



TTE TRAINING LIMITED

Minutes of the Health and Safety Meeting held at NHH on 02/04/2015

Attendees

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

Roy Granton (RG)
 Anne Cannon (AC)
 Paul Gallagher (PG)
 Josh Connolly (JC)
 Jordan Simon (JS)
 Nathan Ward (NW)
 Ray Collins (RC)

Apols

Frank Rogers (FR)

Description	Action
LF chaired the meeting and thanked everyone for attending. In the absence of any outstanding action items, the minutes of last month's meeting were agreed and signed off.	Welcome and Introduction
<p>Current Safety Performance:</p> <p>RG – reported our second minor first aid injury of the year last week – i.e. a Phase 1 trainee cut the side his thumb when his spanner slipped as he was adjusting the tool-post on one of the centre lathes in the machine shop. Injury occurred when contact was made with the corner of his workpiece which was held right in front of his hand in the lathe's chuck.</p> <p>Investigation revealed that prior to the commencement of work the group's T.O. (EC) went to great pains to stress to the group the hazards, risk and required methods of control, including the need for extra care to be taken when adjusting the tool-post. This was then further reinforced during the trainees' own '3-What's' exercise.</p> <p>Main learning points: (i) increased hazard awareness, including the risk of placing yourself in the direct 'line of fire' should something go wrong (in this case, the trainee failed to recognise that if his spanner were to slip, then he would likely strike his hand on his workpiece or the lathe's chuck and; (ii) what can go wrong when you fail to follow safe instruction and/or implement the control measures identified by risk assessment .</p> <p>On a positive note, at the end of March we completed 7 years 1 month without a lost time/RIDDOR reportable injury.</p>	Info
<p>AOB</p> <p>4.1 Hand-tool safety – RC – reported a couple of 'hand-tool' related near miss incidents in Fabrication in March which together, raise further questions around the quantity and quality of hand-tool safety training given to the new Phase 1 trainees during induction and before they embark on practical skills training. RC and a number of other TO's of the firm opinion that the shortfalls they are now seeing is largely due to the absence of practical hands-on training in schools which the T.O's are now increasingly having to address. Suggested that more emphasis needs to be placed on delivering these skills 'up-front'. AC agreed to look at and review ahead of the next AMA intake in August.</p> <p>4.2 Outside Lights – RC reported outside lights (overlooking playing field) not working making visibility in the overspill car park difficult at the end of night classes. RG to see if B&B have time to look at whilst they on site over Easter PAT testing</p> <p>4.3 Goal posts – AC – reminder to all groups to ensure that the goal posts are being brought in each day after lunch or before the rear gates are locked at approximately 16:30 pm. If they are stolen due them being left out, we won't replace them due to the cost involved (over £300).</p>	<p>AC</p> <p>RG</p> <p>Trainees</p>

<p>4.4 PAT Testing – LF asked if trainees are still allowed to use multi-sockets in the classrooms when using laptops providing they have up-to-date PAT test labels.</p> <p>RG – last week's near miss was as much to do with the use of 'non-approved' electrical equipment as it was to the absence of a PAT test label – hence the reason why that particular type of adaptor was immediately withdrawn from service and removed from site All registered and approved portable electrical appliances, including multi-sockets, are presently being PAT tested by B&B and providing they pass, fitted with the latest PAT test label dated April 2015. All such items are OK to use providing they pass the usual pre-use visual inspection.</p> <p>RG – added to this by highlighting the additional and unwanted hazard of trailing cables and leads when using laptops which he now sees as a major problem at TTE. Also happens to be one of the main causes of workplace trips and falls nationally. As an immediate measure, all users and supervisory staff need to ensure that the risks are reduced by the safe management of cables, including the use of rubber cable covers which Facilities can provide if needed. e safe management Longer term, we perhaps need to look at extending our fixed electrical supplies.</p> <p>4.5 Outside bins - MS – reminded all groups on outside cleaning duties to ensure that the bins are being emptied on a daily basis. This is especially important now that the better weather is approaching and more people will be out on the playing field during lunch break.</p> <p>4.6 Jokari knives – NS – during yesterday's H&S committee meeting in NBC, JG asked if there was any particular reason why AMA Electrical continue to use the 'Jokari' knife to strip electrical cables. NS asked the question to EW who replied no particular reason at all but will look into.</p>	<p>Info</p> <p>Laptop users & supervisory staff</p> <p>Groups on cleaning duties</p> <p>Info.</p>
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Date of next meeting – Thursday 07 May

Chair – Liam Craig