



Minutes of the Health and Safety Meeting held at NHH on 05 November 2015

Attendees

Zak Jackson (ZJ) (Chair)
Roy Granton (RG)
Ray Collins (RC)
Sian Doyle (SD)
Liam Flood (LF)

Ed Weir (EW)
Anne Cannon (AC)
Emma Shaw (ES)
Phillip Luff (PL)
Paul Gallagher (PG)

Brian Mellam (BM)
Thomas Cox (TC)
Paul Kelly (PK)
Harry Stubbs (HS)
Kai Sutton (KS)

Apolis

Nick Smith (NS)
Kelli Hutton (KH)

Description	Action
ZJ – opened by welcoming everyone to meeting before running through the minutes of last month's meeting and actions arising.	Welcome and Introduction
<p>Actions Arising:</p> <p>10.1 Near Miss Reporting – in response to RG's request for more near miss/unsafe act or condition reports, five were submitted in October bringing the total number reported this year to 25 compared to last year's corresponding figure of 41. RG - would openly welcome many more owing to the important role they play in accident prevention.</p> <p>EW then gave a brief report on one of the above (an unsafe act report) whereby a Phase 1 trainee pushed a gland nut onto his little finger which he was then unable to remove. The nut was later removed at home by his father using a hacksaw!! (No prizes for guessing what the main lessons were!!).</p> <p>10.2 Safety League – RG confirmed that he will be launching this year's Safety League next week.</p> <p>10.3 Toilet Roll – RG - WCC has confirmed that the toilet roll they supply is the same as it's always been.</p> <p>10.4 Faulty Power Lead – RG & GW have checked all leads and cabling in the IT suite and found no defects. RG – reminder to all that equipment faults, especially on electrical tools and portable appliances, need to be reported immediately and the item withdrawn from service.</p> <p>10.5 Roller Shutter Door – RG has arranged for KN to carry out a number of electrical repairs over the next two weeks including the replacement of the faulty isolator on the roller shutter doors and cracked light switch backing box in the outside rig building.</p> <p>10.6 Leak on male toilet – BM reported now repaired.</p> <p>10.7 Canteen Ventilation – KN has also promised to look at the HAV control system and associated electrics before we commit to bringing Clover in. RG said that the HAV system has always been problematic owing to its poor design and the inescapable fact that you can't make a silk purse out of a sow's ear! That said, we will continue to do everything we can to maximise its operability.</p> <p>10.9 Safe Visit by Essar's Heads of Maintenance – RG - the first of these took place on 8th Oct. in Mechanical and resulted in Stuart Rigby, Essar's Central Workshop's Team Leader issuing a glowing report, including reference to the high standards he and I witnessed in regards to safe working, PPE and storage and housekeeping. Thanks and well done to all concerned.</p>	<p>Everyone.</p> <p>Info.</p> <p>Info.</p> <p>Item closed</p> <p>Item closed</p> <p>KN (RG to monitor)</p> <p>Item closed</p> <p>KN/RG</p> <p>Info.</p>
<p>Current safety performance</p> <p>RG – an injury-free October means that we have now worked four full months without a 'works' injury and 7 years 8 months without a lost time or RIDDOR reportable injury. This keeps us well on course to vastly improve on last year's end-of-year performance figures, which by our own high standards were very disappointing.</p>	Info.

<p>Current injury figures</p> <ul style="list-style-type: none"> 2 hospital treatment injuries (last year's corresponding figure was 6) 3 minor first aid injuries (last year's corresponding figure was 7) <p>On a cautionary note, RG said that the risk of accidents tends to increase during the final two months of the year – hence the need to remain especially vigilant in the run-up to Christmas.</p>	
<p>AOB</p> <p>11.1 Overcrowding in canteen - TC – raised issue of overcrowding in trainees' canteen especially on Mondays. AC – was raised during this week's student committee meeting and is largely due to the increased number of Level3/HNC students who are in on Mondays. To help alleviate the problem, tables and chairs have been set up in the corner of open area which trainees are free to use on occasions when the canteen is full. AC will continue to monitor and if the situation doesn't improve will consider re-introducing split break times.</p> <p>11.2 Housekeeping outside - RC reminded all trainees not to be leaving waste food stuffs and wrappings etc. on and around the picnic tables since it attracts vermin including, rats, mice and magpies etc. Leaving litter lying around also looks bad and presents the wrong image to guests and visitors, including your own company reps.</p> <p>11.3 Painting – BM advised that he and MS are currently carrying out a lot of painting and decorating around the building and apologised for any inconvenience that this may cause. He also politely asked trainees not to be putting dirty footwear on the painted walls (as is evident in the corridors and side foyer).</p> <p>11.4 Soap dispensers – HS reported empty dispensers inside the gent's washroom. (BM checked all of them immediately after the meeting and found them all to be OK)</p> <p>11.5 Housekeeping in trainee's canteen – HS reported several occasions when their canteen has been left in a terrible mess. AC, RG and RC independently restated our requirement for trainees to be clearing up after themselves and leaving places, such as communal canteens, as they themselves would like to find them. Failure to follow this simple rule may ultimately result in the suspension of breaks for all groups.</p> <p>11.6 Workstation risk assessment – RG to risk assess PG's desk and workstation (now Monday 9th at the earliest) following PG's report of him suffering a seized neck/shoulder due to the cold draught he feels he's been exposed to as a result of him having to use a fan to keep his office cool.</p>	<p>Info (AC to monitor)</p> <p>Trainees</p> <p>Info.</p> <p>Facilities to monitor</p> <p>All users of the trainee canteen</p> <p>RG</p>

Date of next meeting – Thursday 3rd December

Chair: Liam Flood