

**Minutes of the GOSHA Committee Meeting held on Thursday 14th February 2008
at HSE Burnt Lane St Martins**

Persons Present

Andrew Mills, Clare McArdell, Mike Earp, Paul Craig, Steve Roussel, Jonathan Coyde and Ian Whattam.

Also in attendance Richard Brown (HSE)

Apologies

Steve Roussel, Mhairi Macgregor, Richard Pinchemain and David Norman

Minutes of the committee meeting held on 10th January 2008

The minutes were approved.

Matters Arising

- *Poster & Design Competition;* There is now an advert in the Guernsey Press for the poster and design competition.
- *Managing Health & safety course;* PC and RB have put together an 'Introduction to Health & safety at Work' course outline. The workshop will be aimed at small businesses and will last approximately 3 hours. The maximum number of candidates per course will be fifteen and it is proposed each candidate will be charged £25.00 to cover the cost of the HSE handout pack. The workshop outline is as follows;
 - Introduction
 - Law
 - Workshop & Discussion
 - Risk Assessments & Discussion
 - Training Needs
 - Resources
 - Wrap up Session

The course will be run at the HSE and will be open to GOSHA members and non members. Dates need to be set and flyer leaflets designed and published.

- *Booklets;* RB confirmed that the HSE is currently investigating the drafting of a Workplace Health & Safety Booklet and Risk Assessment Leaflet.
- *Late Payers;* The Committee agreed that clients who provide speakers for the open meetings will not be charged for their meals at the meeting (within reason).

Membership

The only outstanding membership payment for 2008 is KBCI

The following members agreed to chase the following blue chip companies; JC still to chase Specsavers and Guernsey Gas, IW to chase St Peter Port Services and Norman Piette.

New Treasurer Update

MM resigned from the post of Treasurer on the 5th February 2008. The Committee are seeking a new Treasurer. IW stated he will ask his wife if she wanted to do it. No other volunteers were forthcoming.

Website/January newsletter

JL continues to update the website and AM requested old items are taken off as well as new items being put on.

Future Open Meeting

The following subjects and speakers were agreed by the committee

21st February 2008 – RB has sourced a speaker on Process Safety and the event is organised.

15th May 2008 – CM organised Chris Parrott (Occupational Psychologist) to speak on stress.

18th September 2008 – RB agreed to source a speaker for a presentation on falls from height

20th November 2008 – Hannah Beacon from Island Coachways has agreed to speak on Bus Safety issues.

AOB

JL produced a draft new member's pack which contained information on GOSHA, HSE leaflets and risk assessment forms, there will also be a CD Rom for electronic copies to be printed off. A subcommittee was formed to decide how to move this members pack forward, the committee consists of ME, IW, CM & JL.

RB suggested these electronic documents, once finalised, should be available on the GOSHA website in a password protected page.

A revisit to Les Nicholls is planned by AM/IW for the 14th March 2008 at 1730 (maximum of 20 persons). IW requested attendees are to wear sturdy foot wear and jacket.

PC of GE agreed to a GOSHA site visit on the 19th June 2008 at 1800.

Date of next meeting

The date of the next meeting is **Thursday 3rd April 2008** – 12.30 at HSE Burnt Lane St Martin.