



Minutes of the Health and Safety Meeting held at NHH on 3rd Dec 2015

Attendees

Tom Cox (TC) (Chair)
 Roy Granton (RG)
 Kelli Hutton (KH)
 Liam Craig (LC)
 Paul Gallagher (PG)

Ed Weir(EW)
 Zack Jackson (ZJ)
 Paul Kelly (PK)
 Brian Mellam (BM)
 Sam Wright (SW)

Harry Stubbs(HS)
 Nick Smith (NS)

Apolo

Anne Cannon
 Ray Collins

Description	Action
NS – opened by welcoming everyone to the 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 conditions reports , RG will still welcome many more owing to the important role they play in accident prevention.</p> <p>10.7 Canteen Ventilation – The work has been carried out by KN and the ventilation has been improved. A feasibility study is to be carried out to look at extending the ventilation into the process office. This will hopefully be carried out in the new year to allow the quote to be included into next years budget.</p> <p>11.1 Over Crowding in Canteen – The issue of overcrowding has been alleviated due to the space being provided in the open space . AC to add the area into the cleaning rota. Extra bins to be provided for additional rubbish. Can all groups please remember that no drinks have to be taken into classroom and water can only be taken if supplied in a closed bottle.</p> <p>11.5 Housekeeping In Trainee Canteen – The canteen housekeeping has improved, however it has been brought to the meetings attention that the night school groups are not cleaning up after themselves. AC to remind the night school that they are required to clean the canteen when they are finished using it.</p> <p>11.6 Work Station Risk Assessment – RG has carried out the assessment of PG's work station and the area is deemed to be sufficient. There seems to be an issue with the ventilation which is being looked into.</p>	<p>Info.</p> <p>RG</p> <p>AC</p> <p>AC</p>
<p>Current safety performance</p> <p>RG – no accidents or injuries in November which means that we have now completed 7 years 9 months 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 	Trainee Groups

<p>AOB</p> <p>12.1 Mechanical Overalls TC - Mechanical Bench fitting overalls are being caught whilst trainees work, is there anything that can be done to prevent this issue. EW – there is a technique that can be used with an elastic band to create a cuff, EW can show how this can be done if anyone would like to know. Folding back the sleeves is acceptable, however rolling sleeve's back to expose bear skin is not.</p> <p>12.2 Classroom Chairs PG – Some of the chairs are showing signs of stress, there have been many near miss incidents throughout the years due to people swining on chairs. The chairs are not designed for this act and therefore are weekend which can cause them to break.</p> <p>NS – Any chairs that are showing signs of stress need to be replaced. BM we now hold a stock of new chairs so any chairs needing to be replaced please notify facilities.</p> <p>12.3 PPE Laundry – The turnaround time on the washing of the PPE equipment can be upto 4 weeks. This is causing trainees to have to wear dirty overalls due to the original pair of overalls not being returned. RG the overalls should be returned within a week. NS asked if we can check with Innospec if there are any issues at the minute which are delaying the overalls being returned.</p>	<p>Trainee Groups</p> <p>Info</p> <p>RG</p>
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Date of next meeting – Thursday 7th January 2016

Chair Liam Craig