



TTE TRAINING LIMITED

Minutes of the Health and Safety Meeting held at NHH on 07/05/2015

Attendees

Liam Craig (LC) (Chair)
 Mike Sheridan (MS)
 Nick Smith (NS)
 Jordan Chilton (JC)
 Chris Burrows (CB)
 Josh Connolly (JC)
 Ben Crane (BC)

Roy Granton (RG)
 Austin Siegertsz (AS)
 Ray Collins (RC)
 Pete Kudiersky (PK)
 Liam Flood (LF)

Apols

Kelli Hutton (KH)
 Anne Cannon (AC)
 2FR, 2BE and 2IT reps (on-site)

Description	Action
<p>LC 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.</p> <p>4.1 Hand-tool safety – RC – previously 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 – RG stated that the previously reported problem with the outside lights was probably due to a faulty timer or breaker but that he would ask EW when he returned to take a look.</p> <p>4.3 Goal posts – PK stated that the posts were not now being left out as often but he asked groups not to sit on the cross bar as this weakened the welds and necessitated repairs by RC</p> <p>4.4 PAT Testing – JC stated that IT had purchased a 12 socket extension lead which removed the tripping hazard when trainees were using laptops and suggested that all classrooms and workshops should have one. PK confirmed that such an extension would solve the cable issue in process but also reminded groups that they still needed to properly manage bags. RG confirmed that purchase of extensions were not the responsibility of H&S and facilities staff and that they needed to be purchased through the training department.</p> <p>4.5 Outside bins - MS confirmed that outside bins were now being emptied more regularly.</p> <p>4.6 Jokari knives – NS stated that EW had removed the part of the Jokari knives used in his workshop upon from which a learner had previously suffered a minor first aid injury.</p>	<p>Welcome and Introduction</p> <p>AC</p> <p>RG</p> <p>Trainees</p> <p>Info</p> <p>Closed</p> <p>Closed</p>
<p>Current Safety Performance:</p> <p>RG – reported that so far this year we had had 2 first aid and 2 hospital treatment injuries.</p> <p>The first of the hospital treatment injuries was a learner in NBC who had a compressor filter plate dropped on his foot which he subsequently found had fractured his toe. The second hospital treatment injury was a member of training staff who suffered a cut to the back of his thumb whilst sweeping under a welding bay work bench with a hand brush.</p> <p>Main learning points: (i) ensure that those engaged in a task communicate effectively with each other and (ii) to ensure that correct PPE, in this case gloves, was worn at all times.</p>	<p>Info</p>

On a positive note, at the end of March we completed 7 years 3 month without a lost time/RIDDOR reportable injury.	
<p>AOB</p> <p>5.1 Playing of football – RC stated that he had recently had cause to speak to two groups playing football when they should not be and also that they should not play whilst wearing safety boots.</p> <p>5.2 Safety spectacles – RC raised a PPE safety spec issue. RC stated that it would appear that we would again appear to be using safety specs which had previously been removed from service due to the arms scratching the inside of the lenses. RG stated that he would review the situation.</p> <p>5.3 Cleaning of overalls – BS stated that he had had a report from groups that overalls were going missing or coming still dirty after being cleaned. MS stated that if learners had an immediate problem with lack of overalls that they could come and get some from him. He also stated that the cleanliness issue may have been as a result of them being particularly dirty after a site visit. RG said that the audit process followed by the laundry company made it unlikely that overalls could be lost but stated that any that were lost could be replaced.</p> <p>5.4 Kettle in students' canteen – BS stated that the kettle in the trainees' canteen was always swimming in water due to its proximity to the water cooler. RG stated that as long as there was no fault cleaning up any water spillage was down to the trainees themselves as part of normal cleaning duties.</p> <p>5.5 BSC 5* audit – RG stated that that BSC would be visiting on Monday 29th and Tuesday 30th June to complete the annual 5* audit. RG stated that he would send out a further reminder nearer the time.</p> <p>5.6 Fork lift truck training – RG highlighted that MS and JE would be completing Fork Lift Truck training on Wednesday this week and that everyone should be mindful if passing through the rear stores area.</p>	<p>Info</p> <p>RG</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>

Date of next meeting – Thursday 04 June

Chair – Liam Flood