



Minutes of the NBC Health and Safety Committee Meeting held on Monday 2nd March 2026

Attendees

Kate Hitchen (KH), Ed Wier (EW), Mike Sheridan, Anne Cannon (AC), Matt Bush (MB)
 1MB – Josh Crompton, Thomas Hulmes, Stanley Williamson 1MP – Rueban Collins

Apologies: Nick Smith

Description	Action
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.	Welcome and introduction
<p>Safety performance Our annual safety statistics until the end of February 2026: (2025 annual figures)</p> <ul style="list-style-type: none"> • 0 x hospital treatment injuries (1) • 0 x minor first aid injuries (6) • 0 x near misses / unsafe incident or condition reports (10) • 0 x high potential near misses (2) <p>At the End of February, we reached 9 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>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. Update the 2 parties solicitors have re-established contact, so hoping for a positive resolution soon. Update: Feb 26 Solicitors have now drawn up the licence.</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. Update: Still benches, cupboards and compressors to move</p> <p>03.02 MS – Asked when the vending machines would be removed form site. Update: Kate has drafted letter to the company for removal of the vending machines</p> <p>01.10 MB – Asked if new bins could be provided for the rear yard to replace the bin liners. Update: Will order Wednesday</p> <p>01.11 MP Advised that she had spotted a leak on the guttering. KH to raise with contractors. Update KH chased the contractors. Will continue to chase</p> <p>01.02 MP - The hot water to the staff kitchen is very hot, can we look at a mixer tap? Updated chased contractor ref new quote for TMVs</p>	<p>KH – in progress</p> <p>MB/KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p>

AOB arising at this meeting MS – Maglock in front door not currently operational AC – Reiterated if playing football this must be on the field behind NHH AC- Asked if we would look at some equipment e.g. table tennis etc. KH advised not in her budget, but AC welcome to look into further	KH Info for groups AC
--	--

Date of next meeting – Monday 2nd March 2026