**Meeting Title: Health and Safety Meeting**

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| **Meeting Date: 05/10/2023** | **Meeting Time** | **14.00** |
| **Meeting Location: In person – COOP House** |  |   |
| **Chair**  | **Edward Parker** | **EP** |
| **Secretary and note taker** | **Mick Tattersall** | **MT** |

**Present**

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| Suzi Willis - SW | Andy Fawlk - AF |
| Mandy Parker - MP | Mick Tattersall - MT |
|  | Darren Adams - DA |

**Apologies**: John Woodward, Nicole Jones, Alison Holmes, Ben Simpson, Jeanne Busby, Carla Moore, Shell Whitehead

**Meeting Starts: 14.00**

**Introduction and welcome**

EP – Opens meeting and welcomes attendees. Informs the committee about the success of the Exec training day and the opportunity to drive the culture of H&S on the back of the output.

MT – Requests a follow up with EP around non-attendees

EP - To discuss at the Exec meeting on the 5/10/23

**ACTION – MT/EP to discuss non -attendees/ process**

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

**MT** runs through highlights of summary

* Society accident reporting comparable to other Societies considering the Benchmarking data
* H&S Site tasks in workjam – September performance greatly improved – Food and travel nearing 100% on most of the task completion. Childcare and Offices lagging behind and showing little improvement.

**All -** Discussion around best practice for raising performance. Workjam becoming more embedded now and will continue to do so as more tasks drive through. All Groups will see a migration to WorkJam for all compliance/ communication in New Year.

**Action:** AF to share video with SW/MP

**Action:** SW to discuss with Childcare teams to drive compliance completion for this Month

**SW -** Raised concerns around Landlord sites and non-compliance issues relating to the Landlord.

**MT** – Agreed that there were issues and a follow up was required

**Action – MT/SW/NJ – to discuss issues and liaise with Property Management -JG**

**Action – MT to discuss paper/non paper record requirement for the H&S Audits with the H&S Auditors**

MT- Training only showing @88% for P7,and asked for a final push ahead of end of year reporting

DA - Training issue now a focus of the District support – Donna - and now seeing considerable improvements. 1 stop module still causing some issues due to timings. Suggested this should be a DM measure.

MP - Explained that sites were having a late opening once a week to focus on training, should see improvements going forward.

SW - still an issue with limited site staffing and needing to keep ratios.

MT – need to ensure that 2024 Calendar is set around trading lows – December in Childcare AND Travel for example.

**Action – MT to liaise with Childcare/ Travel around optimum training dates with possibility of pulling 2024 calendar forward to December 2023.**

**Action – MT to share completed calendar with the Trading Groups for review and approval. Once confirmed , schedule to be fed into Fit2 Land**

**Exec RoSPA Leadership Course feedback**

EP – Again outlines the success of the day and positive messages coming from the Exec

MT – Pulls out some key messaging:

* Contractor management to be a focus for Property and a safety bulletin will be shared with all sites to be kept in the visitor book
* Mobile phone use whilst driving – policy to be revisited/ redefined and changes communicated on the back of the recent change in law
* H&S Measures – Committee discussion around validity of proposed measures
	+ Accident counts - Accident and RIDDOR numbers - YTD/ Previous Year
	+ Accident severity - Lost time from accidents - YTD/ Previous year ( may need to be an estimate)
	+ Training and Competency - Training completion
	+ Procedures and Practices - H&S Tasks completed/ audit completion and scoring/ remedial action status/ Calendar event completion
	+ Environment - Property compliance stats, Enforcement Notices and Interventions, Food Safety Ratings
* DA – suggested the addition of a Pulse Survey question, for example “how serious do you think Midcounties Coop is on H&S”
* All agreed that this measure had merit

**Action – MT/EP to discuss and agree questions for inclusion in future surveys**

* Society strap line was discussed and agreed as “Staying Safe Together”
* MT demonstrated the “Take 10” task. DA/AF felt that it should be trialled in stores for Deputy/Team leaders and was a good “awareness raiser”. MP did not believe it would work in Travel. SW ­ Childcare already collect near misses/hazards for OFSTED.

**Action – MT/SW to explore if near miss data could be reported/ collected for review**

**Action – Trail “Take 10” in 2 food stores – AF to provide names for assigning task**

**MT –** Raised the opportunity of Site Manager Risk Assessment training in 2024

AF/MP – Felt it was worth trialling before rolling out and would like to see the content

SW - Nursery teams had sufficient knowledge due to the nature of Nursery operations and so would not need it.

**Action – AF/MP to provide names for trialling the training module for feedback etc**

**MT** - Outlined the latest H&S Audit risk rating activity and the audit program plan and suggests that Operational teams review and identify any specific sites that are a concern. Potential to amend the risk rating/ audit frequency by exception.

**Upcoming H&S events / Group Feedback**

**DA/MP/SW** – COVID – agreed that each group would manage their own communication and practices considering the current rise in numbers reporting positive

DA – Suggested that a DM Meeting to highlight the new KPI/Measures and how the DM could affect these results would be beneficial

MT – To liaise with DA once the KPI/Measures finalised

MT – heads up that November H&S Audits would be looking at sites with completed actions to test completion standard/ repeated failings

DA – Agreed that such repeat failings would warrant different conversations

MT – Outlined the upcoming Radon program and associated costs @£90k or option to employ a temporary contractor to complete at @£50k- considerable saving opportunity. Awaiting sign off.

All - reminded that IOSH course still to be completed and a challenge for time.

**Date/next meeting:** TBC

**Meeting Closes** @ 15.35pm