



Minutes of the NHH Health and Safety Committee Meeting held on Thursday 8th January 2026

Attendees

Kate Hitchen (KH), , Brian Mellam (BM), Ed Weir (EW)

Apologies

Nick Smith (NS).
2PC
Non-attendance from Phase 1

Phase 1 – No representatives

Phase 2 – Connor Coombes (CC)(2FR), Sam Morgan (SM)(2EW), Will Deacon (WD)(2IT),

Description	Action
KH welcomed everyone to the meeting and thanked everyone for attending. She went through the agenda and any apologies.	Welcome and introduction
<p>SAFETY PERFORMANCE</p> <p>Our annual safety statistics until the end of December 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) <ul style="list-style-type: none"> • At the End of December we reached 7 months without a RIDDOR reportable injury • KH advised the group that the statistics show a 61% reduction in minor injuries when compared to 2024 	
<p>Actions arising</p> <p>1.2 Cars/Parking – N.B Action has been summarised for ease.</p> <p>Poor driving standards have been observed. Including parking in unauthorised areas and not following the one-way system. For the avoidance of doubt:</p> <ol style="list-style-type: none"> 1. Parking outside and at the side of Deeside Precision is for their staff only and not TTE. 2. You MUST follow the one-way system 3. Apprentice must park in the overspill car park 4. Do not park in disabled parking bays unless you have a recognised blue badge. 5. Non-conformances will be escalated to the employers as necessary. <p>New signage has been installed, convex mirrors have been installed. In the event that more parking is needed we will consider opening the rear yard in NBC.</p> <p>Updated March 2025: KH advised that everyone must follow the one way system and pedestrians must use the pedestrian gate. PJG advised that parents parking on the main road are also blocking access of vehicles leaving site, advised that they pull into the side car park into a space.</p> <p>11.1 DW – asked if there was a possibility of sheltered seating – KH confirmed this is being looked at for this year. Feb 24 AC - Budget has been in the plan so probably being done later in the year. Update Feb 25 KH showed the group the broken bench from the field and that if such damage continues then no further seating will be provided. Update March 2025: KH has costed these, DW asked if this could be a</p>	<p>KH to continue to monitor.</p> <p>KH</p>

<p>project that the apprentices work on. KH to discuss with AC. Update May 25. Another broken picnic bench has been found, this is due to misuse. [too many people sat on the top of the benches]</p> <p>02.03- On behalf of a TO – what is the lockdown procedure. KH to revisit security measures now the basics of the policy are in place. Update KH to source door guards. Update Jan 2026 KH discussed how we would raise an alarm if someone is in the building to instigate the use of door guards, discussion in the group regarding the fire alarm emitting a different sound etc</p> <p>03.03 Can staff have a facility for staff to eat food. Update – suggested two possible areas, still looking at other possibilities</p> <p>01.07 EW – when people move their cars to NBC / Deeside precision can we look at clamping as an option. Update: KH reiterated the importance of parking in TTEs premises and advised that the rear of NBC would be opened for parking now the yard is cleared. Update: December 25. Could we look at notices on windows instead?</p> <p>03.11 On behalf of IT the dip in the car park is reappearing. KH will contact contractor to assess. Update: Contractor has been out to assess and will investigate further</p> <p>04.11 On behalf of IT advised that there is a leak from the guttering. Update; contractor will be sending someone out to reseal the gutter</p> <p>08.11 FM Advised that the water in the NBC toilets is too hot to wash hands in. KH to revisit the quote for TMVs</p> <p>10.11 Noted the level of mud, is this due to lack of cleaning or due to people going on to the field. KH to investigate a mat at the rear door. IH also advised that people shouldn't be using the roller shutter for pedestrian access (sign to be placed on the door)</p> <p>13.11 There's no soap in the NBC toilets. Updated KH in discussion with regards to who supplies this.</p> <p>14.11 Could we look at a netball hoop/ping pong table etc. NS advised we could consider it. KH asked if someone from the group could come and see her so she can check the netball hoop before ordering.</p> <p>1.12 HD – Could a shoe rack be provided in the ladies changing rooms. Update Jan 2026 Shoe rack has been sourced</p> <p>2.12 FM – could we look at height adjustable benches in the welding bays as they are too low for the taller learners. Update Jan 2026 Not possible at this time. WD suggested maybe a platform that sits on top of the benches</p> <p>3.12 SM – Asked if we can do something about the pricing of the water in the canteen. KH to mention it to suppliers. KH/MB asked the vending company who advised that the automatic prices increases had not been applied to the machines, meaning the cost of most things in the machines will go up. Action closed,</p>	<p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>Facilities/KH</p> <p>KH</p> <p>KH</p> <p>KH to investigate</p> <p>KH to ask Action completed</p>
<p>Non conformances KH advised that as part of the HSMS review we would discuss non-conformances.</p> <ul style="list-style-type: none"> • Housekeeping – feedback from the Board noting a lot of litter around the site. We must adhere to the cleaning schedule • COSHH – NS and KH have spotted COSHH items that are being left out 	
<p>AOB</p> <p>EW asked if we had had feedback from the 5 star audit. KH advised that we have fed back to the auditor after some discrepancies/omissions in the report which had affected the score</p> <p>WD advised that the drinks machine was running out of cups. KH has already raised with the vending company</p> <p>WD asked if the path could be gritted by reception. BM advised that he will ensure this is done. He tries to focus on the walkways as much as possible</p>	<p>Info for groups</p> <p>Info for groups</p> <p>Info for groups</p>

WD asked what happens when they are late due to snow. KH advised that late forms still to be completed, but SB would make a note of any unusual or mitigating factors.	Info for groups
BM asked that if apprentices need PPE could they come to the mezzanine between 08.45 and .9.15.	Info for groups
Apprentices raised about having better bins in the car park area.	KH to look into

Date of next meeting – Monday 2nd February
Chairperson at next meeting – Connor Coombes