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West Suffolk Joint Health and Safety Panel 16 June 2014

Minutes of the Meeting of the Joint Health and Safety Group held on 13 May 2014

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

Joint Health & Safety Group

DATE: 13 May 2014, 13.30pm at West Suffolk House.

PRESENT: Martin Hosker, Tony Edwards, David Cowley, Andrew Catchpole, John Smithson, Natasha Brocket, David O'Reilly, Paul Goodspeed, Chloe Hunt, Anne Cusack.

APOLOGIES: Tracey Maltby, Philip King, Nigel Dulieu, Phil Clifford, Lance Alexander, David Green, Jason Baldwin.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Tony Edwards to chair in absence of Nigel Dulieu. 1.2 Apologies as above 1.3 Chloe Hunt and David O'Reilly introduced themselves	All
2.	Minutes of Last Meeting	2.1 There were no outstanding items from the previous meeting.	All
3.	Health & Safety Statistics	3.1 MH Went through statistics for the whole year from 01 April 2013 to 31 March 2014. 3.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	All MH
4.	Matters arising	4.1 CH has been struggling to find secure interview room on the ground floor due to the refurbishment. MH stated that this was a 7 week project, at the end of the project there will be 3 bookable rooms as opposed to 4. 4.2 JS stated that he has just been made aware that fitness classes are taking place on the George Lambton playing fields without permission. He is in the process of finding out who is undertaking the training to ensure they request permission and submit the necessary H&S documentation and insurances.	All JS, MH & AC
5.	H&S Policy	5.1 MH went through issue 3 of the Health and Safety Policy which included necessary amendments.	All
6.	H&S Training	6.1 MH discussed recent and future training namely <ul style="list-style-type: none"> • Event Safety Training 8 April 2014 • Fairground Safety Training 9 April 2014 and • Proposed IOSH Managing Safely course to be held 12, 13, 19 & 20 June 2014. 	All

7	Bomb Treat	7.1 MH went through the lessons learnt from the hoax bomb threat made on 03 April 2014.	All
8	Health & Safety News	8.1 AC went through the following: <ul style="list-style-type: none"> • Construction Design Management Regulations and Provision and Use of Work Equipment Regulations are currently out for consultation. • Recent court cases • Sensible risk for Local Government • H&S responsibilities cannot be contracted out 	All
9	Any other Business	9.1 MH asked all present to look at their departments risk assessments and ensure they have been reviewed in the last 12 months.	All

Dates of next meetings:

West Suffolk Joint Health & Safety Panel (WSJHSP)

2.00pm 16 June 2014 at WSH

Joint Health & Safety Group – (JHSG)

10.00am 2 September 2014 West Stow