**Health & Safety Meeting Agenda**

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| Date: **Tuesday 12th October 2021 11am – Wokingham** |

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| **Attendees** |

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| Sean Whittle - H&S Adviser |  | Stuart Cawthorne – Transport Manager |

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| Clive Owen - Loo Hire Director |  | Spencer Morgan – Bridgend Depot |

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| Russell John Pike – Car Spares Manager |  | Michael Pike/Dean Corbin – Wet Waste Managers |

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| Chloe Djemal – Finance Director |  | Garry Webb – Yard Manager |

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| Emma Pomroy – Oxford Depot |  | Charlotte Stone - Office Administrator |

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| Martyn Kirkham – Oxford/Network Rail |  | Kathryn James – Coventry Depot |

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| Claire Ellis – Wokingham Office |  | James Nicklin – Portsmouth Depot |

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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 |  |
| 4 | Incidents in the last month   * 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   * New business * Changes to existing business * Infrastructure changes |  |
| 7 | Impact of operational/infrastructure changes in the next month   * New business * Changes to existing business * Infrastructure changes |  |
| 8 | * H&S Action Plan * Review Actions * Close Actions * New Actions * Update plan |  |
| 9 | Risk Assessments reviewed last month   * Any significant changes * Any investment required |  |
| 10 | Risk Assessments to be reviewed next month   * Ownership * Factors to be taken into consideration * Who to consult in the review |  |
| 11 | Management Programs and Legal Compliance issues arising   * 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 | H&S Training Requirements |  |
| 17 | Any other business **–** |  |
| 18 | Date of next meeting – TBC |  |