

Elliott Nash Limited Health and Safety Committee Meeting (SHE 26)

Meeting No 1

Held on Thursday 7th May at 0930 2011

Present / Distribution

Elliott Nash - Director
Ben Phillips - External Health & Safety Advisor
Mark Dunkley - Health and Safety Representative
Peter Syson - Health and Safety Representative
Sharon Jones - Office Manager

Apologies / Distribution

Nil apologies

All
Notice Board
Payslips

| Action

Section	Revision No	Issue Date	Review Date	Approved
SHE 26	1	May 2011	November 11	Yes/BP

MEETING NOTES		Action
1.0 Present		All
1.1 All apologies as listed on the front page.		N/A
1.2 Previous minutes accepted.		N/A
2.0 Opening		
	External Health and Safety Advisor opened with an introduction to the, The Health and Safety (Consultation with Employees) Regulations 1996 and the requirements for Elliott Nash Limited to consult health and safety matters to its employees.	N/A
3.0 Company Action Plan –		
	In development	
	Budget/Representative - Time Commitments	
	Elliott Nash - TBC	
	PFHSC – Approx 100 Days Annually	
	Sharon Jones – Approx 24 Days Annually	
	Company Employee Representative 1 day annually	
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4.0 Health and Safety Resources		
	Agree a Health, Safety and Environmental Resource Library	AJ
5.0 SHE Management System Review		
	SHE procedural requirements to be updated to include:	BP
	1. COSHH	
	2. Stress	
6.0 System and Performance Monitoring Assessment		
	Complete system audit completed and 11/12 Group Action Plan to be updated and propagated accordingly.	BP
7.0 Office Inspections M1 Forms		
	Office Health and Safety Inspections to be undertaken in August 2011 and forwarded once complete, to the Safety Co-ordinator for compilation of remedial action reports.	SJ / BP

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8.0	Fire Management System	Action
	Agree a nominated "Responsible Person" to manage the company Fire Management System. Once restructuring is complete Fire Marshall Nominations and training to be completed.	AJ/BP
9.0	Health and Safety Training	
	Re-induction of ALL employees, this to be rolled out starting in June 2012. The induction is primarily to re-educate employees of their duties inline with the updated Health and Safety Policy due for release in July 2011.	All
	Develop an internal and external training matrix	Bp
10.0	Terms of Reference (Responsible Individuals)	
	Elliott Nash Limited developed Health and Safety Policy currently under review and is awaiting final Company approval.	AJ/BP
11.0	Health and Safety Committee Meetings	
	Health and Safety Committee Chairman to confirm the frequency of safety committee meetings? Proposed six Monthly Meetings.	All
12.0	Job Safety Analysis	
	To be communicated to all via the re-induction and then managed via the company Directors.	AJ
13.0	Risk Assessment	
	All risk assessments to be reviewed and updated using the new Hazard register format.	All
14.0	Any Other Business	All
15.0	Next Meeting	AJ
	TBC	

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