**A1 Depot Health & Safety Meeting Agenda**

|  |
| --- |
| Date**: Tuesday 21st May 2024: 10am – Zoom**  |

|  |
| --- |
| **Attendees** |

|  |  |  |
| --- | --- | --- |
| Sean Whittle - H&S Adviser |  |  Kathryn James – Coventry Depot |

|  |  |  |
| --- | --- | --- |
| Louise Bowness – H&S Advisor  |  |  Demi Harbisher/James Thomas – Bridgend Depot |

|  |  |  |
| --- | --- | --- |
| Chloe Morgan – Marketing  |  |  Clare Wood – Gray’s Depot  |

|  |  |  |
| --- | --- | --- |
| Stuart Cawthorne – Transport Manager  |  | Matt Doody – Portsmouth Depot  |

|  |  |  |
| --- | --- | --- |
| Laura White - A1 Loo Hire Manager |  | Ivor Swatton/Tom Hall – Oxford Depot  |

|  |  |  |
| --- | --- | --- |
| Sean Gracey – Bennetts |  | Emily Russell - Office Administrator (minutes) |

|  |  |  |
| --- | --- | --- |
| # | Agenda Item |  |
| 1 | Welcome  |  |
| 2 | Apologies for absence  |  |
| 3 | Accidents in the last month including Depots* Root Cause Investigation completed
* New risks identified
* Old risks re-assessed
* New controls implemented
 |  |
| 4 | Incidents in the last month A1 Group* Root Cause Investigation completed
* New risks identified
* Old risks re-assessed
* New controls implemented
 |  |
| 5 | Performance Metrics (for last month and rolling 12-month values)* Injury incidents per hundred employees
* Injury rate per million hours worked
* Days since last accident
 |  |
| 6 | Impact of operational/infrastructure changes in the last month including Depots* New business
* Changes to existing business
* Infrastructure changes
 |  |
| 7 | Impact of operational/infrastructure changes in the next month including Depots* New business
* Changes to existing business
* Infrastructure changes
 |  |
| 8 | * H&S Action Plan including Depots
* Review Actions
* Close Actions
* New Actions
* Update plan
 |  |
| 9 | Risk Assessments reviewed last month A1 Group* Any significant changes
* Any investment required
 |  |
| 10 | Risk Assessments to be reviewed next month A1 Group* Ownership
* Factors to be taken into consideration
* Who to consult in the review
 |  |
| 11 | Management Programs and Legal Compliance issues arising A1 Group* Fire Management
* Noise Management including Noise Management Plan
* Road Safety Management
 |  |
| 12 | ISO 45001 topics 1. Communication - Communication plan and Back Office
2. Consultation - Depot Attendees
3. Risk Register
4. Accidents/ Incidents and near misses
5. Outsourcing – ensure contractor documents are received and reviewed
 |  |
| 13 | Issues in performance of contracted Third Parties |  |
| 14 | Legislation/ HSE updates /Environmental issues.  |  |
| 15 | Any other on-going operational or project-based issues |  |
| 16 | A1 Depot H&S Updates - LB |  |
| 17 | H&S Training Requirements |  |
| 18 | Any other business **–**  |  |
| 19 | Date of next meeting – TBC |  |