



TTE TRAINING LIMITED

Minutes of the Health and Safety Meeting held at NHH on 02/09/2014

Attendees

Josh Connolly (Chair)
Kelli Hutton (KH)
Ed Weir (EW)
Nathen Ward (NW)
Anne Cannon (AC)
Mike Sheridan (MS)

Liam Flood (LF)
Chris Burrows (CB)
Jodie Lunt (JL)
Liam Craig (LC)
Jordan Simon (JS)
Nick Smith (NS)

Apols

Ray Collins
Roy Granton
Frank Rogers

Description	Action
Josh Connolly chaired the meeting and after welcoming everyone, began by running through the minutes of the last meeting and actions arising.	Welcome and Introduction
<p>Actions arising:</p> <p>7.2 Outside Fence Area – The Level 2 trainees along with Matt Bush are repairing the damage to the fence.</p> <p>10.5 Fire Drill (RG) – A full fire drill evacuation will take place in the coming weeks. RG will liaise with commercial to minimize disruption to external course delegates.</p> <p>10.6 Safety Gloves (AC) NS stated that RG had confirmed that having reviewed the matrix provided by Essar he considered it to be inappropriate for adoption at TTE.</p>	<p>RG/MB</p> <p>RG</p> <p>Closed</p>
<p>Current safety performance</p> <p>NS – The unfortunate occurrence of two more hospital treatment injuries in September and October means that our injury statistics for the year now read:-</p> <ul style="list-style-type: none"> • 6 hospital treatment injuries • 7 minor first aid injuries • 1 Learning Event <p>NS read the following extract from October's Safety Bulletin prepared by RG:</p> <p><i>"A breakdown of the above shows that a disproportionately high number of 'more experienced' individuals have been injured this year compared to the 'higher risk' Phase 1 and Level 2 learners (i.e 10 versus 3). This is the complete opposite to what we normally see but I don't know why".</i></p> <p>NS stated that there have been 6 accidents since the last report of which 4 were Phase 2 learners. NS requested that the representatives present to ask their groups if there was anything different occurring which might help explain the recent rise in injury accidents. NS stated that he would also be holding a meeting with the TO's to discuss with them whether they were aware of any issues that could be causing the rise in the injury rate.</p> <p>NS continued to read from October's Safety Bulletin:</p> <p><i>"On a positive note, we are now less than one day away from completing 6 years and 8 months (or 2,663,943 person hours) without a lost time or RIDDOR reportable injury which by any standard, is a truly remarkable achievement"</i></p>	Info.

AOB:		
11.1	EW – EW stated that s chair in workshop needed repairing or replacing. NS asked MS to take a look and that if not repairable EW should order replacements.	EW/Facilities
11.2	AC - Due to the change in weather can all trainees please take care when driving. Make sure that all maintenance checks are carried out and give extra time for journeys and take care for black ice on the roads.	Info
11.3	NS – Again reminded the TO's and representative's present to raise any reasons why the number of injury accidents had risen to please inform himself or RG.	All

Date of next meeting – Thursday 4th Dec

Chair – Liam Flood