



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

Apols

Paul Gallagher (PG)
Anne Cannon (AC)
Jordan Simon (JS)
Roy Granton (RG)
Liam Flood (LF)

Mike Sheridan (MS)
Ray Collins (RC)

Description	Action
<p>LC chaired the meeting and thanked everyone for attending. He then ran through the minutes of the last meeting in June and actions arising.</p>	<p>Welcome and Introduction</p>
<p>Actions arising:</p> <p>4.2 Outside Lights –RG – by coincidence, B&B’s electricians are currently outside working on the external lights and are back in again next Monday (6th) to carry out any remaining PAT tests and annual test and inspection of the emergency lighting systems in NHH and NBC. (Footnote – outside lights now repaired and fully operational)</p> <p>4.3 Goal Posts – JD reported posts now repaired by RC. RG - has noticed that despite what was said at the last meeting, the goal posts are still being left out overnight (witnessed when opening up at 7:00 am). This, he said, is down to the groups on end-of-day playing field cleaning duties. One or two of the trainee reps. commented that there is some confusion regarding the rota which is why some of the areas aren’t always being covered. AC gave assurances that SP has issued all updated versions at the appropriate time and can only assume that there are old copies still in circulation. T.O’s to check to ensure that groups are working from the latest version.</p> <p>6.2 Cooling of workshops/classrooms – RG & NS reported that much has been done since the last meeting to help alleviate the problem, but restated that there is a limit to what we can do on the basis of reasonable practicability. NS & AC added to this by saying that for classroom based work, the boardroom and front classrooms can be used if needed. PJG passed on details of air con units to NS and RG for consideration</p>	<p>Item closed</p> <p>T.O’s</p> <p>Info.</p>
<p>Current safety performance</p> <p>RG – reported one minor first aid injury in June. Occurred when a Phase 2 trainee caught and lacerated the tip of his index finger on an angle grinder’s cutting wheel as the wheel was slowing down after use. The main learning points arising from the investigation were;</p> <ul style="list-style-type: none"> a) the need to maintain high levels of concentration when handling and using portable hand grinders b) ensuring that self adjusting guards are positioned so as to provide maximum protection. c) the need to wear close fitting leather gloves or gauntlets when using this type of equipment (trainee omitted to wear them despite it being a listed control on our risk assessment for the use of portable grinders) <p>Current statistics for the year:</p> <ul style="list-style-type: none"> ▪ 7 years 4 months worked without a lost time or (RIDDOR) reportable injury ▪ 2 hospital treatment injuries ▪ 3 minor first aid injuries ▪ 21 near miss/unsafe incident or condition reports 	<p>Info.</p>

<p>On a cautionary note, RG asked everyone to guard against complacency during the remaining weeks of the AMA training programme which traditionally, is when the risk of accidents and injuries increases as people tend to become 'de-mob happy' and drop their guard</p>	
<p>AOB</p> <p>7.1 Dress code - AS asked for clarification regarding trainees wearing shorts in hot weather. AC restated that shorts are not allowed in any area of TTE, including classrooms, but can be worn under overalls. AC & NS added that the rules and standards we apply at TTE, including dress code, are fully consistent with those of our sponsoring companies.</p> <p>7.2 Toilet paper – JS – members of his group have highlighted shortage of toilet paper in ground floor toilets. RG to raise with MS and contract cleaner (WCC)</p> <p>7.3. Gents locker room security door – JS – pre-empted an issue RG, NS & AC were going to raise under AOB by mentioning the broken mag-lock on the security door leading into the gents washroom and toilets. RG – prior to this latest act of vandalism has recently received three separate near miss/unsafe condition reports highlighting the unsafe practice of wedging open the security door thereby allowing external delegates free access to trainees' lockers and high risk work areas and equipment.</p> <p>NS – if things continue as they are, we will have no option other than to permanently lock the door and make trainees walk around to the opposite side of the toilet and washroom facility. This will enable us to better monitor and control access and egress via the security doors in the corridor. He then asked the trainee reps. to take this message back to their groups along with a final warning.</p> <p>7.4 Impending work – RG informed the committee that the following work is scheduled to be carried out over the next few weeks:</p> <ul style="list-style-type: none"> ▪ Monday 6th July – annual statutory test and inspection of emergency lighting systems by Bailey & Birch. ▪ Friday 10th July – fire detection and alarm system checks by CPS ▪ In addition, Ken Needham will be carrying out electrical installation work in the rear stores and other areas within the next two weeks. <p>7.5 Safety League – RG - pleased to announce that 2PK are the winners of this year's Safety League. They will now be handed £300 to donate to their chosen charity along with the highly prestigious (!) Safety League trophy. In congratulating 2PK he also extended his congratulations to all groups for surpassing their points target and thanks for their participation over the past nine months</p> <p>7.6 BSC audit – RG – wishes to thank all those who helped us prepare for this year's BSC Health and Safety Management system audit and those who participated in the audit process. Although we won't receive the official result and report until next month, the auditor, Phil Thomas, indicated before he left that we will comfortably retain the maximum '5-Star' grading for another year.</p> <p>LC thanked everyone for their attendance before closing the meeting.</p>	<p>Info</p> <p>RG</p> <p>Info</p> <p>Trainee Reps</p> <p>Info.</p> <p>Info.</p> <p>Info.</p>

Date of next meeting – Thursday 06 August

Chair – Liam Flood