



## TTE TRAINING LIMITED

### Minutes of the Health and Safety Meeting held at NHH on 05/02/2015

#### Attendees

Liam Flood (LF) (Chair)  
 Nick Smith (NS)  
 Ed Weir (EW)  
 Austin Siegertsz (AS)  
 Mike Sheridan (MS)  
 Chris Burrows (CB)

Roy Granton (RG)  
 Paul Gallagher (PG)  
 Josh Connolly (JC)  
 Jordan Simon (JS)  
 Liam Craig (LC)  
 Ben Crane (BC)

#### Apols

Anne Cannon (AC)  
 Frank Rogers (FR)  
 Kelli Hutton (KH)

| Description   | Action   |
|---|--|
| LF chaired the meeting and thanked everyone for attending. He then ran through the minutes of January's meeting and actions arising.  | Welcome and Introduction                             |
| <b>Actions arising:</b><br><br><b>1.2 Hand tool safety training – NS</b> – has been reliably informed that the same amount of time was set aside for hand tool safety training during this year's AMA inductions as in previous years. In the absence of <b>RC</b> who raised the matter during January's meeting and <b>AC</b> , the item remains open until the next meeting.<br><br><b>1.3 Lecture rooms</b> – onus on all key holders to ensure that the ground floor rooms are left in a clean, tidy, safe and secure condition on leaving. This will be monitored via the key register held at reception. | <b>RC / AC</b><br><br><b>Info. &amp; Item closed</b> |
| <b>Current safety performance</b><br><br><b>RG</b> – happy to say that there is nothing to report apart from the fact that we've had an injury free start to the New Year.<br><br>Without wanting to tempt providence, we are also well on course to complete by the month's end seven whole years without a reportable/lost time injury.   | <b>Info.</b>   |
| <b>AOB</b><br><br>In the absence of AOB, <b>LF</b> thanked everyone for their attendance before closing the meeting.  |  |

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

**Chair – Aled Parry**