



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

Attendees

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

Apologies Nick Smith (NS), Hannah Dodd

Phase 1 – Finley Morgan (FM)(1MC),

Phase 2 – Josh Whitehead (JW)(2PC), Joe Marlow (JM)(2PC)

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 Feb 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>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> <p>Parking outside and at the side of Deeside Precision is for their staff only and not TTE. You MUST follow the one-way system Apprentice must park in the overspill car park Do not park in disabled parking bays unless you have a recognised blue badge.</p> <p>Non-conformances will be escalated to the employers as necessary.</p> <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 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>Info for groups</p> <p>KH</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	KH
02.02 Can staff have a facility for staff to eat food. Update – suggested two possible areas, still looking at other possibilities	KH
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?	KH
02.03 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.	KH
02.04 On behalf of IT advised that there is a leak from the guttering. Update; contractor will be sending someone out to reseal the gutter. Update: contractor chased	KH
02.05 FM Advised that the water in the NBC toilets is too hot to wash hands in. KH to revisit the quote for TMVs. Updated: New quote received. KH to action	KH
02.06 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)	KH
02.07 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.	KH
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. Update; feedback from Matt Bush; the benches are fitted with height adjustable vices for holding workpieces at a more ergonomic height	KH/Complete
01.01 Apprentices raised about having better bins in the car park area	KH
02.01 FM Can washing up liquid be provided in the learner canteen. Update provided. Stock kept in KH's office. Action complete.	KH/Complete
02.02 Can some cleaner fluid be provided for cleaning the canteen floor (WD advised that this could be kept in the COSSH cupboard in process). Update KH to complete COSHH assessment then place cleaning fluid in process	KH/Complete
02.03 There have been a lot of flies observed in the canteen. KH to contact pest control	KH
Non conformances KH advised that as part of the HSMS review we would discuss non-conformances. <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 	
AOB KH – <ul style="list-style-type: none"> Asked that the representatives take back to each group that the ladies will have to empty their lockers in order for us to treat the silverfish in the locker rooms. Only PPE and bags should be kept in lockers, remove any unnecessary paperwork. Please ensure canteen tables are cleared after use and refrain from leaving empty food containers and cutlery in the fridge. Any dirty items found in the fridge will be disposed of. 	Info for groups Info for groups

<ul style="list-style-type: none"> - There are lots of wasted paper cups in the canteen, please bring your own mugs 	<p>Info for groups</p>
<p>AC – Reminder learners that football is only permitted on the field at lunchtime and in trainers only, no safety boots</p>	<p>Info for groups</p>
<p>FM –</p> <ul style="list-style-type: none"> - The machine shop overalls are too baggy around the sleeves - One of the safety switches is broken - Bins in the BTEC classrooms are not big enough 	<p>KH KH KH</p>
<p>JM/JW –</p> <ul style="list-style-type: none"> - As 06.05 hot water in NBC - Taps in the girls toilets (NBC) seem to be broken - Blue roll needed for the learners canteen - Water in the vending machines is expensive (£1.80) 	<p>Info Facilities Facilities KH</p>

Date of next meeting – 13th April 2026
Chairperson at next meeting – Finlay Morgan