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| Date | 18/03/2024 |
| Time | 13:00 |
| Attendees | Dave Bullock |
| Lee Ratcliff |
| Lee Payne |
| Bill Hamilton |
| Paul Rye |
| Andrew Davison |
| Mike Arkle |
| Dale Richards |
| Dan McCann |
| Si Coupland |

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| Item | Subject | Actions Arising | Assigned |
| 1 | **Minutes**  Agree Minutes of previous meeting | Agreed and ratified |  |
| 2 | **Action Points**  Review action points arising from previous meetings | None raised at last meeting |  |
| 3 | **Health, Safety and Wellbeing Performance** | Lee Payne presented statistics showing 2023 and January 2024 performance.  Pleasingly no injuries or accidents resulting in any injuries or lost time |  |
| 4 | **Environmental Performance** | Lee Payne confirmed that pleasingly there were no incidents in 2023.  Incident register reviewed and pleasingly no incidents reported in 2024 so far. |  |
| 5 | **Quality Performance**  Including CAR and audit results | Lee Payne presented the Corrective Actions log on Airtable.  Discussed CARs 13-19 which have been raised via External and Internal Audits and inspections.  Explained the Corrective Action procedure again and how each member of the team can raise CAR’s when they feel it necessary. |  |
| 6 | **Customer Feedback** | Lee Ratcliff fed back that he has spoken to James Goodwin of Colas and John McDonagh of McCanns and both have asked to pass on their thanks to the team for their continued professionalism and quality of work. |  |
| 7 | **Inspections, Surveillance, Observation Reports** | Monthly H&S inspection being carried out by Paul every month. CAR18 and 19 have been raised from these inspections and are helping to ensure our compliance in some key areas. |  |
| 8 | **Policy Review** | Lee Payne asked for any feedback on the integrated management system, quality, environmental and Health and Safety Management policies. None forthcoming.  Lee Payne reiterated that all policies and documents are available on the company SharePoint or the information board in Unit 8 shopfloor.  Policies therefore confirmed to be agreed. |  |
| 9 | **Accident/Incidents** | No Near Misses reported  Went through the Accident/Incident procedure again and the links to the various forms and encouraged everyone to use them.  No accidents or incidents. |  |
| 10 | **Reporting System** | Lee Payne presented the various IMS forms again and reiterated that the links to these forms are on the poster on the shop floor in Unit 8. |  |
| 11 | **Health, Safety & Wellbeing Updates** | National Highways [M4 Lantern Incident](https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/nha_347_national_highways_safety_alert_for_information_-_m4_lantern_incident.pdf) alert reviewed and discussed. |  |
| 12 | **Campaigns** | None at present |  |
| 13 | **Bulletins** | None at present |  |
| 14 | **AOB** | None |  |

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| Date of Next Meeting | 20/09/2024 |
| Time of Next Meeting | 13:00 |
| Location of Next Meeting | Unit 9 Training Room |