

E144

West Suffolk Joint Health and Safety Panel 21 October 2013

Minutes of the Meeting of the Joint Health and Safety Group held on 04 September

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

Joint Health & Safety Group

DATE: 4th September 2013, 10.00 am, West Stow Country Park.

PRESENT: Martin Hosker, Nigel Duillieu, Tony Edwards, Damien Parker, Howard Cook, David Cowley, Lance Alexander, Paul Goodspeed, David Green, Nick Wyatt, Anne Cusack.

APOLOGIES: Jason Baldwin, Phil Clifford, Andrew Catchpole, Ian Shipp.

**ADDITIONAL
DISTRIBUTION:**

	Item	Points Raised	Action
1.	Minutes of last meeting	1.2 The minutes of the last meeting were accepted.	All
2.	Health & Safety Statistics	2.1 MH went through the statistics from April to July 2013. 2.2 DC raised a question on the Violence at Work statistics; this was explained in more detail. 2.3 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents / accidents occurring in the future.	All
3.	Matters Arising	3.1 TE said that there was still 1 member of staff that required mask fitting from the Asbestos Training. 3.2 DG raised concerns about the ruins in the Abbey Gardens after a recent incident, although the responsibility of inspection and repair lay with English Heritage. 3.3 DC asked about the register and how we inducted agency workers.	All
4.	Health & Safety Policy	4.1 MH Explained the amendments to the Health & Safety Policies. <ul style="list-style-type: none"> • Amendment 014 - Instruction 28 - Asbestos • Amendment 015 - Instruction 30 - Legionella Bacteria • Amendment 016 - Instruction 4 - Fire Safety Arrangements • Amendment 017 - Instruction 19 - Smoke Free Policy 	All
5.	Christmas Fayre	5.1 MH went through the Christmas Fayre Event Safety Plan highlighting the main changes from last year.	All
6.	Health & Safety Training	6.1 MH confirmed what health and safety training had taken place since the last meeting: <ul style="list-style-type: none"> • May - Roadside Recovery of Asbestos & RPE Fitting • July - Event Safety and Asbestos awareness 	All

7.	First Aid Coverage at events/Activities	<p>7.1 IS had raised a concern prior to the meeting regarding First Aid at events/activities.</p> <p>MH explained that "The Event Safety Guide (HSG 195)" also known as the "Purple Guide" had gone out for consultation, one of the proposals put forward may impact on how we provide first aid provision at future events.</p>	All
8	Health & Safety News	<p>8.1 MH went through the following:</p> <ul style="list-style-type: none"> • The Health & Safety (First-Aid) Regulations 1981. • Changes to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) from Oct 13. • Successful Health & Safety Management (HSG 65). • • Fee for Intervention (FFI). • Scaffold Guidelines. • Low level work platforms. <p>8.2 MH went through recent court cases involving other organisations, highlighting lessons to be learnt.</p>	All
9	Any other Business	<p>9.1 There was no further business and the meeting closed at 11:30 am.</p>	All

Dates of next meetings:

**West Suffolk Joint Health & Safety Panel
4.00pm 21 October 2013 at WSH**

**Joint Health & Safety Group – (JHSG)
10.00am 08 January 2014 at FHDC**