

# Minutes of Group HSQE Committee Meeting

## 29<sup>th</sup> November 2022, Derby County Cricket Club

### Present:

<p>M. Coates – HSQE Manager (<b>MC</b>)          C. Dalby – HSQE Advisor (<b>CD</b>)          A. Bowden – Managing Director (<i>JEH</i>)          P. McAllister – Service Director APRS (<b>PMc</b>)          M. Jeffkins – HR Director (<i>JEH</i>)          G. Chamberlain – Director of Operations (<b>GC</b>)          G. McDermott – Director of Nuclear (<i>Dartford</i>) (<b>GMc</b>)          A. Stefancu – Compliance Manager (<i>Dartford</i>)          J. Bowden – Senior Reman Engineer (<i>C&amp;P</i>)          R. Hames – Warehouse Operator (<i>Derby Spares</i>)          D. Lafford – Senior Development Engineer (<i>ADC</i>)          M. Reale – Project Engineer (<i>Applied</i>)</p>	<p>R. MacMillan – Working Supervisor (<i>Glasgow</i>)          N. Bradshaw – Service Centre Manager (<i>Manchester</i>)          J. Bell – General Manager (<i>Leeds</i>)          E. Chinn – Service Supervisor (<i>Derby</i>)          R. Tinsley – Working Supervisor (<i>Cardiff</i>)          J. Bowditch – Technician (<i>Plymouth</i>)          G. Bold – Technician (<i>Dartford</i>)          I. Mault – Technician (<i>Southampton</i>)          T. Wastell – Northern Regional Manager (<i>APRS</i>)          G. Mason – HSE Manager (<i>Daikin Applied</i>) (<b>GM</b>)          G. Staniforth – Field Supervisor (<i>Daikin Applied</i>)</p>
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### Apologies:

<p>S. Young – Technical Publications Manager (<i>Dartford</i>)          C. Martin – Production Manager (<i>ADC</i>)          C. Bill – General Manager (<i>C&amp;P</i>)          C. Parkman – Managing Director (<i>Daikin Applied</i>)          T. Poulton – HSQE Specialist (<i>Daikin UK</i>)</p>	<p>J. Sampers – Industrial Site Service Manager (<i>Northampton</i>)          B. Filer – Technician (<i>Bristol</i>)          K. Fisher – Service Supervisor (<i>Leeds</i>)          S. Kelly – Technician (<i>Manchester</i>)          R. Gordon – Service Centre Manager (<i>Newcastle</i>)</p>
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Item	Comments	Responsibility	Date
<b>Introductions &amp; Apologies</b>	<p>HSQE Advisor welcomed everyone to the meeting and made apologies for non-attendees H&amp;S agenda, aims &amp; outline brief was given.</p> <p>Agenda:            09:00 – Arrive            09:30 – Opening Meeting, Introductions and Agenda            09:45 – Review of Minutes and Actions of Last Meeting            10:00 – HSQE Performance and Update from 2021/2022            11:00 – Break            11:15 – Safety Representative Discussion and Procedure Review            12:15 – Lunch            13:15 – Craig/Malcolm – Past, Present and Future Safety Arrangements at Coulstock and Place            13:35 – Jamie Guthrie – Guided Tour of Derby County Cricket Ground            14:15 – Guest Speaker – Adele Clarke, An Introduction to StaySafe Lone Worker            14:45 – Feedback and AOB            15:00 – Close meeting</p>	<b>CD</b>	
<b>Minutes from last meetings</b>	<p>Chris Dalby went through the minutes of the last meeting held on 20<sup>th</sup> September 2022 and provided an update on the outstanding actions raised.</p> <p><u>Actions Outstanding</u></p> <p>Lone working of engineers on site (where there is no site contact i.e., security etc. for out of hours). <b>Lone working was a subject of discussion during this year’s meeting following the introduction of the StaySafe Lone Working System.</b></p> <p>A direct mailbox to email contact HSQE. <b>Email set up – <a href="mailto:HSQE@jehall.co.uk">HSQE@jehall.co.uk</a></b></p> <p>Electrical Safety – what is the basic level of safety for all engineers. <b>Electrical Safety and Competency was a subject of discussion during this year’s meeting. Action agreed was to create a plan for JEH, C&amp;P and DAPS covering standard issue equipment, training requirements for ‘Electrical Safety’ and ‘Fault Finding,’ and suitable training providers.</b></p> <p>Electrical Safety – Signage for electrical cabinets when isolated. <b>All engineers have been issued a personal Lock-Out-Tag-Out kit for use when isolating electrical equipment.</b></p>	<b>Complete</b>	

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	<p>Electrical Safety – Working in the rain on electrical cabinets. <b>Examples, photos and scenarios are required from engineers to provide HSQE with more information on a suitable solution.</b></p> <p>Direct reporting lines to HSQE for high-priority issues which cannot be raised directly with the manager. <b>The 'Effective EHS' mobile phone application for reporting 'Observations' has been set up so any which are raised are sent directly to HSQE.</b></p> <p>Concerns over environmental conditions within the Derby warehouse during the summer and winter months. <b>Further investigation and monitoring are required when these situations occur to obtain data and determine the efficiency of exiting procedures and equipment.</b></p>	<p><b>Safety Reps</b></p> <p><b>Complete</b></p> <p><b>HSQE / RH</b></p>	<p>31/03/2023</p> <p>31/08/2023</p>
Item	Comments	Responsibility	Date
<b>HSQE Performance</b>	<p>The HSQE Advisor provided an update for the HSQE performance of the business between September 2021 and November 2022. This year there was a theme for the meeting, which was 'Time.'</p> <ul style="list-style-type: none"> <li>• HSQE Team</li> <li>• HSQE Policies</li> <li>• Engineers Site Visits</li> <li>• Customer Visits/Training</li> <li>• Accident Statistics</li> <li>• Alerts and Guidance</li> <li>• Health Surveillance</li> <li>• eLearning</li> <li>• Company Objectives</li> <li>• Internal Audits</li> <li>• BSI Audits</li> <li>• External Audits</li> <li>• Accreditation Audits</li> <li>• Legal Update</li> <li>• Environmental Aspects</li> <li>• HSQE Update</li> <li>• Effective Software</li> <li>• Fleet Risk Management</li> <li>• Customer Feedback</li> </ul>	<b>CD</b>	
Item	Comments	Responsibility	Date
<b>eLearning</b>	<p>G. Mason asked how the completion of compulsory Health, Safety and Environmental Learning courses can be improved.</p> <p>A. Bowden stated that he is disappointed in the current percentage of course completion and going forward, a review of outstanding eLearning courses would be reflected in employee appraisals.</p> <p>J. Bowden asked for Coulstock and Place, Health, and Safety eLearning courses, who attends the computer based and who is attending the classroom based?</p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>MC / JB</b></p>	<p>31/06/2023</p> <p>23/12/2022</p>
<b>Presentations</b>	<p>C. Dalby began with the 'Safety Representative Discussion' where topics from across the business can be brought to the committee meeting and discussed by all attendees.</p> <p>The first topics was Lone Working where an overview of the new 'StaySafe' lone worker system was provided. Questions were asked about clarification when to active/use the app, use when driving and escalation procedures for each area. C. Dalby will issue an updated FAO and guidance document.</p> <p>M. Jefkins asked about the company IT 'Bring Your Own Device' Policy for using personal phones when using the application. C. Dalby will clarify with IT and update in the guidance document. The Safe Work Instruction and Toolbox Talk will be updated inline with use of the StaySafe system.</p>	<p style="text-align: center;"><b>CD</b></p> <p style="text-align: center;"><b>CD</b></p> <p style="text-align: center;"><b>HSQE</b></p>	<p>23/12/2022</p> <p>23/12/2022</p> <p>31/01/2023</p>

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	<p>Second topic was 'Electrical Safety and Competencies' across the business, discussing reported incidents involving electricians and what control measures have been put in place so far. The agreement between the committee members was to create a plan to address the GAPS identified with Electrical Safety. The plan will include:</p> <ul style="list-style-type: none"> <li>• An approved electrical equipment list</li> <li>• Training plan for electrical safety and fault finding</li> <li>• Approved training providers</li> <li>• Minimum competency</li> <li>• Apprentice training</li> </ul> <p>Third topic was 'Working on White Wall (Cold Store) Roofs' where a <b>Red Stripe Safety Alert</b> was issued to all attendees outlining requirements to take back to their departments and brief their teams.</p> <p>Fourth topic was Point of Work Risk Assessments (POWRA) and the barriers faced completing them on sites. Agreement was to reinforce the importance with each of the branches during Team meetings and monitor completion.</p> <p>Final topic was Personal Protective Equipment (PPE), specifically Cold Store PPE. Samples of PPE were introduced and given to Leeds Solutions and APRS Cardiff to trial and feedback to HSQE.</p> <p>A guided tour was provided by Jamie Guthrie, Operations Manager for Derby County Cricket Club who explained at various places around site the different safety arrangements which had to be in place for the events – cricket, music, fireworks – to take place safely and securely.</p> <p>Final presentation was provided by the guest speaker, Adele Clarke, who introduced StaySafe lone worker and provided an overview of the lone worker 'Landscape Report,' relevant case studies where they have provided support to businesses in similar positions to JEH and what features are coming during 2023. RM asked for direct contact numbers to StaySafe and the ARC in the event of an emergency or damaged phone.</p>	<p style="text-align: center;"><b>HSQE/ Safety Reps</b></p>	28/02/2023
		<b>Safety Reps/ Managers</b>	23/12/2023
		<b>Safety Reps/ Managers/ HSQE</b>	31/03/2023
		<b>MR / RT</b>	31/01/2023
		<b>CD</b>	23/12/2023
Item	Comments	Responsibility	Date
<b>AOB</b>	<p>Lone worker policy will need a review following the implementation of the StaySafe system.</p> <p>G. Mason to have access to the HSQE email to ensure full transparency between JEH and DAPS.</p> <p>J. Bell asked if there is a guidance document for checking the adequacy of sub-contractor RAMS. Currently there is no document to refer to. HSQE to investigate the need further.</p> <p>D. Lafford raised lone working for ADC staff who may stay late on their own. C. Dalby will discuss and review with D. Lafford and C. Martin when next in Dartford.</p> <p>R. MacMillian raised the current PPE list and wet weather clothing. C. Dalby sent a request for information and sampled to the supplier and is awaiting a response.</p> <p>A. Stefanu asked about feedback from engineers on equipment out in the field that may have been eliminated at the design stage, to prevent future design issues. Safety Reps to provide feedback to A. Stefanu when design issues arise on equipment.</p> <p>R. Tinsley raised about working in roof voids with limited access, especially work with ammonia on customer sites. Further information required which needs discussing with the customer.</p>	<p style="text-align: center;"><b>HSQE / MJ</b></p> <p style="text-align: center;"><b>MC</b></p> <p style="text-align: center;"><b>HSQE</b></p> <p style="text-align: center;"><b>CD</b></p> <p style="text-align: center;"><b>CD</b></p> <p style="text-align: center;"><b>Safety Reps</b></p> <p style="text-align: center;"><b>RT/ Andrew James</b></p>	<p>31/01/2023</p> <p>23/12/2022</p> <p>31/03/2023</p> <p>28/02/2023</p> <p>28/02/2023</p> <p>31/08/2023</p> <p>28/02/2023</p>

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	<p>G. McDermott asked about commission engineers within Solutions to be added to StaySafe lone working app. C. Dalby explained that after the roll out is completed within APRA, other parts of the business will be reviewed and brought onboard. A. Bowden recommended a commission engineer to representation at next year's meeting.</p> <p>Ian Mault asked the correct way to report incidents. C. Dalby explained to use the 'Reportonsite' app, HSQE email or Direct to HSQE team, but first instance to discuss with direct line manager.</p> <p>J. Bowditch asked about rest periods after long haul flights and driving after long days with driving. M. Jefkins stated about the company policies and the local manager to look at the Travel policy and Driving policy and decide locally.</p> <p>T. Wastell asked if the presentation slides could be shared and used with all to brief out locally. C. Dalby agreed to send slides with the meeting minutes.</p> <p>G. Chamberlin asked about lone working for C&amp;P staff and Electrical training and equipment to ensure process on site are kept inline with company procedures and standards. C. Dalby has included both topics in the bi-monthly HSQE meeting at C&amp;P with C. Bill.</p>	<p style="text-align: center;"><b>CD</b></p> <p style="text-align: center;"><b>No Action</b></p> <p style="text-align: center;"><b>No Action</b></p> <p style="text-align: center;"><b>CD</b></p> <p style="text-align: center;"><b>HSQE/ GC / CB</b></p>	<p style="text-align: center;">31/03/2023</p> <p style="text-align: center;">02/12/2023</p> <p style="text-align: center;">31/03/2023</p>
	<p>The HSQE Advisor stated that based on the above review the management systems are working effectively and the company is meeting with its legal requirements.</p> <p><b>Next Meeting date to be advised (Proposed to take place during September 2023)</b></p>		

**Minutes Generated by:**  
Chris Dalby, HSQE Advisor