

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda			
Date:	Monday 22 February 2016			
Time:	4.00 pm			
Venue:	Council Chamber, Forest Heath District Council Offices, College Heath Road, Mildenhall IP28 7EY			
Full Members:	<p style="text-align: center;">Chairman Frank Warby Vice-Chairman Nigel Dulieu</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side) Patrick Chung Bob Cockle</td> <td style="width: 33%; vertical-align: top;"><u>Forest Heath District Council</u> (3) (Employers' Side) Chris Barker Rona Burt Peter Ridgwell</td> <td style="width: 33%; vertical-align: top;"><u>Staff Representatives</u> (6) (Employees' Side) David Cowley Tony Edwards Paul Goodspeed Chloe Hunt Vacancy</td> </tr> </table>	<u>St Edmundsbury Borough Council</u> (3) (Employers' Side) Patrick Chung Bob Cockle	<u>Forest Heath District Council</u> (3) (Employers' Side) Chris Barker Rona Burt Peter Ridgwell	<u>Staff Representatives</u> (6) (Employees' Side) David Cowley Tony Edwards Paul Goodspeed Chloe Hunt Vacancy
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Substitutes:	Betty Mclatchy Nigel Roman Vacancy			
The membership of this Panel needs not to be politically balanced.				
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.			
Quorum:	Four Members; to comprise a minimum of one Member from each Authority and two Staff Representatives			
Committee administrator:	David Long Democratic Services Advisor Tel: 01284 757120 Email: david.long@westsuffolk.gov.uk			

This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.

THIS MEETING IS THEREFORE NOT OPEN TO THE PUBLIC

Page No

Agenda

Procedural Matters

ITEMS ON THIS AGENDA MAY FROM TIME TO TIME CONTAIN EXEMPT/RESTRICTED INFORMATION. MEMBERS OF THE PANEL ARE THEREFORE REQUESTED TO TREAT SUCH ITEMS CONFIDENTIALLY.

- 1. Apologies for Absence**
- 2. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.
- 3. Minutes** **1 - 4**

To confirm the minutes of the meeting held on 15 June 2015 (copy attached).
- 4. Minutes of the meeting of the Joint Health and Safety Group held 13 January 2016** **5 - 8**

Report No. HSP/JT/16/01
- 5. Health and Safety Policy - Amendments** **9 - 32**

Report No. HSP/JT/16/02
- 6. Health and Safety Offences, Corporate Manslaughter and Food Safety & Hygiene Offences - Definitive Guidelines** **33 - 36**

Report No. HSP/JT/16/03
- 7. Accidents/Incidents involving Employees and Members of the Public from 1 April 2015 to 31 December 2015 : Summary** **37 - 42**

Report No. HSP/JT/16/04

**8. Drugs and Alcohol
Verbal Report**

**9. Christmas Fayre
Verbal Report**

**10. Health & Safety News
Verbal Report**

11. Dates of future meetings

The Panel are requested to **APPROVE** the following meeting dates, times and venues:

Monday 20 June 2016 at 2.00pm at West Suffolk House;
Monday 17 October 2016 at 4.00pm at West Stow; and
Monday 27 February 2017 at 4.00pm at Forest Heath DC Offices.

**12. Dynamic Lockdown
EXEMPT REPORT HSP/JT/16/05**

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