

D295

West Suffolk Joint Health and Safety Panel 18 February 2013

Minutes of the Meeting of the Joint Health and Safety Group held 9 January 2013

Attached are the minutes of the above-mentioned meeting for the information of the Panel.

Joint Health & Safety Group

DATE: 9th January 2013, 10.00 am, Training Room, RHDC Council Offices, Mildenhall.

PRESENT: Martin Hosker, Andrew Catchpole, Nigel Dulieu, David Green, Tony Edwards, Damien Parker, Paul Weller, Judith Wright, Simon Batey, Ian Shipp and Phil Clifford.

APOLOGIES: Howard Cook, Philip King, David Cowley, Jason Baldwin, Lance Alexander and Derek Heslop.

ADDITIONAL DISTRIBUTION:

	Item	Points Raised	Action
1.	Minutes of last meeting	1. The minutes of the last meeting were accepted.	All
2.	Health & Safety Statistics	2. MH went through the statistics for the last 3 years.	All
3.	Matters Arising	<p>3.1 IS raised concerns over a car park in Newmarket which had protruding tree roots and could be a potential trip hazard. It was agreed that a separate meeting involving Property, Countryside and Health and Safety will be held to resolve this issue.</p> <p>3.2 PC raised a concern with the walkway area of the Bury Depot. Surface water is not draining away and in the event of freezing temperatures, this could produce black ice. In addition, the painted lines are beginning to wear away and becoming less visible. TE to email DG details of repairs required.</p>	<p>MH</p> <p>TE/DG</p>
4.	Health & Safety Policy	<p>4.1 MH handed out copies of Annexe I of the Health and Safety Policy, which he explained was the rewritten and tested section covering Contractors. MH went on to highlight the changes as being:</p> <ul style="list-style-type: none"> • Crane & Lifting Gear (new inclusion) • Scaffolding (new inclusion) • Hot Works Permit (new inclusion) • Section 29 and 30 (new inclusions) <p>4.2 MH clarified that 'Property Services' or 'person responsible' for instigating any contractual work, are responsible for issuing the Policy to contractors, including the issue of any permits to work. The site managers have the responsibility of sighting these permits upon contractors arrival.</p> <p>4.3 Work at Height and Hot Works Permits were looked at individually and all agreed that it was clearer to have the work permits as separate annexes of the Policy as opposed to having them within Annex I of the contractors section of the Policy.</p>	<p>MH</p> <p>All</p> <p>MH</p>

		<p>4.4 MH passed copies of Instruction 41 around and explained that these were formalised procedures for Volunteers.</p> <p>4.5 JW clarified that Volunteers are only classed as Volunteers if there is no payment made to them. JW to write the specific definition of a volunteer to MH to include within the Policy.</p> <p>4.6 It was agreed to change the wording to 'formal briefing' or 'task briefing' and it would be the responsibility of the Task Leader/Co-ordinator to determine the briefing required for volunteers.</p> <p>4.7 MH to organise a meeting with all Volunteer Leaders to go through the policy.</p>	<p>All</p> <p>JW/MH</p> <p>MH</p> <p>MH</p>
5.	Health and Safety Training	<p>5.1. MH advised that the following Health and Safety training was being arranged for April:</p> <ul style="list-style-type: none"> • 1 day Health and Safety Management training for Directors & Heads of Service. • 4 Day IOSH Managing Safely course for managers and supervisors. <p>5.2 Delegate names to be forwarded to MH or MM.</p>	All
6.	Drug & Alcohol Testing	<p>6.1 TE advised attendees of the very successful random alcohol testing that was conducted during the lead up to Christmas.</p> <ul style="list-style-type: none"> • 3 locations were selected, Bury, Haverhill and Mildenhall. • people from each location were randomly selected • All negative results. <p>6.2 MH informed everyone that drug oral swab testing is no longer being used due to inaccuracy. Future drug testing will be urine testing, carried out by trained in house testers.</p>	All
7.	Health & Safety News	<p>7.1 AC advised of the number of injuries in the waste and recycling sector are on the increase and ran through some UK statistics.</p> <p>7.2 AC talked through a Refuse Collection Incident where an explosion and fire occurred, suspected to be caused by a pressurised container and a leg injury caused by a compactor when a worker climbed in the back to free a bag.</p> <p>7.3 AC advised of a fine imposed to an outdoor advertising company after an employee's hand was caught in a petrol-powered lawn mower in Bristol.</p> <p>7.4 AC spoke of a case where a girl was hurt in a fall from a newly opened park. The girl fell from the high ropes. The facility remains closed, 3 months after the incident, pending further investigation. Several people requested an update on this case, AC to follow up.</p> <p>7.5 AC reminded everyone that since October 2012, fees are now payable by duty holders found to be in material breach of the law. Fees are £124.00 per hour and this can not be claimed back through our insurance.</p>	All

		7.6 MH passed round an up-dated information sheet concerning fragile roofs.	
8	Any other business	8.1 JB asked about the deployment of defibrillators. MH advised that he had reviewed the requirement of defibrillators around Council buildings and there was no change, therefore the leisure centres are the only locations they are deployed. 8.2 There was no other business, the meeting closed at 11:15am.	

Dates of next meetings:

**Joint Health & Safety Panel
18th February 2013, 4.00pm, Forest Heath DC**

**Joint Health & Safety Group – (JHSG)
8th May 2013, 10.00am, West Suffolk House**