



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

Attendees

Kate Hitchen (KH), Brian Mellam (BM), David Baker (DB), Anne Cannon (AC)

Apologies

Nick Smith (NS), 2PC & 1DW site visit

Phase 1 – Finley Morgan (FM)(1MC), Hannah Dodd (HD)(1IH)

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

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>SAFETY PERFORMANCE</p> <p>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>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. Contractor Booked	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. Will be sorted this week	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
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. FM asked if MB could show them how the devices work as DW not aware of these	KH/Complete
03.01 Bins in the BTEC classrooms are not big enough – KH to order	KH
03.06 Water in the vending machines is expensive (£1.80)	KH to ask vendor
<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 	
AOB	
AC – mentioned that she has been asked if the football posts can go out on the field to which she has agreed providing they are put away at the end of the day.	Info for groups
AC – reminded everyone to keep the outside of the building tidy to give a good first impression HD – Mentioned that one of the bins is permanently locked on the field, could this be opened.	Info for groups Facilities
KH & AC advised that carious pieces of information have been distributed so please keep your eyes on the notice boards	Info for groups
KH – double checked that everyone had received the message about ensuring PPE is worn in active workshops	Info for groups
KH – checked with apprentices that they have been receiving toolbox talks that go out each month.	Info for groups

Date of next meeting – 7th May 2026 Chairperson at next meeting – Hannah Dodd