



## Minutes of the Health and Safety Meeting held at NHH on 11 June 2015

***Apols***

Paul Gallagher (PG)  
Aled Parry (AP)  
Ben Crane (BC)  
Nathan Ward (NW)  
Ray Collins (RC)  
Liam Craig (LC)

Anne Cannon  
Roy Granton  
Frank Rogers

Description	Action
<p><b>LF</b> chaired the meeting and thanked everyone for attending. He then ran through the minutes of the last meeting in May and actions arising.</p>	<p><b>Welcome and Introduction</b></p>
<p><b>Actions arising:</b></p> <p><b>4.1 Hand tool safety training – AC</b> - has already given assurances that this will be fully integrated into this year's Phase 1 induction. (For the purpose of these minutes, this action can now be signed off and closed.)</p> <p><b>4.2 Outside Lights – EW</b> informed the meeting that there was no apparent fault with the timer or breaker and suspects that the one of lights, which is corroded due to pigeons nesting on the roof, has an earth fault which keeps tripping the circuit. <b>EW</b> reported that <b>RG</b> has since made arrangements for electrical contractor Bailey &amp; Birch to look into it when they come in at the end of the month to test and inspect our emergency lighting systems.</p> <p><b>NS</b> added that whilst Bailey &amp; Birch are on site, they will also be carrying out further PAT testing due to items being inadvertently missed during their last visit in April. If anyone has any items to be tested, please inform <b>RG</b></p> <p><b>4.3 Goal Posts –</b> It was reported that the goal posts are still being left out and a request made to all groups to bring them in after use. <b>RC</b> to carry out weld repair.</p> <p><b>5.2 Safety Spectacles – NS</b> reported that <b>RG</b> has confirmed that the safety spectacles in question are no longer issued for the very reason that was given during the last meeting. The type we issue today have now been used for over 2 years without a problem and can only assume that someone had a rogue supply of the older type hidden away.</p>	<p><b>Item signed off</b></p> <p><b>RG</b></p> <p><b>Trainees &amp; RC</b></p> <p><b>Info.</b></p>
<p><b>Current safety performance</b></p> <p><b>NS</b> – current safety performance we have now completed 7 years 3 months without a lost time/reportable injury whilst our injury statistics remain the same (i.e. 2 hospital treatment and 2 minor first aid injuries.)</p>	<p><b>Info.</b></p>
<p><b>AOB</b></p> <p><b>6.1 Car Park Safety – NS</b> asked the representatives to feedback to the groups that whilst driving in the overspill car park to please ensure that they are driving in the correct direction as stated by the directional arrows.</p> <p><b>KH</b> asked that everyone respect the fact that we all drive nice vehicles and parking over 2 spaces limits the amount of parking we have for trainee's staff and visitors. Please ensure that cars are parked correctly in individual spaces.</p>	<p><b>Info</b></p> <p><b>Info</b></p>

<p><b>6.2 Cooling of Workshop/Classroom – BC</b> asked if some sort of cooling system could be put into Brian Eccles mechanical classroom/Workshop due to the high temperatures that the rooms reach when they are working. NS will raise with RG and AC. MS has 2 portable air conditioning units 1 of which needs to be PAT tested which EW will carry out. NS will look in to an air condition unit similar to the unit which is in Ed Weirs workshop/Classroom. Fans can be requested through AC if required.</p> <p><b>6.3 Outside Area – RC</b> can everyone please be mindful to put all litter in the bins provided or bring the litter inside. We have had a fox on the premises which is only being encouraged when litter is discarded incorrectly.</p> <p><b>6.4 Replacing of blue roll – LC</b> asked about replacing the blue roll when its run out, <b>MS</b> informed as long as someone informs him that it needs replacing he can get it replaced.</p>	<p><b>NS/RG/AC</b></p> <p><b>All</b></p> <p><b>Facilities</b></p>
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**Date of next meeting – Thursday 2<sup>nd</sup> July**

**Chair – Liam Craig**