

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Minutes of a meeting of the **West Suffolk Joint Health and Safety Panel** held on **Monday 15 June 2015** at **2.00 pm** in **Room GFR14, West Suffolk House,** Western Way, Bury St Edmunds

Present: **Chairman:** Nigel Dulieu (Vice-Chairman in the chair)

Councillors

Forest Heath District
Council

Chris Barker
Rona Burt
Peter Ridgewell

St Edmundsbury
Borough Council

Patrick Chung
Bob Cockle

Officers

Natasha Brockett
Tony Edwards
Paul Goodspeed
Chloe Hunt
John Smithson

25. **Substitutes**

No substitutions were declared.

26. **Election of Chairman 2015/2016**

It was proposed, seconded and

RESOLVED:

That Councillor Frank Warby be elected Chairman in absentia.

27. **Appointment of Vice-Chairman 2015/2016**

It was proposed, seconded and

RESOLVED :

That Mr. Nigel Dulieu be appointed Vice-Chairman

(At this point in the meeting the Vice-Chairman took the chair)

28. **Apologies for Absence**

An apology for absence was received from Councillor Frank Warby.

29. **Minutes**

The minutes of the meeting held 28 January 2015 were confirmed as a correct record and signed by the Chairman.

30. **Terms of Reference**

The Joint Panel considered its Terms of Reference (Report No. HSP/JT/15/004). Councillor Cockle sought clarification about the arrangements for electing a Chairman and Vice-Chairman contained in Paragraph 2.4. It was agreed to make the arrangements explicit that the following be inserted to replace the existing paragraph 2.4. "The Panel shall appoint a Chairman from the Employers' Side and a Vice-Chairman from the Employees' Side" and that authority be sought for this minor change to be made.

RECOMMENDED:

That authority be sought for the following amendment to be made to the Panel's Terms of Reference – the deletion of paragraph 2.4 and the substitution therefor of "The Panel shall appoint a Chairman from the Employers' Side and a Vice-Chairman from the Employees' side."

31. **Minutes of the Meeting of the Joint Health and Safety Group held on 12 May 2015**

The Joint Panel received and noted Report No. HSP/JT/15/005 which incorporated the minutes of the Joint Health and Safety Group meeting held on 12 May 2015.

32. **Accidents/Incidents involving Employees and Members of the Public from 1 April 2014 to 31 March 2015: Summary**

The Joint Panel received and noted Report No. HSP/JT/15/006 which provided statistics relating to accidents/incidents involving employees and members of the public from 1 April 2014 to 31 March 2015 for both Forest Heath District Council and St Edmundsbury Borough Council.

The Health and Safety Manager drew relevant issues to the attention of the Joint Panel, including providing details on the type and location of accidents/incidents experienced by employees and members of the public during the reporting period. The annual update also included comparative data for the two previous financial years. There were no significant trends or marked variations indicated by this comparative information.

The Health and Safety Manager reported on measures which were shortly to be put in place at the Parkway multi-storey car park in Bury St Edmunds following the fatal falls in 2014.

The Joint Panel considered the report and asked a number of questions to which comprehensive responses were provided.

33. Amendments to the Joint Health and Safety Policy - Issue 3

The Joint Panel considered Report HSP/JT/15/007 which contained amendments to the Health and Safety Policy as a consequence of recently issued Government Regulations. Current legislation required the organisation to have a health and safety policy, which was reviewed periodically for suitability. There was also a legal duty for employees to co-operate with their employer so far as was necessary to enable the employer to comply with his duties under the legislation, which included the compliance of the policy.

The amendments related to parts of Issue 3 of the Health and Safety Policy and were indicated in the appendices to the report as follows:

- (i) Amendment 007 – Index Page;
- (ii) Amendment 008 – Instruction 29 – Construction Design Management;
- (iii) Amendment 009 – Annex C – Violence at Work; and
- (iv) Amendment 010 – Annex K – Fire Risk Assessment Form.

The Joint Panel considered the report and the Health and Safety Manager responded in relation to Members' detailed questions about precautions taken to safeguard staff in situations of potential violence or verbal abuse.

RESOLVED:

That the amendments to Issue 3 of the Joint Health and Safety Policy, as contained in Appendices A to D of Report HSP/JT/15/007, be approved.

34. Drugs and Alcohol - Bailes v First Bristol Ltd.

The Health and Safety Manager gave a verbal report on this legal case. Mr Bailes was a driver with a bus company who had been dismissed from his employment following a drugs test which had shown positive. He had subsequently commissioned another form of test which had proved to be negative and shown that the traces of illegal substance had been acquired by him indirectly. Mr Bailes, as a consequence, had claimed unfair dismissal and had been awarded £84,000 as compensation. The Health and Safety Manager outlined the testing method used by the Councils and concluded that this type of situation would not occur within the Councils.

35. First Aid

The Health and Safety Manager gave a verbal report and advised that a public Automatic External Defibrillator (AED) had been installed outside West Suffolk House to which anyone had access to. Specific staff at West Suffolk House had been trained in its use. In response to a member's question he advised on the location of other defibrillators on or around Council premises.

36. Health and Safety Training

The Health and Safety Manager gave a verbal report and advised that 9 members of staff had recently undertaken a Health & Safety IOSH Managing Safely training course. The results were awaited but it was anticipated that each of the participants would successfully meet the required standard set by the course.

37. Health and Safety - Update

The Health and Safety Manager gave verbal update reports as follows:

- (a) in the case of the runaway refuse collection vehicle which had caused fatalities in Glasgow during 2014 no criminal charges had yet been brought against the driver or the City Council. A full inquiry would be held later this year which would examine a number of aspects relating to the incident;
- (b) the national Health and Statistics for 2013/2014 recently published had revealed that there had been 133 health and safety related fatalities during the year. This was less than the figure of 150 for the previous year;
- (c) a refuse collection vehicle driver in Stirlingshire had been dismissed from his employment following a collision which had caused a fatality. The driver was awaiting a court appearance although a criminal charge had not been made against the local authority;
- (d) an inflatable slide operator in Ripley had been convicted of a breach of Health and Safety legislation; and
- (e) Bristol City Council had had to pay £25,000 compensation to a Parks operative who had been injured after being thrown from a tractor when it overturned. The tractor had not been installed with a roll bar.

38. Date of next meeting

The Joint Panel approved Monday 2 November 2015 at 4.00pm at West Stow Anglo-Saxon Village as the date, time and venue for its next meeting.

The meeting concluded at 3.15pm

Signed by:

Chairman
