**Health & Safety Meeting Agenda**

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| Date: **Tuesday 5th February 2019 11am – Wokingham Depot** |

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| **Attendees** |

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| Sean Whittle (H&S Adviser) |  |  Alan MacGregor - Transport Manager  |

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| Clive Owen (Loo Hire Director) |  |  Garry Webb - Metal Recycling Manager |

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| Russell John Pike – Car Spares Manager |  | Michael Pike – Wet Waste Manager |

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| Chloe Djemal – Office Manager |  | Emily Russell – Office Administrator |

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| Laura White – Office Manager Loo Hire  |  |  |

**Dial in**

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| Spencer Morgan - Regional Manager Loo Hire  |  | Casey Owen – Depot Manager Coventry |

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| # | Agenda Item |  |
| 1 | Welcome |  |
| 2 | Apologies |  |
| 3 | Accidents in the last month* Root Cause Investigation completed
* New risks identified
* Old risks re-assessed
* New controls implemented
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| 4 | Incidents in the last month* Root Cause Investigation completed
* New risks identified
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* New controls implemented
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| 5 | Performance Metrics (for last month and rolling 13 month values)* Injury incidents per hundred employees
* Injury rate per million hours worked
* Days since last accident
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| 6 | Impact of operational/infrastructure changes in the last month* New business
* Changes to existing business
* Infrastructure changes
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| 7 | Impact of operational/infrastructure changes in the next month* New business
* Changes to existing business
* Infrastructure changes
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| 8 | * H&S Action Plan
* Review Actions
* Close Actions
* New Actions
* Update plan
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| 9 | Risk Assessments reviewed last month* Any significant changes
* Any investment required
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| 10 | Risk Assessments to be reviewed next month* Ownership
* Factors to be taken into consideration
* Who to consult in the review
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| 11 | Management Programs and Legal Compliance issues arising* Fire Management
* Noise Management including Noise Management Plan
* Road Safety Management
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| 12 | Issues in performance of contracted Third Parties |  |
| 13 | Legislation/ HSE updates /Environmental issues.  |  |
| 14 | Any other on-going operational or project-based issues |  |
| 15 | H&S Training Requirements |  |
| 16 | Any other business **–**  |  |
| 17 | Date of next meeting – TBC |  |