

FOREST HEATH DISTRICT COUNCIL
ST EDMUNDSBURY BOROUGH COUNCIL
WEST SUFFOLK JOINT HEALTH AND SAFETY PANEL

Minutes of a meeting held on Monday 18 February 2013 at 4.00 pm
in the Council Chamber, Forest Heath District Council, College
Heath Road, Mildenhall, Suffolk, IP28 7EY

PRESENT: Forest Heath District Council
 Councillor Simmons
 Ms J Wright

St Edmundsbury Borough Council
Councillor Redhead (Chairman)
Councillor F J Warby
Mr P Clifford
Mr T Edwards

16. Substitutes

No substitutions were declared.

17. Apologies for Absence

Apologies for absence were received from Councillors Mrs Burt, Councillor Drummond, Mr Paul Weller and Mr D Cowley (Forest Heath District Council), Councillor McManus and Mr L Alexander (St Edmundsbury Borough Council).

18. Declarations of Interests

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

19. Minutes of the West Suffolk Joint Health and Safety Panel

The minutes of the meeting held on 30 October 2012 were confirmed as a correct record and signed by the Chairman.

20. Minutes of the Joint Health and Safety Group

The Joint Panel received and noted Paper D295 which incorporated the minutes of the Joint Health and Safety Group meeting held on 9 January 2013.

21. Employee Accidents and Accidents Involving Members of the Public:

The Joint Panel received and noted Report D296 (previously circulated) which included statistics relating to incidents involving employees and incidents involving members of the public during the year for both Forest Heath District Council and St Edmundsbury Borough Council:

Forest Heath District Council

(a) Accidents/Incidents Involving Employees

The Health and Safety Manager reported that a total of 18 accidents/incidents for all categories had occurred during the period, with the total number of days lost being 333.5. The level of days lost did appear disproportionate to the number of accidents/incidents, this had been caused by lengthy absences following two serious accidents. It was noted that no significant trends were developing.

(b) Accidents/Incidents Involving the Public

A total of 11 accidents/incidents had been reported, these were mainly slips, trips, falls and bumps with no significant trends developing.

St. Edmundsbury Borough Council

(a) Accidents/Incidents Involving Employees

The Health and Safety Manager reported that a total of 82 accidents/incidents for all categories had occurred during the period, with the total number of days lost being 118.5. It was noted that there had been a slight increase during August–September, however no significant trends had been identified.

(c) Accidents/Incidents Involving the Public

A total of 43 accidents/incidents had been reported, the majority had been slips, trips, falls and bumps with no significant trends developing.

Graphs were attached at Appendix A to the report illustrating comparative data for the previous two/three years as available.

22. Joint Health and Safety Policy – Amendments

The Joint Panel received Reports D297, D298, D299 and D300 respectively (previously circulated) which sought approval to the amendments listed below: -

(a) Report No D297 Amendment 007: Safety and Environmental Requirements for Contractors and Sub-Contractors: Hot Works Permit (Annex U) and Work Permit for External & Internal Roof Work (Annex V)

Appendix 1 of the joint Health and Safety Policy had been reviewed with Property Services and other stakeholders to ensure that it was robust. The introduction of a 'Permit to Work' system was proposed for both Hot Works and External and Internal Roof Work. In addition, a detailed Code of Practice for all Contractors working in properties owned by either Council had been included.

In future all Contractors and Sub-Contractors would have to have the appropriate 'Permit to Work' before they could undertake hot works or external and internal roof work, these permits would be issued and authorised by Property Services. Permits would be valid for one days work only, not for the duration of the works, and included checklists, details of precautions to be taken and appropriate Personal Protective Equipment (PPE). At the end of that work the permits were to be returned to the responsible person who had issued them. Members noted that the additions to the existing Health & Safety Policy were shown highlighted in red.

(b) Report No D298 Amendment 008: Instruction No. 41:Volunteering

It was proposed that Instruction 41 be included in the joint Health and Safety Policy, as the Councils were responsible for ensuring the health and safety of volunteers who were not being paid. Members noted that Managers and Supervisors would be responsible for the health and safety of volunteers.

In future volunteers would be required to complete a health and safety checklist and be given an understanding of the Councils Health and Safety procedures. It would also be explained to volunteers that they had a duty of care for their own, and other peoples, health and safety.

(b) Report No.299 Amendment 009: Annex U: Hot Works Permit

A copy of the Hot Work Permit was attached for Members to note the detail.

(c) Report No.300 Amendment 010: Annex V: Work Permit for External & Internal Roof Work

A copy of the Work Permit for External and Internal Roof Work was attached for Members to note the detail.



RECOMMENDED:- That

That, subject to approval of respective Cabinets and full Councils, the amendments to the Joint Health and Safety Policy as contained in Reports D297, D298, D299 and D300, inclusive, be adopted.

23. Health and Safety Update

(a) Christmas Fayre, Bury St Edmunds

The Health and Safety Manager presented a short video of the Fayre which had been attended by in excess of 100,000 visitors over the three day event, despite the poor weather conditions. Crowd control measures taken at the entrance to

the Abbey Gardens, covering the bollards in Abbeygate Street plus the removal of seating outside Cafes had proved successful. It was noted that the Car Park at Rushbrook Lane had to be closed due to capacity and the weather conditions continued to deteriorate making the field unusable. The Abbey Gardens were not opened until 11.00 am on the Sunday due to the high winds and some stalls in Charter Square had to be taken down.

There were a number of minor incidents i.e slips, trips and falls.

(b) Health & Safety Training

The Health and Safety Manager informed the meeting that Legionella training had taken place in January 2013 across both Councils, and outlined further training which had been arranged for the coming months: -

17 April 2013 – Joint Leadership Team – Directing Safely

23/24/30 April and 1 May 2013 – Managing Safely - Institution of Occupational Safety and Health (IOSH) - Accredited

12/19 June 2013 – Asbestos Awareness

(c) Drug and Alcohol Testing

The Health and Safety Manager informed the meeting that a number of random breathalyser tests had been carried out in the Operations area for alcohol prior to the Christmas period, and was pleased to report that these had all proved negative. The testing procedure had made Employees more aware of the potential problems.

It was explained that all staff were aware of the testing procedure for drugs and alcohol, including new staff who were made aware at their induction and that the scheme had the backing of UNISON.

(d) Health and Safety Executive

The Health and Safety Manager cited legal cases relating to the Waste and Recycling Sector, involving East Lincolnshire Council and Londonderry City Council in respect of non-compliance with Health and Safety legislation which had resulted in heavy fines being imposed on these local authorities.

The Health and Safety Manager stressed the importance of constantly reminding people about the need for vigilance in respect of safe working practices.

24. Any Other Business

Membership of the West Suffolk Joint Health and Safety Panel

The Chairman informed the meeting that Councillor McManus had confirmed that he would be standing down from the Joint Panel. Therefore, a replacement for Councillor McManus would be appointed.

25. Dates of Future Meetings

The Joint Panel agreed the following dates for future meetings.

Monday 17 June 2013 at 2.00 pm at West Stow

It will 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 4.40 pm

CHAIRMAN