**Meeting Title: Health and Safety Meeting**

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| **Meeting Date: 30/01/2024** | **Meeting Time** | **11.00** |
| **Meeting Location: In person – COOP House, Teams** |  |  |
| **Chair** | **Edward Parker** | **EP** |
| **Secretary** | **Mick Tattersall** | **MT** |
| **Note taker** | **Reva Sreedev** | **RS** |

**Present**

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| Edward Parker EP | Nicole Jones NJ |
| Alison Holmes AH | Claire McCarthy |
| Claire McCarthy CM | Mandy Parker MP |
| Ben Sampson BS | Michael Tattersall MT |
| Andrew Fawlk AF | Reva Sreedev RS |
| Suzi Willis SW |  |

**Apologies**: Shell Whitehead, Darren Adams, John Woodward

**Meeting Starts: 11:00**

**Introduction and welcome**

EP welcomed everyone

**MT gave briefing on accident reports –**

* Accident types
* RIDDOR details

All details can be found on workjam

* Site compliance

**AF** - challenges in chasing the daily workjam tasks

**NJ**- Same in childcare regarding daily safety checks

* Would like to create a report on tasks- can go to workjam
* H&S activities
* Site action status summary

**AH**- No consequence/ nothing in travel if not completing the tasks

* Could implement something internally

**AF** – suggested- Can do audit to check the task completion

* New roles- compliance manager in food to perform checks

**BS**- How the audits by compliance managers be integrated with current system? Workability?

**AF**- excel initially , in the long run, hoping to move in to workjam/will be integrated in one system

**Audit program**

* H&S and F&S audit program
* Scoring remains the same

**Pest control**

**BS**- not pleased with pest control service

**SW** and **NJ** supported

**AF**- daily check on pest control in food

* Improves Pest control performance
* Site audit report takes long to come- some sites- takes longer to action

**BS**

* Operational challenge- cleaning standards not great
* Nurseries- cleaning standards are better – more visibility
* needs improvement

Trying to make some improvement/ work with pest control- facilities- **action**

Contract not signed

**Process**- to report to facilities desk- facilities then go to contractors for pest control

**Comparative with opponents in Coop group**

**New starters/onboarding – Training platform update - CM**

* 13 weeks – probation period
* Any colleague can see the onboarding journey
* How to get colleagues through the onboarding journey
* Check ins at regular points
* Managers can support in onboarding- plan training with the new starters
* One stop compliance – under review
* Employees– needs doing full module only if there is Knowledge gap
* One stop module- buy or build – to decide
* Can be split
* Reduce the pass percentage?
* Control over the content if stick to our own content

**AF -** Quarterly calendar better

**CM -** Each trading group will identify what content needs in training

**Every quarter H&S will be reporting to board with the agreed format- introducing H&S question in pulse survey**

* **Copy will be shared as part of SC meeting**

**2023 insights**

* Good numbers of accidents were preventable
* Many were accepted hazards
* Unseen hazards
* Received unwanted attention form enforcement officers

**2024- aim to improve knowledge and compliance**

* ilearn training
* Risk assessment training
* Fire warden training
* Asbestos

**Action-** everyone -advise on any other individuals require training

**Aim to raise awareness and skills in assessing risk**- core function of H&S

* H&S audit- show and tell activity- SMs
* Raise awareness/coaching
* Support take 10 implementation- 1st Feb going live
* Executive H&S specific visits- focussed on H&S issues- engage with managers/colleagues to raise the awareness.

**Management handover in terms of H/S**

* Do you have a process?

**SW** - Yes, its part induction

**AH**- not sure

**MP**- To pick up

**AF**- No process, managers go for induction- reviewing key things

* Do we need a standard process?

**AH/MP**- buddy manager covers all the points, need a process **– to action**

**AF** – not needed in food

**SW/NJ**- robust process in place in CC

**H&S Calendar 2024- agreed**

* MT & H& S team- to review the H&S policy

**AF**- manual documentation in food at the moment, need to see if we can have it on workjam- **MT to action**

**MT** to share the H&S Calendar

**RADON program**

* **Mechanical control**
* **Restrict time**

**Group Discussion**

**SW**- PL insurance certificate not on CC, asked as part of OFSTED inspection

**Action** – to add PL on CC – **MT/RS**

Wellbeing check in –EY colleagues to handle the pressure of OFSTED inspection – offer enough support.

**CM** – manager give support – pick up with Smara **– to action**

**AH** – Safety- Travel working with safe stores

**EP**- ROSPA training feedback?

* Positive feedback from everyone
* Extend the training to area mangers – everyone agreed

**Action**

* MT to talk to EP to extend training to FOMS/ROMS and TAMS by trading groups
* People who passed the course – **MT** to check with ROSPA

**Date/next meeting:** 19th April 11am to 1 pm (Friday)

**Meeting Closes** @ 12.45pm

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| **Date Assigned** | **Action Description** | **Assigned to** | **Status** |
| 30/01/2024 | Advise on colleagues (area manager/store manager) requiring H&S training | AF, SW, NJ,AH, MP,SW, JW, DA, BS | Assigned |
| 30/01/2024 | Ask Anna Langford on colleagues requiring H&S training | MT | Assigned |
| 30/01/2024 | Develop a process for management hand over in terms of H&S | AH, MP | Assigned |
| 30/01/2024 | Liaise with workjam to move current manual H&S tasks/documents | MT | Assigned |
| 30/01/2024 | Share the H&S Calendar | MT | Assigned |
| 30/01/2024 | Add PL certificate on CC | MT/RS | Assigned |
| 30/01/2024 | Wellbeing Support for EY colleagues during OFSTED inspection | CM | Assigned |
| 30/01/2024 | Check with ROSPA about people who passed the course | MT | Assigned |
| 30/01/2024 | Extend the ROSPA training to area managers | EP/MT | Assigned |