



## Minutes of the Health and Safety Meeting held at NHH on 03/07/2014

### Attendees

Nick Smith (Chair)  
Kelli Hutton (KH)  
Charlie Sheen (CS)  
Sam Evans (SE)  
James Day (JD)  
Jordan Egan (JE)

Mike Sheridan (MS)  
Jordan Simon (JS)  
Joshua Connolly (JC)  
Alfred Parry (AP)  
Ben Crane (BC)  
Matt Clitheroe (MC)

### Apols

Chris Burrows (CB)  
Ed Weir (EW)  
Ray Collins (RC)  
Roy Granton (RG)  
Colin Gort (CG)

Eddie Cody (EC)  
Frank Rogers (FR)  
Anne Cannon (AC)

Description	Action
<b>Nick Smith</b> chaired the meeting and after welcoming everyone, began by running through the minutes of the last meeting and actions arising.	<b>Welcome and Introduction</b>
<p><b>Actions arising:</b></p> <p><b>3.2 Broken trolley wheel – RC</b> reported now repaired and back in service.</p> <p><b>3.4 Polo shirts – Phase 2 reps.</b> still to provide <b>RG</b> with a complete list of names and what their requirements are.</p> <p><b>5.3 CAF Joint concerns – 2BE reps. JE and JD</b> said that they disagreed with a statement that was written in last month's minutes and asked for it be looked at and corrected. The statement read ..... <i>"the full and exact details of the incident only came to management's attention one full week after last month's H&amp;S meeting and nearly two months after the actual incident occurred."</i> After listening to what <b>JE</b> and <b>JD</b> had to say in support of this, <b>NS</b> agreed to amend it to ..... <i>"Although BE brought a suspected CAF joint to the attention of the CEO on 12<sup>th</sup> March 2014, the facing off of the Kestner flange by learners only came to management's attention on 1<sup>st</sup> May 2014, nearly two months after the original incident occurred"</i> This was subsequently accepted as a true and accurate account of events by <b>JE</b> and <b>JD</b>.</p> <p><b>NS</b> restated that no further maintenance work is to be carried out on the Kestner rig until 'Fibresafe's' full raft of recommendations have been implemented.</p> <p><b>6.1 Canteen issues – RG – 'Autobar'</b> have adjusted the drinks machine to prevent the cups from overfilling. Also, four broken chairs repaired by <b>RC</b>.</p> <p>The committee then debated the pro's and con's of replacing the table and chair units with like for like versus separate tables and plastic chairs now that many of the units are nearing the end of their usable lives. The general feeling was that units are more robust, can't be easily moved (including out of the canteen) and are much safer since individual plastic chairs are more likely to slip from underneath people. <b>RG/Facilities</b> to carry out a full inspection of all units to see if any need to be replaced prior to the new academic year.</p> <p><b>6.2 Outdoor tables – request</b> to have them jet washed carried out.</p> <p><b>6.3 Upstairs water dispenser – trainees</b> now using the dispenser in staff kitchen</p> <p><b>6.4 Request for hot water dispenser – RG</b> - additional kettle now available in trainee's canteen</p> <p><b>6.6 Request for tower fans for IT's workshop</b> - now in place.</p>	<p><b>Action complete</b></p> <p><b>Phase 2 reps.</b></p> <p><b>Info</b></p> <p><b>Actions complete</b></p> <p><b>RG/Facilities</b></p> <p><b>Action complete</b></p> <p><b>Action complete</b></p> <p><b>Action complete</b></p> <p><b>Action complete</b></p>
<p><b>Current safety performance</b></p> <p><b>RG</b> - by our own high standards, our safety performance during the first six months of the year has been very disappointing, having recorded 3 hospital treatment injuries, 3 minor first aid injuries and a Learning Event. On a positive note, at the end of June we completed 6 years 4 months without a lost time or reportable injury</p>	<b>Info.</b>

<p>There was also a High Potential near miss last month which occurred when a large centre lathe tipped over onto its side inside the rear stores as two members of staff were attempting to move it using the FLT. Main learning points - the need to carefully plan, coordinate and risk assess all lifting operations. This extends to the correct selection and use of lifting equipment.</p>	
<p><b>AOB:</b></p> <p><b>7.1 Housekeeping – RC</b> asked all groups to please maintain the high standard of housekeeping that TTE expects. The outside area needs to be maintained on a regular basis.</p> <p><b>7.2 Outside Fence Area – JE</b> informed the meeting that an area of the outside fencing off the playing field had been damaged which may allow intruders to enter the premises. A temporary fix has been made however it would not stop intruders entering our premises.</p> <p><b>7.3 Kesner Rig – JE</b> asked if any arrangements had been put in place to add the signage onto the kesner rig. <b>RG</b> informed the groups that this was in hand.</p> <p><b>7.4 Parking – JD</b> asked if we can remind all trainees not to park in the front car park as some people are still using this car park after being asked to use the overspill.</p> <p><b>7.5 Outside Rig – JD – PPE</b> gloves are not being used during all activities. <b>RC</b> informed that in some cases the activity being undertaken can be made hazardous with the use of the PPE gloves depending on the instruments being used.</p> <p><b>7.6 Girls Toilets –</b> Due to a number of spiders in the girls toilets can the female trainees use the upstairs toilets until this issue has been resolved. <b>RG</b> will asked facilities to look into the problem.</p> <p><b>7.7 Agreeing of minutes – NS</b> reminded everyone that the reason we discuss the minutes of the previous meetings is to ensure that we are all in agreement with what has been written. If anyone does disagree with the minutes then please challenge and a re-draft can be made.</p>	<p><b>Info/Trainee's</b></p> <p><b>RG/RC</b></p> <p><b>Info</b></p> <p><b>Info</b></p> <p><b>Info</b></p> <p><b>RG/Facilities</b></p> <p><b>Info</b></p>

**Date of next meeting –**

**Chair – To be confirmed.**