



## Minutes of the NHH Health and Safety Committee Meeting held on Monday 2<sup>nd</sup> February 2026

### Attendees

Kate Hitchen (KH), Brian Mellam (BM), Iain Tyrer (IT), Nick Smith (NS).

### Apologies

Anne Cannon

**Phase 1** – Hannah Dodd (HD)(1IH), Finley Morgan (FM)(1MC), Joseph Heston (JH)(1DW)

**Phase 2** – Connor Coombes (CC)(2FR), Sam Morgan (SM)(2EW), Will Deacon (WD)(2IT), Josh Whitehead (JW)(2PC)

Description	Action
<p>KH welcomed everyone to the meeting and thanked everyone for attending. She went through the agenda and any apologies.</p>	<p>Welcome and introduction</p>
<p><b>SAFETY PERFORMANCE</b></p> <p>Our annual safety statistics until the end of January 2026:  <b>(2025 annual figures)</b></p> <ul style="list-style-type: none"> <li>• 0 x hospital treatment injuries <b>(1)</b></li> <li>• 0 x minor first aid injuries <b>(6)</b></li> <li>• 0 x near misses / unsafe incident or condition reports <b>(10)</b></li> <li>• 0 x high potential near misses <b>(2)</b></li> </ul> <p>• At the End of January we reached 8 months without a RIDDOR reportable injury</p>	
<p><b>Actions arising</b></p> <p><b>1.2 Cars/Parking – N.B Action has been summarised for ease.</b></p> <p><b>Poor driving standards have been observed. Including parking in unauthorised areas and not following the one-way system. For the avoidance of doubt:</b></p> <ol style="list-style-type: none"> <li>1. Parking outside and at the side of Deeside Precision is for their staff only and not TTE.</li> <li>2. You <b>MUST</b> follow the one-way system</li> <li>3. Apprentice must park in the overspill car park</li> <li>4. Do not park in disabled parking bays unless you have a recognised blue badge.</li> <li>5. Non-conformances will be escalated to the employers as necessary.</li> </ol> <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. <b>Update Feb 25</b> 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 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><b>KH to continue to monitor.</b></p> <p><b>KH</b></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><b>KH</b></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><b>KH</b></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><b>KH</b></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. NS asked if we should be looking for advice from a structural engineer.</p>	<p><b>KH</b></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><b>KH</b></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><b>KH</b></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><b>KH</b></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><b>KH</b></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><b>KH to investigate</b></p>
<p>01.01 Apprentices raised about having better bins in the car park area</p>	<p><b>KH</b></p>
<p><b>Non conformances</b>                  KH advised that as part of the HSMS review we would discuss non-conformances.</p> <ul style="list-style-type: none"> <li>• Housekeeping – feedback from the Board noting a lot of litter around the site. We must adhere to the cleaning schedule</li> <li>• <b>COSHH – NS and KH have spotted COSHH items that are being left out</b></li> </ul>	
<p>AOB</p> <p>KH</p> <ul style="list-style-type: none"> <li>- Toolbox talks are now being issued on the 1<sup>st</sup> of each month for the TO's to deliver.</li> <li>- For staff, KH has also planned some wellbeing information to be sent out each month</li> </ul> <p>SM</p> <ul style="list-style-type: none"> <li>- The milkman was driving erratically this morning, nearly crashing into an apprentice</li> <li>- The vending machine is often out of cups. KH advised she has spoken to 2468 who have advised that the threshold for replenishment has been increased.</li> <li>- The card machine on the NBC vending machine was not working this morning. Could be a wifi issue. KH to monitor</li> <li>- Raised that some people are cutting the corner when arriving at TTE, nearly colliding with an apprentice. KH advised to report asap then it can be investigated.</li> </ul> <p>IT</p> <ul style="list-style-type: none"> <li>- Parking remains an issue (see 1.2)</li> <li>- CCTV in NBC is not functioning. KH advised Atlas are here today and will repair it after lunch.</li> </ul> <p>FM</p> <ul style="list-style-type: none"> <li>- Can washing up liquid be provided in the learner canteen</li> </ul>	<p><b>For info</b> <b>For info</b></p> <p><b>No action</b> <b>Monitor</b> <b>For info</b></p> <p><b>For info</b> <b>No action</b></p> <p><b>KH</b></p>

- - Can some cleaner fluid be provided for cleaning the canteen floor (WD advised that this could be kept in the COSSH cupboard in process)	<b>KH</b>
HD - There have been a lot of flies observed in the canteen. KH to contact pest control	<b>KH</b>

**Date of next meeting** – Monday 2<sup>nd</sup> March 2026  
**Chairperson at next meeting** – Josh whitehead