

# Health & Safety Steering Committee

## Agenda and Actions

**Date:** May 9<sup>th</sup> 2025

**Time:** 2.00pm

**Location:** Teams and in person, Warwick Board Room

The meeting's agenda will include the following:

### Introduction and welcome

EP

- Committee members welcome

### Policy update approval from Committee

MT

- H&S Accident and incident reporting: **Already on CC**
- H&S Organisational arrangements

**May - Action 1:** Further Review Organisational Arrangements policy, specifically for above site roles and share with Committee

- Action owner MT/EP

### Discussion Points

- Roles and Responsibilities - senior level have responsibilities,
- Question to group – roles and responsibilities not aware?
- In Travel -area managers are involved
- Food – upskill managers to understand H&S responsibilities ( WIP)

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

MT

### Discussion Points

- Accident Numbers - Running less than last year
- Food doing well
- Childcare numbers are high
- Childcare severity – reporting more severity
- SW – Better reporting- should record all accidents – Make sure all accidents are reported regularly
- Accident severity is higher than last year
- RIDDOR number is less than last year
- RIDDOR are down mainly to slips/trips due to house keeping
- Raise awareness – Watch out for hazards
- one stop module across the board – training completion pending

**May - Action 2:** Chase for those who have not completed planned H&S training

- Action owner – all Groups

### Staying Safe Together:

- Accident and RIDDOR statistics
- Compliance and Action statistics
- Colleague training progress

Discussion

All

- Colleague compliance competency options

### Discussion Points

- How to make sure the colleague's competent to complete the task

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- How to improve Asbestos (ACM) location management at site level

### Discussion Points

- How do we make sure everyone aware they should not go up / make contractor aware
- HSE – are we managing well

**May - Action 3:** Discuss annual site confirmation process with Kirstie Fox (KF) for specific sites where recommended asbestos remedials are not progressed

- Action owner: MT/KF

### Group Insights

- Property/FM update Chris M

### Discussion Points

- FM logging 300 calls per week
- New contractor/new system
- How do we know its H&S call? – FOM reviews the calls?
- Requests – Majority is H&S- heating issue, refrigeration, flooring
- Change the briefing to immediate risk to colleagues/ customers
- What do we do in the interim
- Job on hold – notify the site
- Groups to review and work in a different way to reduce the risk – mitigate

**May- Action 4:** FM/Chris M to send Weekly report – how many H&S priority calls are logged. Extension of January meeting Action 5. • Action Owner: Chris M

**May - Action 5:** Chris M to investigate options to automate the task on C365 to notify the status of the call logged for H&S and ensure that true H&S issues can be reported and progress monitored

- Action owner: Chris M

- L&D/ Training update Claire M

### Discussion Points

- Training completion getting better – good system in place
- What we get trained on next year – MT to bring to the group for discussion

**May – Action 6:** Add 2026 training calendar options to next Committee Meeting agenda for review and approval •  
Action owner: MT

### Upcoming H&S events

- H&S Calendar 2025 MT
- Radon program update MT

### Group feedback

- Issues and activities for committee to be aware of All

AH – travel working well, no concerns

SW – No concerns, compliance training getting better

Claire M – No concerns

AF -ilearn training working well, all working well, no concerns

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Chris M – No concerns

CT – No concerns

JV -No H&S concerns

**May - Action 7:** MT to talk about DSE SET UPS IN Travel branches with AH and MP

## Actions carried forward from previous meeting

**January - Action 2:** Review and develop appropriate "How to guides" for site colleagues ,consider location and ease of navigation for Colleagues

- Action owners: MT/ CT
- 24/4/2025: CT meeting with Helen W to finalize. Update to follow.

**January - Action 5.** Share the proposed Facilities Report with H&S for possible inclusion in Staying Safe Together reporting.

- Action owner: CM
- 21/2/2025: In progress - Broad categories and process discussed. Plan to run P1 data and review. Date diarized for review in early March
- 24/4/2025: In progress. Initial version shared but more depth and detail required that will come with the development of C365.

**Attendees :** Edward Parker (EP), Andrew Fawlk ( AF), Mandy Parker (MP), Suzi Wills(SW), Alison Holmes(AH), Claire McCarthy(Claire M), Jack Vaughan(JV), Christopher Monteith(Chris M), Cheryl Tree(CT), Michael Tattersall(MT), Reva Sreedev (RS)

**Apologies:** Kathryn Currier, Nicole Jones, Ben Sampson, Nick Allen, Darren Adams,