

# E28

## **West Suffolk Joint Health and Safety Panel 17 June 2013**

### **Minutes of the Meeting of the Joint Health and Safety Group held on 10 May 2013**

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

## Joint Health & Safety Group

**DATE:** 10<sup>th</sup> May 2013, 10.00 am, GFR13, West Suffolk House Bury St Edmunds.

**PRESENT:** Martin Hosker, Andrew Catchpole, David Green, Tony Edwards, Damien Parker, Paul Weller, Howard Cook, David Cowley Lance Alexander and Tracey Maltby.

**APOLOGIES:** Nigel Dulieu, Philip King, Jason Baldwin, Phil Clifford, Judith Wright, Ian Shipp and Simon Batey.

**ADDITIONAL DISTRIBUTION:**

	Item	Points Raised	Action
1.	Minutes of last meeting	<p>1.1 A round the table introduction for the new member to the committee from ARP Tracey Maltby.</p> <p>1.2 The minutes of the last meeting were accepted.</p>	All
2.	Health & Safety Statistics	<p>2.1 MH went through the statistics for 2012 -2013 comparing them to the previous 2 years.</p> <p>2.2 DC raised a question on the Violence at Work statistics for FHDC.</p>	All
3.	Matters Arising	<p>3.1 MH discussed the matters arising from the last meeting. The work for Newmarket market place car park has now taken place.</p>	All
4.	Health & Safety Policy	<p>4.1 MH advised the committee that the policies which were discussed and approved at the last meeting are due to go before the council cabinets in the near future.</p> <p>4.2 MH advised committee that in the future amendments will only have to be approved by the H&amp;S Committee and the H&amp;S Panel not the full councils. New policies will still go to both full council cabinets.</p> <p>4.3 MH advised committee that while there were no new policies for discussion at this meeting, there is a new Bomb Threat policy, which has yet to go before JLT though. The outlines of this were briefly discussed.</p>	All
5.	Health and Safety Training	<p>5.1 MH advised that the following Health and Safety training had taken place:</p> <ul style="list-style-type: none"> <li>• 1 day Safety Essentials for Directors and Senior Executives for Directors &amp; Heads of Service.</li> </ul>	All

5.	Health and Safety Training continued...	<ul style="list-style-type: none"> <li>• 4 day IOSH Managing Safely Course for managers and supervisors.</li> </ul> <p>5.2 MH had planned the following training:</p> <ul style="list-style-type: none"> <li>• 20 May 13, Roadside recovery of Asbestos and RPE fitting</li> <li>• 08 July 13, Event safety</li> <li>• Asbestos awareness for building managers / occupiers and Property Services team.</li> </ul>	
6.	Drug & Alcohol Testing	<p>6.1 MH advised the committee that there was an unannounced random drug &amp; alcohol test at Mildenhall Depot and Offices. Staff were randomly selected (6 at the depot and 2 from the offices), all tests proved negative.</p> <p>6.2 TE said that 2 people on the compliance testing had been tested recently, both were found to be non negative and have subsequently been dismissed.</p>	All
7.	Health & Safety News	<p>7.1 AC gave an update on relevant health and safety news:</p> <ul style="list-style-type: none"> <li>• Increased fines for using mobile phones.</li> <li>• Local Authorities to check pesticides being used both by internal staff and contractors.</li> <li>• Removal of out of date or irrelevant legislation.</li> <li>• AC spoke of a waste truck incident which happened at the start of their shift.</li> <li>• Prosecution of a council for Hand Arm Vibration issues.</li> <li>• Missing ROPS and safety switches for a skip loader fatal accident.</li> </ul>	All
8	Any other business	<p>8.1 DG raised the issues of staff out of the public car park at West Suffolk House during last fire evacuation. MH was not aware of this and will follow this up at the next evacuation.</p> <p>8.2 TM said that there had been a fire evacuation at Breckland House and the Fire Service cordoned off the car park which is where the assembly point is located. Staff ended up crossing the road to keep out of the way.</p> <p>MH and TM to take this to the next Breckland H&amp;S meeting</p>	MH  MH/TM

		<p>8.3 TM raised Home working DSE assessments. MH advised TM of the responsibility for the home worker to ensure their own safety and discussed the H&amp;S policy requirements. MH to discuss further with TM outside of the meeting.</p> <p>There was no other business, the meeting closed at 11:25am.</p>	MH/TM
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**Dates of next meetings:**

**West Suffolk Joint Health & Safety Panel  
17<sup>th</sup> June 2013, West Stow Country Park**

**Joint Health & Safety Group – (JHSG)  
4<sup>th</sup> September 2013, West Stow Country Park**