

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

Minutes of a meeting held on Monday 17 June 2013 at 2.00 pm
in the Collections Study Building at West Stow Anglo-Saxon Village

PRESENT: Forest Heath District Council
 Councillor Simmons
 Mr D Cowley

St Edmundsbury Borough Council
Councillor Chung
Councillor Redhead
Councillor F J Warby
Mr L Alexander
Mr J Baldwin
Mr N Dulieu

1. Substitutes

The following substitution for the Employees' side was declared:-

Mr J Baldwin for Mr T Edwards.

2. Election of Chairman 2013/2014

It was proposed, seconded and

RESOLVED:-

That Councillor D Redhead be elected Chairman.

3. Appointment of Vice-Chairmen 2013/14

It was proposed, seconded and

RESOLVED:-

That Mr L Alexander be appointed Vice-Chairman.

4. Apologies for Absence

Apologies for absence were received from Councillor Mrs Burt, Councillor Drummond, Mr S Batey and Ms J Wright (Forest Heath District Council) and Mr T Edwards (St Edmundsbury Borough Council).

5. Minutes

The minutes of the meeting held on 18 February 2013 were confirmed as a correct record and signed by the Chairman.

6. Declarations of Interests

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

7. Minutes: Joint Health and Safety Group

The Joint Panel received and noted Paper E28 (previously circulated) which incorporated the minutes of the Joint Health and Safety Group meeting held on 10 May 2013.

8. Employee Accidents and Accidents Involving Members of the Public: 1 April 2012 to 31 March 2013: Summary

The Joint Panel received and noted Report E29 (previously circulated) which included, at Appendix A, statistics relating to incidents involving employees and incidents involving members of the public during the year 1 April 2012 to 31 March 2013 for both Forest Heath District Council and St Edmundsbury Borough Council.

Appendix A contained, where available, comparative data for the previous two financial years. Additional information provided to Members at the meeting included working days lost due to incidents involving employees, and statistics on absence due to stress and depression.

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. He also advised that in future these statistics would be combined for both councils.

9. Joint Health and Safety Policy

The Health and Safety Manager advised Members that a recommendation was being taken through full Council on 18 June 2013 which would allow amendments and additions to Part 5 of the Health and Safety Policy to be authorised by the Joint Panel and implemented by the Health and Safety Manager, without reference to Cabinet and full Council. This change would speed up the implementation of health and safety policies.

10. Health and Safety Training

The Health and Safety Manager advised that "Safety Essentials" training for Directors and senior executives had taken place on 17 April 2013, based on directing safety around the services delivered by the two councils. A 4-day "IOSH Managing Safely" course had also been attended and passed by 11 managers and senior supervisors.

On 20 May 2013 7 waste operatives had attended a training session on the roadside recovery of asbestos and personal fitting of respirators, and asbestos awareness training had taken place for building managers/occupiers and Property Services on 12 June 2013 at West Suffolk House, and was due to be repeated at Mildenhall Council Offices on 19 June 2013.

Finally, an "Event Safety" course was due to take place on 8 July 2013 at the Athenaeum at which some Town Councillors were due to attend. In response to a question, the Health and Safety Manager advised that some places were still available on this course.

11. Drug and Alcohol Testing

The Health and Safety Manager advised that drug and alcohol testing had continued, with random tests at Mildenhall Depot and offices, with all tests proving negative. Four compliance tests had been undertaken at Haverhill and Bury St Edmunds.

The Health and Safety Manager outlined the 4 types of testing which would be continuing (pre-employment testing, post incident testing, causation/employee compliance testing and random testing) and the reasons behind these.

12. Health and Safety: Update

The Health and Safety Manager advised that two pieces of legislation had now been revoked, and that three Approved Codes of Practice were subject to a 12 week consultation.

The Health and Safety Manager outlined some cases of serious incidents, both in England and abroad, which had resulted in serious injury, debilitating conditions or death. He also advised that the fine for using a mobile phone whilst driving was to be increased to £90.

13. Dates of Future Meetings

The Joint Panel agreed the following dates for future meetings:

21 October 2013 at 4.00 pm at SEBC offices;
24 February 2014 at 4.00 pm at FHDC offices; and
16 June 2014 at 2.00 pm at SEBC offices.

All meetings were on Mondays.

The meeting concluded at 2.48 pm

CHAIRMAN