



Minutes of the NBC Health and Safety Committee Meeting held on Tuesday 6th January 2026

Attendees

Kate Hitchen (KH), Michela Philp (MP), Mike Sheridan, Matt Bush (MB), Brian Mellam (BM)

Apologies: Nick Smith

1MB – Cameron Collings, Jack Anderson

1MP – Paul George Morgan, Oskar Penny

Description	Action
<p>KH welcomed everyone to the meeting and reiterated what was involved. The aim is to discuss H&S issues and resolve as a team to make the workplace safer. She also explained the roles of the attendees.</p>	<p>Welcome and introduction</p>
<p>Safety performance Our annual safety statistics until the end of October 2025: (2024 annual figures)</p> <ul style="list-style-type: none"> • 1 x hospital treatment injuries (1) • 6 x minor first aid injuries (18) • 10 x near misses / unsafe incident or condition reports (14) • 2 x high potential near misses (3) <p>At the End of December, we reached 7 months without a RIDDOR reportable injury</p> <p>RIDDOR is the law that requires employers to report to the HSE:</p> <ul style="list-style-type: none"> • work-related deaths, specified injuries and diseases, dangerous occurrences and over 7-day work related injuries. <p>The HSE is responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.</p>	
<p>Non conformances KH advised that as part of the HSMS review we would discuss non conformances.</p> <p>Feedback from inspections – Housekeeping and tidiness in the workshops must be maintained</p>	
<p>Actions arising</p> <p>01.05 MB raised about the heat in the some of the rooms – further fans and cooling devices to be sourced. Update 01.07; KH advised that we are again looking at air conditioning. Update 08/10: KH has requested CAPEX in the budget for air condition, which is subject to approval. Update 10.11.25 KH advised that we have been asked by the solicitors to contact the landlord directly</p> <p>02.01 - MB – Advised that his group will be working on the outdoor rig for this carousel. NS this might present an issue if we have to open the rear yard for parking. Discussion also had regarding the equipment in the yard which we need to dispose of. In progress.</p> <p>03.02 MS – Asked when the vending machines would be removed form site</p> <p>01.10 MB – Asked if new bins could be provided for the rear yard to replace the bin liners</p> <p>01.11 MP Advised that she had spotted a leak on the guttering. KH to raise with contractors</p> <p>02.11 NS Advised the front door is not shutting. MS to take a look</p> <p>03.11 KJ Advised that in Mech 1 the drill have to be stopped by the E-stop. KH advised that it was a really good observation, and an electrician has already checked them to see if they can be repaired,</p>	<p>KH – in progress</p> <p>MB/KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>Facilities – complete</p> <p>KH/KRN</p>

<p>AOB arising at this meeting</p> <p>MP advised of the following</p> <ol style="list-style-type: none"> 1. CCTV camera is flickering. KH advised is has been reported. So, no action raised 2. The hot water to the staff kitchen is very hot, can we look at a mixer tap? 3. There is a mouse issue in NBC, please can we feedback to groups that they must not leave food in locker rooms etc <p>MB – advised that there will be a lot of movement in equipment over the next couple of weeks in order to bring the new fabrication bench in.</p> <p>JA advised that the door closer to the gent’s locker room is broken. Facilities to repair</p>	<p>No Action KH Info for groups</p> <p>Info for groups</p> <p>Facilities. Completed immediately after the meeting</p>
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Date of next meeting – Monday 2nd February 2026