

# 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  
Monday 20 June 2016 at 2.00 pm at Studio 1, The Apex, Charter Square  
Bury St Edmunds**

Present: **Councillors**

**Chairman** Chris Barker  
**Vice-Chairman** Nigel Dulieu

Forest Heath District  
Council  
Peter Ridgewell

St Edmundsbury  
Borough Council  
Bob Cockle

Officers

Natasha Brocket  
Phil Clifford  
David Cowley  
Tony Edwards

**Substitutes attending:**  
Betty Mclatchy

51. **Substitutes**

The following substitution was announced :

Councillor Betty Mclatchy for Councillor Patrick Chung.

52. **Election of Chairman 2016/2017**

It was proposed, seconded and

RESOLVED – That Councillor Chris Barker be elected  
Chairman of the Panel for 2016/2017.

53. **Appointment of Vice-Chairman 2016/2017**

It was proposed, seconded and

RESOLVED – That Mr. Nigel Dulieu be appointed  
Vice-Chairman of the Panel 2016/2017.

**54. Apologies for Absence**

Apologies for absence were received from Councillors Rona Burt, Patrick Chung and Frank Warby.

**55. Minutes**

The minutes of the meeting held 22 February 2016 were confirmed as a correct record and signed by the Chairman.

**56. Minutes of the meeting of the Joint Health and Safety Group held on 17 May 2016**

The Joint Panel received and noted Report HSP/JT/16/006 (previously circulated) which incorporated the minutes of the Joint Health and Safety Meeting held 17 May 2016.

**57. Accidents/Incidents involving Employees and Members of the Public from 1 April 2015 to 31 March 2016 : Summary**

The Joint Panel received and noted Report HSP/JT/16/007 (previously circulated) which provided statistics relating to accidents/incidents involving employees and members of the public from 1 April 2015 to 31 March 2016.

The Health & Safety Manager drew relevant issues to the attention of the Joint Panel, including providing details of the type and location of accidents/incidents experienced by employees and members of the public during the reporting period.

In response to Members questions he outlined :

- (i) action taken to deal with cases involving verbal abuse of staff;
- (ii) training given in relation to manual handling;
- (iii) the reporting regime in respect of accidents occurring at work; and
- (iv) steps taken to assist staff who were off work through stress.

**58. Health & Safety Policy Amendments**

The Joint Panel considered Report HSP/JT/16/008 (previously circulated) which sought approval of amendments to Issue 3 of the Joint Health and Safety Policy as follows :

- (a) Instruction 28 – Work Experience (Appendix A of the Report);
- (b) Annex P – Induction safety checklist for Work Placement Students; (Appendix B) ; and
- (c) Annex N – Risk Assessment Form (Appendix C)

RESOLVED – That the amendments to Issue 3 of the Health and Safety Policy as contained in Appendices A to C of Report HSP/JT/16/008 be approved.

**59. Health and Safety Training**

The Health and Safety Manager reported verbally that 9 members of staff had attended an Institute of Occupational Safety and Health (IOSH) course and that each had passed.

He also advised that an Event Safety course would be staged later in the year which would be relevant to staff involved with local community events.

**60. Health and Safety updates**

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

- (i) activities had been staged at West Suffolk House during Mental Health Awareness week during 16 to 22 May 2016;
- (ii) changes to the senior management of the Health and Safety Executive had taken place whereby Martin Temple was the new Chief Executive and Sian Clayton was the lead manager for the Waste Industry;
- (iii) Construction Design Management Regulations had been introduced for the Entertainment Industry;
- (iv) changes had been made to the Personal Protective Equipment Regulations which placed emphasis on manufacturers to bring their products up to a required standard;
- (iv) indications from reports of recent cases were that sanctions in respect of Health and Safety offences had become more severe with prison sentences and substantial fines being imposed; and
- (v) 'Legal highs' were now prohibited by new legislation but the use of such substances was already not permitted under the Councils' Health and Safety Policy

**61. Dates of future meetings**

The Joint Panel had previously approved the following meeting arrangements:

Monday 17 October 2016 at 4.00pm at West Stow

Monday 27 February 2017 at 4.00pm at Forest Heath DC Offices.

The meeting concluded at 2.55pm.

**Signed by:**

**Chairman**

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