG</b> to liaise with JE/MS with a view to establishing what exactly is needed. Progress since - damaged section replaced.</p> <p><b>10.5 Fire Drill (RG)</b> - A full fire drill evacuation will take place in the coming weeks. RG to liaise with commercial sales to minimise disruption to external course delegates. Progress since - practice drills for NHH and NBC (x2) successfully carried out in December.</p> <p><b>10.6 Safety Gloves (AC) NS</b> stated that <b>RG</b> had confirmed that having reviewed the matrix provided by Essar he considered it to be inappropriate for adoption at TTE.</p>	<p><b>Action complete</b></p> <p><b>Action Complete</b></p> <p><b>Item Closed</b></p>
<p><b>Current safety performance</b></p> <p><b>RG</b> gave the committee a report on health and safety performance in 2014 which numerically, was our worse since pe-2002. At the end of the year, we had recorded an unprecedented 6 hospital treatment and 8 minor first aid injuries whilst the total number of near miss reports submitted (43 in total) was approximately 40 – 50% down on previous years. The only real positive was the completion, at the end of December, of 6 years 10 months (or 2,739.988 person hours without a reportable or lost time injury.</p> <p><b>RG</b> added to this by saying that the board will certainly be asking searching questions around our safety record during their next board meeting in January and will doubtless be setting key improvement targets and initiatives in 2015.</p> <p>For our part, in 2015 we need to be doubly ensuring that our hitherto tried, tested and proven health and safety management system, safe systems and selected controls are being applied and strictly adhered to in all areas. This extends to the wearing of overalls in workshops, protective gloves (except when operating machinery) and adopting safe working practice at all times.</p>	<b>Info.</b>

<b>AOB (including Dec):</b>	
<p><b>1.1 PPE (RC)</b> – issued a reminder to all trainees around their <b>personal</b> responsibility to look after their PPE. Too many items are being lost due trainees leaving them lying in classrooms and workshops whilst others are being purposely removed or hidden as a prank. This is causing us to order unnecessary and costly replacements. <b>RG</b> - looking after your PPE is a legal requirement under the PPE Regulations 1992. he also said that the main purpose of PPE replacement request form they are required to submit is to identify repeat offenders, and where needed, exercise our right to charge for the cost of replacement.</p>	<b>Info</b>
<p><b>1.2 Hand Tools (RC)</b> can the induction process please be looked at as it is felt that the knowledge given is very basic. When the programme was changed it impacted on the length of the induction delivery. <b>RG</b> – wasn't aware that this vital control for the reduction of hand injuries during the early weeks of the Phase 1 program had been reduced and will certainly be asking for it to be fully reinstated in 2015.</p>	<b>RG</b>
<p><b>1.3 Lecture Rooms (RC)</b> The end-of-day closure is no longer being adhered to and rooms are being left in an unsafe and unsecure condition. The windows need to be closed and locked and lights and electrical equipment should be powered off. <b>RG</b> – the key register at reception should enable us to trace the last person to use a room. Should this type of thing happen again, please let me know.</p>	<b>RG</b>
<p><b>1.4 Glasses Cleaner (BC)</b> (December Item) The Glasses cleaner needed to be refilled by facilities. Reported done..</p>	<b>Facilities/ Closed</b>
<p><b>1.5 Cleaning (MS)</b> can all groups please be informed that the facilities are doing some routine cleaning in the rear yard.</p>	<b>Info</b>
<p><b>1.6 Rock Salt (PK)</b> Do we have a stock of rock salt for the change in the weather ? There is a supply on site if required. MS answered yes we have.</p>	<b>Info</b>
<p><b>1.7 Overall Adjustments (LM)</b> Some trainees are finding that their overall sleeves are too long which in some cases is making them unsafe. As there isn't anyone available to make alterations can trainee's take them home to make their own adjustments ? <b>RG/NS</b> -no problem along as the alterations are to sleeve and/or leg lengths only and do not compromise the safety of the overalls.</p>	<b>Facilities</b>
<p><b>1.8 Fleeces (RG)</b> - All fleece orders are to be passed to AC. In AC's absence need to be passed to Sarah Ball.</p>	<b>Info</b>
	<b>AC</b>

**Date of next meeting – Thursday 5<sup>th</sup> February**

**Chair – Liam Flood**