



### ***Attendees***

Nick Smith (NS) (Chair)  
Roy Granton (RG)  
Kelli Hutton (KH)  
Brian Mellam (BM)  
Paul Kelly (PK)

Ed Weir(EW)  
Zach Jackson (ZJ)  
Sophie Furber (SF)  
Liam Craig (LC)  
Liam Flood (LF)

## Apologies

Anne Cannon  
Ray Collins  
Paul Gallagher  
Harry Stubbs

Description	Action
<b>LC</b> – opened by welcoming everyone to the meeting before running through the minutes of January's meeting and actions arising.	<b>Welcome and Introduction</b>
<p><b>Actions Arising</b></p> <p><b>10.7 Canteen Ventilation – RG</b> –was previously asked to arrange a feasibility study into extending the process T.O's office with a view to including this in next year's budget. Hasn't done this yet but is committed to do so well before the budget setting process in August-September. In the interim period, this item can now be removed from the minutes.</p> <p><b>11.5 Housekeeping In trainee's canteen –AC</b> – not present to confirm whether she has reminded all those using the canteen when on night classes to clean-up after themselves. Will seek clarification at the next meeting.</p> <p><b>NS</b> – commented that here appears to be an increase of rubbish in the overspill car park of late, including McDonalds wrappings etc.</p>	<p><b>Info.</b></p> <p><b>AC</b></p>
<p><b>Current safety performance</b></p> <p><b>RG</b> – We had our first (1<sup>st</sup> aid) injury of the New Year in January which occurred after a member of staff removed his protective gauntlets to pick up a wire brush after carrying a TIG weld causing him to inadvertently burn the side of his hand on the still hot welding torch..</p> <p>Other than that, a good start to the New Year with the completion at the end of January of 7 years 10 months without a lost time or (RIDDOR) reportable injury</p> <p><b>RG</b> - reminded everyone again of the value and importance in the prevention of injury accidents of near miss/unsafe incident or condition reporting.</p>	<b>Trainee Groups</b>
<p><b>AOB</b></p> <p><b>2.1 Near Miss – PK</b> enquired if a near miss had been reported regarding a damaged electrical socket in the Rutherford classroom. <b>RG</b> –has been received but on investigation it was found that the damaged socket was in Maxwell not Rutherford. <b>BM</b> has since made it safe pending replacement by competent electrical person (<b>KN</b>) which <b>RG</b> will now proceed to organise.</p> <p><b>2.2 Trainee Male Toilet</b> – The far right cubicle is leaking. <b>BM</b> is aware of the issue and is trying to find the source. <b>NS</b> asked if we needed to look into getting a plumber to site. <b>BM</b> is happy to deal with the fault at present.</p> <p><b>2.3 Staff Away Day - NS</b> -please feedback to all groups as a reminder that there will be no training Monday 8<sup>th</sup> Feb due to a staff away day.</p>	<p><b>RG</b></p> <p><b>BM</b></p> <p><b>Info.</b></p>

<p><b>2.4 Polo Shirts – LF</b> asked for clarification around polo shirts and costs for additional. <b>RG</b> - no legal duty to replace since polo shirts are corporate dress not items of PPE. We do however issue each trainee with two-three polo shirts which are replaceable on a genuine 'as needs' basis. For information, the cost per item (including embroidery) is approximately £10. If trainees require additional polo shirts over and above the standard issue then they must purchase them themselves but only providing that Facilities staff and the Finance Manager have the time to administer since like fleece jackets, this is a concessionary service only.</p>	<p><b>Info</b></p>
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**Date of next meeting – Thursday 3<sup>rd</sup> March 2016**

**Chair - Liam Flood**