**Meeting Title: Health and Safety Meeting**

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| **Meeting Date: 23/3/23** | **Meeting Time** | **15.30** |
| **Meeting Location: Virtual** | **Teams** |   |
| **Chair** |  **Edward Parker** | **EP** |
| **Secretary and note taker** | **Mick Tattersall** | **MT** |

**Present**

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| Emma Brown - EB | JM- James Marriott - Guest |
| Meg Stone - MS | Andy Fawlk - AF |
| Mandy Parker - MP | Mick Tattersall - MT |
| John Woodward -JW | Edward Parker - EP |
| Alison Holmes - HW | Darren Adams - DA |
| Chris Mason - CM | Carla Moore - CM |

**Apologies:**

Suzi Willis/ Kathryn Lyddon/ Anna O'Leary/Nicole Jones/ Clare Ball

**Meeting Starts: 15.33**

**Introduction and welcome**

**EP**- Outlines shorter format of the meeting due as a Kick Off

More collaborative approach

**EP**- Terms of Reference outlined - re the changes from previous year's version/ comms and awareness/ superior pay attention/ ensure exec engagement/ share best practice

Need to identify a Union member

Anna to join as secretary

2 way comms important/ need to understand what the business is telling us/ what works/ doesn’t work

Need you to take material back to your Groups for consideration

Next meeting will include ROSPA to discuss best practice sharing

Questions? None

**Highlights from Pre-meeting shared material**

**MT** runs through highlights of summary

**EP** - Wins with losing the c365 actions/ thanks from the Exec on last Year's efforts

Reminder to read everything sent. The Board pack needs to be read to better understand/ useful as a reference .

We as committee have a responsibility to be aware and share through the business. Our responsibility but need to drive it.

**Upcoming H&S events**

**MT** - runs through the deck.

Reminder of Board commitment for H&S

Proposal for self-auditing for low risk stores/ stores not receiving a visit

Work Jam summary

**JW** - Could we seek feedback from sites on workjam use - better than before

**CM** - Think about the same but some changes to be made

Dashboards?

**AF-** Video which really worked well. Support desk is working well and trying to understand. Checking what has been completed. Paper version being done as a back-up

MP - Update - tasks not needed - Suggest chasing support

**Group Feedback**

**DA** - Till screens - retail. H&S View?

Andy did a great video that was shared for WJ

**EP** - Screens in Travel?

**MP** - No, started to come down. Causing some damage so raised with helpdesk. Colleague sin the main are happy but can keep if want to. A few sites have chosen to keep them.

**EP** - MT to prep a briefing paper on screens

**AF** - Fire evacuations in the event of a non-fire?

**ACTION** - PA comments on process to follow share with the Groups -MT

**Colleague Engagement/ 1 pager**

**MT** - Outlines the incident and asks for thoughts on colleague engagement.

**EP** - How can we get people to do things right/ fix first time/ a think about promoting the right behaviours

Think the right way/ making the right fuss to get things done?

ROSPA - Reminder next meeting face to face and will; include a session on this

**AF**- Educational - recently completed

Better at fixing things straight away/ get people aware of consequences

**EP** - Exec could do with a boost there. Perhaps create a vision / strap line to enforce message

**CM** - Cultural - encourage to keep raising tickets if not getting fixed/ fixed properly

**DA** - Yes, it is educational/ any visitor's responsibility to raise issues with a store -all duty of care. Property - is there a build on this- mechanism to improve the fix. Doesn’t remedy the risk.

**ACTION** - MT to set up committee attendees with the module

**ACTION** - MT - KL re repairs following accident

**Date/next meeting:** TBC but will be in person Late April. All to attend a there will be a workshop with ROSPA to discuss engagement.

**Risk Register/ H&S**

**JM** - Risk appetite and management. A risk register for the Society.

High on the Register , at #5

Phil currently the owner. Open question, is Phil the right person for the risk? For consideration

Behind the register is a sub register and this allows the Board sets our risk appetite

Real focus is the residual risk - currently risk tolerance is exceeded tolerance



**EP** - Committee members take away the questions for consideration at future meetings

**EP** - Closes meeting

**Meeting Closes** @ 16.40 pm