



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

Attendees

Liam Craig (LC) (Chair)
Nick Smith (NS)
Kelli Hutton (KH)

Ed Weir (EW)
Roy Granton (RG)
Anne Cannon (AC)

Apol's

None received

Description	Action
LC chaired the meeting and thanked everyone for attending this, the last meeting of this current academic year. In the absence of any outstanding actions from last month's meeting, LC asked RG to report on current health and safety performance.	Welcome and Introduction
<p>Current safety performance</p> <p>RG – no accidents or injuries in July which means that we have now completed 7 years 5 months (or 2,973,372 person hours) without a lost time or RIDDOR reportable injury. Our other performance figures for the year are:-</p> <ul style="list-style-type: none"> ▪ 2 hospital treatment injuries ▪ 3 minor first aid injuries ▪ 21 near miss/unsafe incident or condition reports 	Info.
<p>AOB</p> <p>8.1 PPE – EW asked if we could ensure that gloves and LEP are available for the new students to use on the 1st day of their arrival. RG to ask our supplier, ID Uniforms, to oblige.</p> <p>RG – issued a polite reminder to all concerned that the wearing of overalls (as identified by formal risk assessment) is a mandatory requirement in all skills areas when carrying out any 'hands-on' practical work.</p> <p>8.2 RG informed the meeting that a new maintenance operative, Brian Mellam, will be joining us next week.</p> <p>He also said that the five front classrooms will be re-carpeted and decorated during the summer break and that on their return, all users of these rooms need to be treating them accordingly by adhering to our 'no drink or food to be taken in' ruling. This prohibition now extends to open cups of water since water spillages are every bit as damaging to the carpets. On the re-commencement of training, facilities will be monitoring the condition of the rooms (and in particular the new carpets), via their daily early morning classroom checks.</p> <p>8.3 Pest control rear yard – RG - Rentokil have been on-site to put bait out for the rats. Can all groups please keep on top of clean-up duties to ensure that we are not encouraging the rats onto the premises.</p> <p>8.4 Clean-up – Will all groups please ensure that fridges and lockers are cleaned out tomorrow due to all groups being on leave and some students not returning after the holidays.</p> <p>RG - we would like to wish the Phase 2 trainees all the best as they go onto site and thanks to everyone who has been involved in these meetings throughout the year.</p> <p>NS thanked everyone for their attendance and took the opportunity to congratulate Liam on winning his apprentice of the year award.</p>	<p>RG</p> <p>All T.O's</p> <p>Info.</p> <p>Trainee groups</p> <p>Trainee groups</p>

Date of next meeting – TBA