



Minutes of the NBC Health and Safety Committee Meeting held on Monday 13th April March 2026

Attendees

Kate Hitchen (KH), Mike Sheridan, Matt Bush (MB), Stephen Selleck (SS)

1MB – Josh Crompton, Stanley Williamson

Apologies: Nick Smith

1MP –Max Nicholson, Cass Alyward

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 March 2026: (2025 annual figures)</p> <ul style="list-style-type: none"> • 0 x hospital treatment injuries (1) • 0 x minor first aid injuries (6) • 1 x near misses / unsafe incident or condition reports (10) • 0 x high potential near misses (2) <p>At the End of March, we reached 10 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>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. Update: supplier sent letter to remove from site</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. Contractor due out this week.</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. Boiler to be serviced and repaired 23rd and 24th April</p>	<p>KH</p> <p>KH</p> <p>KH</p>
<p>AOB arising at this meeting</p> <p>Nothing this meeting</p>	

Date of next meeting – 5th May 2026