



Health & Safety Steering Committee

Agenda and actions

Date: Feb 5th 2025

Time: 12.00

Location: Teams and in person, Warwick Board Room

The meeting's agenda will include the following:

Introduction and welcome

EP

- Pulse Survey results 2024
Action 1: Consider new wording for the H&S Pulse Survey question - to be more aimed at colleagues rather than the Society as general. Feedback to the Committee with proposed wording

Action owners: MT/ CT
- Reflection on H&S in 2024 per Group
Action 2: Review and develop appropriate "How to guides" for site colleagues ,consider location and ease of navigation for Colleagues

Action owners: MT/ CT
- Objective for H&S in 2025

Group Discussion from Pre-meeting shared material including:

All

- Accident and RIDDOR statistics
- Compliance and Action statistics
- Colleague training progress
Action 3. L&D, send out additional communication on the first day H&S Induction training change

Action owner Claire M.

Action 4. L&D, consider if the store email address can be used for reminders about training, particularly the induction training.

Action owner: Claire M.

Group Insights

- Property/FM update Chris M
Action 5. Share the proposed Facilities Report with H&S for possible inclusion in Staying Safe Together reporting.

Action owner: Chris M.
- L&D/ Training update Claire M
- Accident sharing, early return to work
Action 6. HR, review and refresh the SM training material around RTW, introducing specific follow ups for accidents at day 3 and day 6 (RIDDOR reporting starts at day 7)

Action owner: Claire M.

Upcoming H&S events

- H&S Calendar 2025 MT
Action 7: Share finalised calendar with the Committee Members

Action owner: MT
- Radon program update MT

- **Group feedback**
 - Issues and activities for committee to be aware of All
 - WorkJam engagement
 - Action : Remove agenda item from future agendas as well established within the Society.

Action owner: MT

- Policy update approval – H&S Policy Statement MT

Attendees :

Edward Parker, Mick Tattersall, Andy Falk, Mandy Parker, Kathryn Currier, Claire McCarthy, Jack Vaughan, Chris Monteith, Cheryl Tree

Apologies:

Nicole Jones, Suzi Willis, Ben Sampson, Reva Sreedev, Alison Holmes, Darren Adams