

Enquiries regarding this Agenda:  
David Long (01284) 757120

# **West Suffolk Joint Health and Safety Panel**

**Monday 18 February 2013 at 4.00 pm  
in the Council Chamber, Forest Heath District Council Offices,  
College Heath Road, Mildenhall**

**CONSTITUTION:** Chairman: Councillor D Redhead  
Vice-Chairman: Mr P Weller

## **Employers' Side**

<u>Forest Heath (3)</u>	<u>St Edmundsbury (3)</u>
Mrs Burt	McManus
Drummond	Redhead
Simmons	F J Warby

**SUBSTITUTES:**

<u>Forest Heath (1)</u>	<u>St Edmundsbury (1)</u>
McGhee	Ager

## **Employees' Side**

<u>Forest Heath (3)</u>	<u>St Edmundsbury (3)</u>
Mr D Cowley	Mr L Alexander
Mr P Weller	Mr P Clifford
Ms J Wright	Mr T Edwards

**SUBSTITUTES:**

<u>Forest Heath (1)</u>	<u>St Edmundsbury (1)</u>
Vacancy	Vacancy

**QUORUM:** Four – to comprise:-  
two employee representatives, one from each authority; and  
two employer representatives, one from each authority

*Please switch off mobile communication devices during the meeting, unless exceptional circumstances require otherwise*

**WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE ACCESS TO INFORMATION ACT, THOSE ITEMS WHICH ARE REGARDED AS CONTAINING EXEMPT/CONFIDENTIAL INFORMATION ARE PRINTED ON BLUE PAPER FOR CLARIFICATION PURPOSES AND MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM ACCORDINGLY**

# ***Agenda***

## **1. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

## **2. Apologies for Absence**

## **3. Minutes**

To confirm the minutes of the meeting held 30 October 2012 (attached).

## **4. Declarations of Interest**

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the Agenda ***no later than when that item is reached*** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## **Part 1 – Public**

## **5. Minutes: Joint Health and Safety Group**

To receive and note the minutes of the meeting of the Joint Health and Safety Group held on 9 January 2013.

Report **D295** attached.

## **6. Employee Accidents and Accidents Involving Members of the Public: 1 October 2012 to 31 December 2012: Summary**

Report **D296** attached.

## **7. Joint Health and Safety Policy**

- (a) Amendment 007: Annex I: Safety & Environmental Requirements for Contractors and Sub-Contractors: Hot Works Permit (Annex U) and Work Permit for External & Internal Roof Work (Annex V)

Report **D297** attached.

- (b) Amendment 008: Instruction 41: Volunteering

Report **D298** attached.

- (c) Amendment 009: Annex U: Hot Works Permit

Report **D299** attached.

- (d) Amendment 010: Annex V: Work Permit for Extended & Internal Roof Work.

Report **D300** attached.

The Panel is asked to consider the proposed amendments contained in Reports D297 to D300 and to **RECOMMEND** That, subject to the approval of respective Cabinets and full Councils, the amendments to the Joint Health and Safety Policy as contained in Reports D299 to D300, inclusive, be adopted.

## **8. Health and Safety: Update**

Health and Safety Manager to give an oral report.

## **9. Date of Future Meeting**

The following date for a future meeting has already been agreed:

Monday 17 June 2013 at 2.00 pm at West Stow Anglo-Saxon Village Collections Building.

## **Part 2 – Private**

NONE