**Meeting Title: Health and Safety Meeting**

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| **Meeting Date: 19/04/2024** | **Meeting Time** | **10.30** |
| **Meeting Location: In person – COOP House, Teams** |  |  |
| **Chair** | **Mick Tattersall** | **MT** |
| **Note taker** | **Reva Sreedev** | **RS** |

**Present**

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| Emma Bowman | Mandy Parker MP |
| Alison Holmes AH | Michael Tattersall MT |
| Claire McCarthy CM | Reva Sreedev RS |
| Ben Sampson BS | Kathryn Currier KC |
| Andrew Fawlk AF |  |

**Apologies**: Edward Parker, Darren Adams, Shell Whitehead, Suzi Willis, Nicole Jones

**Meeting Starts: 10.30**

**Introduction and welcome**

MT welcomed everyone

MT welcomed Kathryn to the Committee

**Group Discussion from Pre-meeting shared material including:**

Accident and RIDDOR statistics

* Accident numbers trending slightly down- workjam working well- consistent reporting
* Increase in number of RIDDORs
* Benchmarking with other groups – not very high in our group
* No common causes – mostly unique in character
* Introduced new accident form – factual and concise as much as possible
* Everything in one place for insurance defence
* Summary step on accident form– needs improvement – sent comms out - MT seeks support from the Group to improve the quality of details provided in the summary box so as to prevent the need for multiple requests for data.
* Working to assign H&S team on accident form to attach related documents onto the form to improve the efficiency – WIP
* Continue to benchmark with other societies - Comparable with other societies – percentage of accidents – catch any trend
* Periodic rises and fall are consistent across the Societies and we trend below the average

**Action** – MT to discuss with MP – Run the report on workjam

* Steering wheel measures – continue to trend positively
* H&S question response in pulse survey – 81.4%
* Site actions overdue – high numbers – MT seeks support from all Groups to focus on closure of all site assigned actions
* Site compliance – 36% Head office and Chipping Norton
* Pending tasks on workjam – needs completion by end of the quarter – All Groups to remind/ chase sites accordingly

Audits

* H&S audits – running comparable to last year – average society score 92%
* Overall scoring remains comparable with last year
* Food safety audits – food scoring lower than 2023 and lower than 2022. A trend emerging, particularly around cleaning and date checking
* Training continues to be a challenge, with a high proportion of training related audit actions remaining overdue
* 98% of i.learn training completed, although completion rates for both the new risk assessment module and the asbestos awareness module are below 75%. A final push required before Q1 end to prevent having to re-assign training to sites

What causing none completion of training? Group discussion

* AF – not well marketed, H&S needs to talk about training – Food have an .Learn champion
* CM – period reports – report back on completion date
* Can H&S training be included?
* CM – Yes, can include H&S training to serve as a reminder – send quarterly training calendar comms

**Action – CM to add H&S training progress to period report ing currently shared with the Groups**

* AF – FOMS run the weekly report to track the training
* CM -Each site can pull their own report to encourage training
* Q2 – legionella training will be added to period report
* New starters – will need doing and be assigned
* Asbestos - specific colleague
* Risk assessment – all managers
* Massive improvement – quarterly training

**Insights**

Exec site visits

* AF – H&S – good to start talking about H&S

Discussion point

* MT – Exec Team planning to complete a no of H&S specific visits
* focus on Fire safety and pulse survey
* Raise the emphasis on H&S
* Hopefully a positive spin
* Should be able to feedback on next committee meeting.

**Pest Control and Property/FM plans 2024**

* BS – facilities management

Pest control – identified the disconnect with what we are paying for pest control

* Child care and retails - 6 visits a year – not enough
* Subcontracting through indet – not great way for working
* 2 tender concluded – shortlisted 2 contractors – Vergo and Contego
* Vergo will be taking on pest control - 14th may childcare and rest from June
* Directly managed service through facilities management – no massive change but an increase in visits
* Effectively cost neutral
* Working with procurement – facilities manage the properties
* Will be moving away from ServiceNow
* Good deal with C365
* FM – management will be through C365- colleague in frontline can access info through

C365

* Structural impact on team – start to engage with key stakeholders
* 3 month roll out and plan to be fully implemented by August
* MT – C365 – good platform
* AF – agreed
* You can see the info – chase the info – go to supplier – update the info
* Forms of C365 – WIP
* EB – Asked if we are now reporting directly with the supplier?
* BS – In future we will be able to log job via C365 and then this could be allocated to relevant supplier- facilities can manage data
* Electrical, roof repair will be sitting with single service provider- same for food, childcare - tender out in May – hopefully great service
* Fire risk/ legionella – tender as bundle set – last part of this year. This will be a change – Considering a consultancy service, independent from remedial work

MT -Vergo change – indet coming out – do you foresee any issues in the transition period

BS – No, Vergo attends all 46 nurseries, put documents and take equipment out

**Training platform update - CM**

* One stop shop amendment – split module into 5 elements. H&S & Fire will be one module.
* GDPR as separate – everybody, except childcare colleagues as they have their own Childcare specific GDPR module. Childcare Managers, Deputies and Head Office colleagues will need to do both the GDPR module and Childcare specific GDPR module.
* Cyber security – 2 modules one for site based one for office based
* H&S and Fire – everybody to complete
* Anti bribery – Manager and supervisors only
* Will be rolled out in Q3
* New branding based – new starters
* Part of onboarding – site specific
* Reports can be done separately
* Time to compete will be same
* Pass rate – 100% existing colleague before– dropped to 90% pass rate
* End of module test – dropped to 80%
* GDPR– reworded the questions
* £12k to do the change - much lass than sourcing new modules
* Benefits – IMs - all around our specific policies
* Developing colleague to create our own content – WIP

**Action** – KC to update MT – details of colleagues need training

**Upcoming H&S events**

Policy updates – approved

* Visitor and Lone Working Policy
* Risk Assessment changes
* Needs adding to CC

**Action -**  RS to add policies to CC

**Radon program update**

* MT- Radioactive gas – need to assess the sites - if there is any risk to our colleague
* Employing a temporary contract colleague – asses/test the background levels – collate all the information and determine next steps if any

AH- What happens if there is high levels?

MT- limit the time of access/not on many sites

To work on comms – manage staff expectation

AF – safeguarding check – should do DBS

**Group feedback -** Issues and activities for committee to be aware of

* MP – new system coming onto travel – H&S going ok- make sure additional training– keep on top
* Travel New store design -

MT – DSE assessment – not very good lay out

AH – not impressed with the desks

**Action** MT to pick up desk layout with Travel Group - new DSE

**Action** MT – to pick up with KC re colleague training needs in iLearn to ensure all relevant colleagues are assigned accordingly

* BS - refurbishing no of childcare – managed by construction team
* New upgraded security systems
* SOP on CCTV systems- how to use the system/ management system
* Risk assessment around the system
* To be discussed

AF – fridge/freezer remotely monitored – spot check – manager responsibility

BS – if equipment run out of parameters - can be tracked on the system

* Details on store standards - check portals

**Action** MT to pick up with Andy on store standard checks – portals

POT hole actions – no temp solutions- many accidents caused

* AF- can we have a short term solution?

BS - Open to solution - Contactors does not work on temporary fix

Asbestos training – reports of colleagues taking 2 hours to complete – whole module is only 15 minutes

**Action** – MT to check the module content and quiz

* Shutter Safety?

BS- repair when break, replace when needed on a reactive basis

AF - Food safety manual – out of date – not matching with Connexus -still old document

**Action** – MT to check the food manual and update AF

**Date and format for next meeting**

* TBC - avoid Monday, Tuesdays

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| **Date Assigned** | **Action Description** | **Assigned to** | **Status** |
| 19/04/2024 | Run the workjam report with MP | MT | Completed |
| 19/04/2024 | Add H&S training to period report | CM | Assigned |
| 19/04/2024 | KC to update MT on colleagues need training | KC | Assigned |
| 19/04/2024 | Add the 2 approved policies to CC | RS | Completed |
| 19/04/2024 | Discuss new store DSE layout | MT | Assigned |
| 19/04/2024 | Discuss with AF on store standard checks - portal | MT | Assigned |
| 19/04/2024 | Asbestos training module completion time check | MT | Assigned |
| 19/04/2024 | Check and update food manual | Helen Walton | Assigned |
| 19/4/2024 | All Groups to discuss accident form completion with sites to improve initial submission of details in the summary statement | All | Assigned |
| 19/4/2024 | All Groups to focus on site assigned action closure to reduce numbers of overdue actions from audits and compliance program | All | Assigned |
| 19/4/2024 | All Groups to have a final push on sites to complete the Q1’24 H&S tasks ahead of Period end | All | Assigned |