

FOREST HEATH DISTRICT COUNCIL
ST EDMUNDSBURY BOROUGH COUNCIL

WEST SUFFOLK JOINT HEALTH AND SAFETY PANEL

Minutes of a meeting held on Tuesday 30 October 2012 at 4.00 pm
in the Ground Floor Meeting Room (GFR13), West Suffolk House,
Western Way, Bury St Edmunds

PRESENT: Forest Heath District Council
 Councillor Simmons
 Mr D Cowley
 Mr P Weller (substituting for Mr I Shipp)
 Ms J Wright

St Edmundsbury Borough Council
 Councillor Redhead (Chairman)
 Councillor F J Warby
 Mr N Dulieu
 Mr T Edwards
 Mr J Smithson (substituting for Mr D Parker)

1. Substitutes

The following substitutions for the Employees' side were declared: -

Mr P Weller for Mr I Shipp
Mr J Smithson for Mr D Parker.

2. Election of Chairman 2012/2013

It was proposed, seconded and

RESOLVED: -

That Councillor D Redhead be elected Chairman.

3. Election of Vice-Chairmen 2012/2013

It was proposed, seconded and

RESOLVED: -

That Mr P Weller be appointed Vice-Chairman.

4. Apologies for Absence

Apologies for absence were received from Councillors Mrs Burt and Drummond and Mr I Shipp (Forest Heath District Council) and Mr D Parker (St Edmundsbury Borough Council).

5. Declarations of Interests

Members' declarations of interests are recorded under the item to which the declaration relates.

6. Terms of Reference: West Suffolk Joint Health and Safety Panel

The Joint Panel received and noted Report D171 (previously circulated) which set out the Terms of Reference as approved by the respective Cabinets of Forest Heath District Council and St Edmundsbury Borough Council.

7. Minutes of the Joint Health and Safety Group

The Joint Panel received and noted Paper D172 which incorporated the minutes of the Joint Health and Safety Group meeting held on 10 May 2012.

8. Employee Accidents and Accidents Involving Members of the Public 2011/2012: Summary

The Joint Panel received and noted Report D173 (previously circulated) which included statistics relating to incidents involving employees and incidents involving members of the public during the year 1 April 2011 to 31 March 2012 for both Forest Heath District Council and St Edmundsbury Borough Council.

Attached as Appendix A to the report was information on incidents involving employees and incidents involving members of the public. Appendix A contained, where available, comparative data for the previous two financial years.

The Health and Safety Manager drew relevant issues to the attention of the Joint Panel, including providing details on the type of accidents experienced by employees and members of the public during the reporting period.

9. Employee Accidents and Accidents Involving Members of the Public 1 April 2012 to 30 September 2012: Summary

The Joint Panel received and noted Report D174 (previously circulated) which included statistics relating to incidents involving employees and incidents involving members of the public for the period 1 April to 30 September 2012 for both Forest Heath District Council and St Edmundsbury Borough Council.

Attached as Appendix A to the report was information on incidents involving employees and incidents involving members of the public. Appendix A contained, where available, comparative data for the previous two financial years.

The Health and Safety Manager drew relevant issues to the attention of the Joint Panel including providing details on the type of accidents experienced by employees and members of the public during the reporting period.

10. Joint Health and Safety Policy – Revised Instruction 3 – Accidents, Near Misses, Ill Health and Dangerous Occurrences Reporting

The Joint Panel considered Report D175 (previously circulated) which sought approval to amendments to Instruction 3 of the Joint Health and Safety Policy. These changes were necessary because of amendments to the Reporting of Diseases, Dangerous Occurrences Regulations (RIDDOR). Instruction 3 with proposed revisions shown as tracked changes was attached as Appendix A to the report.

In essence the amendments which are incorporated in the Revised Instruction 3 of the Joint Health and Safety Policy are as follows: -

- (i) the over 3 day reporting requirement for people injured at work has changed to more than 7 days. Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury, not counting the day of the accident but including weekends and rest days, have to be reported;
- (ii) the period for submitting the report has also changed from 10 days to 15 days; and
- (iii) the arrangements for processing Department of Work and Pensions/Benefit Forms (Form B176) relating to an incident are deleted as these are no longer relevant.



RECOMMENDED:-

That the revised Instruction 3 of the Joint Health and Safety Policy, as outlined in appendix A of Report D175, be approved.

11. Health and Safety Executive (HSE): Fee for Intervention (FFI) Cost Recovery Scheme

The Joint Panel received and noted Report D176 (previously circulated) which advised that with effect from 1 October 2012 the HSE was operating a Fee for Intervention Cost Recovery Scheme.

The Health and Safety (Fees) Regulations 2012 had placed a duty on the HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of Health and Safety law. A material breach occurred when, in the opinion of the HSE Inspector, there had been a contravention of Health and Safety law that was serious enough to require them to notify the person in material breach of that opinion in writing. HSE and the Government believed it was right that businesses and organisations that break Health and Safety law should pay for the HSE's time in putting matters right, investigating and taking enforcement action. The proposed FFI hourly rate for 2012/2013 was £124. This did not, however, include fees for expert advice from other agencies which would be charged separately. FFI would also encourage businesses and organisations to comply in the first place or put matters right quickly when they did not. It would also discourage those who undercut their competitors by not complying with the law thus putting

people at risk. An appeal system would be operated in the case of any disputes over cost recovery.

12. Christmas Fayre, Bury St Edmunds

The Health and Safety Manager outlined arrangements to be made for the management of this event which was to be held between 23 and 25 November 2012. The Fayre had attracted over 80,000 visitors last year and it was anticipated that this figure would be surpassed this year. The Health and Safety Manager reported on proposed crowd control and safety measures for Abbeygate Street, which would act as an important link between designated zones of the Fayre, and at the entrance to Abbey Gardens. The position of the First Aid Point and arrangements for stewarding the event by the various zones were outlined. Proposed provision for Park and Ride along with Park and Walk were also reported. Alternative plans in the event of contingencies had also been prepared. The Joint Panel noted this report.

13. Drug and Alcohol Testing

The Health and Safety Manager outlined arrangements which had been applying to St Edmundsbury Borough Council staff for the last year and which would be extended to Forest Heath District Council staff during the coming months. He gave statistics on the results of the various types of testing carried out this year.

14. Health And Safety Update

The Health and Safety Manager cited legal cases involving London Borough of Hammersmith and Fulham and Bristol City Council in respect of non-compliance with Health and Safety legislation which had resulted in heavy fines being imposed on these local authorities.

15. Dates of Future Meetings

The Joint Panel agreed the following dates for future meetings.

Monday 18 February 2013 at 4.00 pm at Forest Heath District Council

Monday 17 June 2013 at 2.00 pm at West Stow

It be left for the Health and Safety Manager's discretion as to whether a tour of a Council owned site is arranged prior to this meeting.

The meeting concluded at 5.15 pm

D REDHEAD
CHAIRMAN