

# West Suffolk Joint Health and Safety Panel

Forest Heath &amp; St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 20 June 2016</b>						
<b>Time:</b>	<b>2.00 pm</b>						
<b>Venue:</b>	<b>Studio 1, The Apex, Charter Square, Bury St Edmunds</b>  <b>Please note the venue for this meeting and that the meeting will be preceded by a tour of the building from 1.30pm. Please assemble in the Foyer. Parking permits for the Cattle Market Car Park will be issued to Councillor Members of the Panel.</b>						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> <i>To be elected</i></p> <p style="text-align: center;"><b>Vice-Chairman</b> <i>To be appointed</i></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"><u>St Edmundsbury</u> <u>Borough Council</u> (3) (Employers' Side)</td> <td style="text-align: center; vertical-align: top;"><u>Forest Heath</u> <u>District Council</u> (3) (Employers' Side)</td> <td style="text-align: center; vertical-align: top;"><u>Staff</u> <u>Representatives</u> (6) (Employees' Side)</td> </tr> <tr> <td style="vertical-align: top;">Patrick Chung Bob Cockle Frank Warby</td> <td style="vertical-align: top;">Chris Barker Rona Burt Peter Ridgewell</td> <td style="vertical-align: top;">Natasha Brocket Phil Clifford David Cowley Nigel Dulieu Tony Edwards Paul Godspeed</td> </tr> </table>	<u>St Edmundsbury</u> <u>Borough Council</u> (3) (Employers' Side)	<u>Forest Heath</u> <u>District Council</u> (3) (Employers' Side)	<u>Staff</u> <u>Representatives</u> (6) (Employees' Side)	Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgewell	Natasha Brocket Phil Clifford David Cowley Nigel Dulieu Tony Edwards Paul Godspeed
<u>St Edmundsbury</u> <u>Borough Council</u> (3) (Employers' Side)	<u>Forest Heath</u> <u>District Council</u> (3) (Employers' Side)	<u>Staff</u> <u>Representatives</u> (6) (Employees' Side)					
Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgewell	Natasha Brocket Phil Clifford David Cowley Nigel Dulieu Tony Edwards Paul Godspeed					
<b>Substitutes:</b>	Betty Mclatchy      Nigel Roman      Vacancy						
<b>The membership of this Panel needs not to be politically balanced.</b>							
<b>Interests – Declaration and Restriction on Participation:</b>	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.						
<b>Quorum:</b>	Four Members to comprise a minimum of one Member from each Authority and two Staff Representatives						
<b>Committee administrator:</b>	<b>David Long</b> Democratic Services Advisor						

	<b>Tel:</b> 01284 757120
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	<b>Email:</b> <a href="mailto:david.long@westsuffolk.gov.uk">david.long@westsuffolk.gov.uk</a>
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**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**

**WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985, IN RESPECT OF THOSE ITEMS WHICH ARE LISTED AS CONTAINING EXEMPT/CONFIDENTIAL, MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM AS SUCH**

**1. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

**2. Election of Chairman**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel, as amended on 15 June 2015, requires that the Panel shall appoint a Chairman from the Employers' Side and a Vice-Chairman from the Employees' Side.

The Panel is requested to **ELECT** a Chairman and **APPOINT** a Vice-Chairman in accordance with this arrangement.

**3. Apologies for Absence**

**4. Minutes**

**1 - 6**

To confirm the minutes of the meeting held on 22 February 2016 (copy attached).

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

**7 - 10**

Report : **HSP/JT/16/006**

- 6. Accidents/Incidents involving Employees and Members of the Public from 1 April 2015 to 31 March 2016 : Summary** **11 - 16**  
Report : **HSP/JT/16/007**
- 7. Health & Safety Policy Amendments** **17 - 28**  
Report : **HSP/JT/16/008**
- 8. Health and Safety Training**  
Health and Safety Manager to give an oral report.
- 9. Health and Safety updates**  
Health and Safety Manager to give an oral report.
- 10. Dates of future meetings**  
The Panel has previously approved the following meeting dates :  
Monday 17 October 2016 at 4.00pm at West Stow; and  
Monday 27 February 2017 at 4.00pm at Forest Heath DC Offices.

# West Suffolk Joint Health and Safety Panel



**Minutes** of a meeting of the **West Suffolk Joint Health and Safety Panel** held on **Monday 22 February 2016** at **4.00 pm** in the **Council Chamber**, Forest Heath District Council Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chairman** Frank Warby  
**Vice Chairman** Nigel Dulieu

Forest Heath District  
Council

St Edmundsbury  
Borough Council

Officers

Chris Barker  
Rona Burt  
Peter Ridgwell

Patrick Chung  
Bob Cockle

Phil Clifford  
David Cowley  
Tony Edwards  
Paul Goodspeed

39. **Apologies for Absence**

There were no apologies received.

40. **Substitutes**

There were no substitutes declared.

41. **Minutes**

The minutes of the meeting held on 15 June 2015, were accepted by the Committee as an accurate record and signed by the Chairman.

42. **Minutes of the meeting of the Joint Health and Safety Group held 13 January 2016**

The Joint Panel received and **noted** Report No: HSP/JT/16/001, which incorporated the minutes of the Joint Health and Safety Group meeting held on 13 January 2016.

#### 43. **Health and Safety Policy - Amendments**

The Joint Panel considered Report HSP/JT/16/002 which contained amendments to the Health and Safety Policy. 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. This was also further extended to volunteers, contractors and visitors.

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 011 – Health and Safety Policy (Front Cover)
- (ii) Amendment 012 – Machinery Plant Tools (Instruction 12)
- (iii) Amendment 013 – Stress Management (Instruction 18)
- (iv) Amendment 014 – Driving at Work (Instruction 23)

The Joint Panel considered the report and the Health and Safety Manager responded to questions raised by the Panel.

#### **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/16/002, be approved.

#### 44. **Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences - Definitive Guidelines**

The Panel received and **noted** Report No: HSP/JT/16/003, which provided a summary of definitive guidance which had come into force on 1 February 2016 (Appendix A).

The summary provided information on the new sentencing guidance which applied to health and safety offences committed by organisations and individuals, as well as corporate manslaughter and food safety and hygiene offences.

The Sentencing Council's intention was to increase the level of fines for serious offences, particularly for larger companies, whilst reserving prison sentences for very serious offenses.

A tougher line was being taken for breaches of health and safety law, high fines not just against organisations, but also individuals where it was being suggested that imprisonment would become more frequent.

The Health and Safety Manager advised that a new nine step approach had been introduced which the courts should follow when calculating sentences.

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

*[Councillor Patrick Chung arrived at 4.20pm during the consideration of this item].*

The Joint Panel received and **noted** Report No. HSP/JT/16/004, which provided statistics relating to accidents/incidents involving employees and members of the public from 1 April 2015 to 31 December 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 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 the safety improvements which had been made to the Parkway multi storey car park in Bury St Edmunds.

The Joint Panel considered the report and asked a number of questions in relation to "violence at work/verbal abuse against staff" to which comprehensive responses were provided.

46. **Drugs and Alcohol**

The Health and Safety Manager verbally reported that the Council had supported the national drink drive campaign over the Christmas period. Sixteen random tests were taken, all of which were negative.

The Panel was pleased to **note** the contents of the verbal report.

47. **Christmas Fayre**

The Health and Safety Manager debriefed the Joint Panel on the Christmas Fayre event held between 26 and 29 November 2015.

The Fayre attracted an estimated 112,000 visitors over the three-half days. Over 300 stallholders were spread over different venues around the town, including Angel Hill; Abbey Gardens; Athenaeum; Apex; Hatter Street; Cathedral; Moyse's Hall; Charter Square and the Cornhill/Butter Market.

The Fayre was a well-planned event with an organising group made up of all areas of the community, chaired by the Market Development Officer who was the Event Manager.

The event was monitored throughout by the CCTV and zone leaders, who noted crowd behaviours and potential issues that might lead to a potential crowd problem.

The Health and Safety Manager then provided a summary of the events held in each of the zones, including zone leaders/stewards; car parks; park and ride; police support; security; infrastructure; power failure; trip hazards; traffic management plan and first aid (St John's Ambulance).

The Panel **noted** the contents of the verbal report.

#### 48. **Health and Safety News**

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

- (1) The Health and Safety Executive had published its new five year strategy, which covered:
  - i) Promoting broader ownership of workplace health and safety;
  - ii) Highlighting and tackling the burden of work -related ill-health;
  - iii) Supporting small firms;
  - iv) Enabling productivity through proportionate risk management;
  - v) Anticipating and tackling the challenges of new technology and ways of working; and
  - vi) Sharing the benefits of Great Britain's approach.
- (2) Updated health and safety guidance for "Involving your Workplace in Health and Safety" and "Personal Protective Equipment at Work" were released in December 2015.
- (3) Ipswich based Portmans had been fined £9,000 plus costs, following an incident in April 2013 when a worker sustained life changing injuries when a two tonne crate fell on them during a container unloading operation. The worker would be unable to work for at least three years.

#### 49. **Dates of future meetings**

The Joint Panel **approved** 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.

#### 50. **Dynamic Lockdown**

The Joint Panel received Report No. HSP/JT/16/005 Exempt, which proposed dynamic lockdown procedures for the Council's main building. A dynamic lockdown was the ability to quickly restrict access and egress to buildings/sites (or parts of) through physical measures in a response to a threat either external or internal. The aim of the dynamic lockdown was to prevent people moving into danger areas and preventing or frustrating the attacker(s) accessing a site (or part of). It had been recognised that due to



the nature of the buildings and sites that it might not be possible to physically achieve a complete lockdown.

The Panel considered the report and **noted** the lockdown procedures for the main premises (West Suffolk House; Forest Heath District Council; Haverhill House and The Apex) as contained in Appendices A to D attached to Report No. HSP/JT/16/05.

The Meeting concluded at 4.55 pm

**Signed by:**

**Chairman**

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**West Suffolk Joint Health and  
Safety Panel  
20 June 2016**

**Minutes of the Meeting of the Joint Health and Safety  
Group held on 17 May 2016**

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

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**DATE:** 17 May 2016 WSH House.

**PRESENT:** Martin Hosker, Andrew Catchpole, Chloe Hunt, David Cowley, Anne Cusack, David Green, Nigel Dulieu, Natasha Brocket.

**APOLOGIES:** Lance Alexander, Paul Goodspeed, Phil Clifford, John Smithson. Julie Dean, Tony Edwards.

**ADDITIONAL DISTRIBUTION:** None

	<b>Item</b>	<b>Points Raised</b>	<b>Action</b>
<b>1.</b>	Apologies & Introductions	1.1 Apologies as above.	All
<b>2.</b>	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
<b>3.</b>	Around the table	3.1 DC raised concerns about the welfare animals at the Xmas Fayre, in particular "The Parrott stand".  3.2 DC requested that JS provides a list of internal events so Environmental Health can plan ahead.  3.3 MH gave an update on works at Haverhill Depot and the new procedures.	DC  JS  MH
<b>4.</b>	Health & Safety Statistics	4.1 MH went through statistics relating to accidents/incidents involving employees and members of the public from 1 April 2015 to 31 March 2016 for both Forest Heath District Council and St Edmundsbury Borough Council.  4.2 MH drew attention to relevant incidents, including providing details on the type and location of accidents/incidents experienced by employees and members of the public during the reporting period.  4.3 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	All  All
<b>5.</b>	Health & Safety Policy	5.1 MH went through the amendments to the Health and Safety Policy namely: <ul style="list-style-type: none"> <li>• Instruction 26, Work Experience Guidance</li> <li>• Annex P, Induction Checklist</li> <li>• Annex N Work Experience Risk Assessment</li> </ul>	All

		<b>Recommendation:</b> that the amendments be tabled at the next West Suffolk Joint Health & Safety Panel meeting for formal approval.	
<b>6.</b>	Mental Health	6.1 MH discussed Mental Health Awareness Week which is from 16 to 20 May, with events that will be taking place throughout the week.  6.2 As part of the Mental Health Awareness Week activities MH invited the group to take part in a 10 minute activity exercise.	MH  All
<b>7</b>	Training	7.1 MH informed the group that an IOSH Managing Safely course had ran on 6 & 7 and 13 & 14 April 2016. 8 People attended, preliminary results are that all passed. Another course will be planned for next year.	All
<b>8</b>	H & S Updates	8.1 AC went through the H&S updates as follows: <ul style="list-style-type: none"> <li>• New CEO of HSE</li> <li>• New Muscular Skeletal Web site</li> <li>• Updated CDM entertainment industry Web Site</li> <li>• Changes to PPE Regulations</li> </ul>	All
<b>9</b>	Any other business	9.1 There was no other business and meeting closed at 3.00pm	All

### **Dates of next meetings:**

West Suffolk Joint Health and Safety Panel  
2pm 20 June 2016 (Apex)

West Suffolk Joint Health and Safety Group  
10pm Tuesday 6 September 2016  
(West Stow)

## West Suffolk Joint Health and Safety Panel



<b>Title of Report:</b>	<b>Accidents/Incidents involving Employees and Members of the Public from 01 April 2015 to 31 March 2016: Summary</b>	
<b>Report No:</b>	<b>HSP/JT/16/007</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	20 June 2016
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources, Governance & Performance <b>Tel:</b> 01638 660518 <b>Email:</b> <a href="mailto:Stephen.edwards@forest-heath.gov.uk">Stephen.edwards@forest-heath.gov.uk</a>	Ian Houlder Portfolio Holder for Performance & Resources <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsb.gov.uk">ian.houlder@stedsb.gov.uk</a>
<b>Lead officer:</b>	Martin Hosker BEM Health and Safety Manager <b>Tel:</b> 01284 757010 <b>Email:</b> <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To receive and note a summary of recent accidents and incidents.	
<b>Recommendation:</b>	<b>The Panel are requested to NOTE the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2015 to 31 March 2016.</b>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>		

<b>Consultation:</b>		<ul style="list-style-type: none"> <li>The accident statistics were discussed at the Joint Health &amp; Safety Group on the 17 May 2016.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities. Reporting of injuries under RIDDOR is a requirement of the Health and Safety at Work etc. Act 1974. The main purpose of the regulations is to generate reports to the HSE and to Local Authorities (enforcing authorities) alerting those to serious accidents or incidents, so they can be investigated and action taken to prevent reoccurrence.</li> </ul>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal non compliance	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix A</b> - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 1 April 2015 to 31 March 2016.	



## **1. Key issues and reasons for recommendation(s)**

### **1.1 Accidents/incidents**

- 1.1.1 Accident /incident reports are completed every time there is an accident or incident at work involving a member of staff, or a member of the public on our premises.
- 1.1.2 These incident reports are read by the Health and Safety Manager to identify accident trends, if any, and to put in place measures to mitigate further injury.
- 1.1.3 RIDDOR reports have to be submitted to the Health and Safety Executive (HSE) whenever there is:
  - (i) death;
  - (ii) a serious injury;
  - (iii) amputation;
  - (iv) loss of sight, permanent or temporary;
  - (v) someone is taken to hospital and is admitted for more than 24 hours;
  - (vi) a member of staff is not seriously injured, but spends more than 7 days off work as a result of that injury;
  - (vii) illness that resulted from exposure to a biological agent, or its toxins or infected material; and
  - (viii) acute illness or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

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## St Edmundsbury Borough Council and Forest Heath District Councils

### Summary of EMPLOYEE accidents April 2015 - March 2016

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													0
Hit by moving object			1	1						1	1		4
Hit by moving vehicle			1		1								2
Hit something fixed or stationary			1								1		2
Manual Handling		1		5	4			2			3		15
Slipped, Tripped or Fell		1			1	1	1	4		1	1		10
Exposed to a harmful substance													0
Injured by an animal/Insect						1				1		1	3
Violence at work/ verbal abuse against staff	1	2	6	6	7	5	1	2	1	6	2	1	40
Another kind of accident	2	1	1	1				3	1	2	1	1	13
Technique													0
Dangerous occurrence													0
Disease													0
Near Miss/ Dangerous Condition	1	1	1	1		3	3	1	1	1	1	1	15
Trapped													0
Cut					1				1				2
Road Traffic Accident					1					1			2
<b>Total accidents</b>	<b>4</b>	<b>6</b>	<b>11</b>	<b>14</b>	<b>15</b>	<b>10</b>	<b>5</b>	<b>12</b>	<b>4</b>	<b>13</b>	<b>10</b>	<b>4</b>	<b>108</b>

### Total Number of Days Lost for April 2015 - March 2016

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Hit by moving object			1	1						1	14	13	30
Hit something fixed or stationary											4		4
Manual Handling				3	4			1					8
Slipped, Tripped or Fell							2	5	9	5			21
<b>Total days</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>18</b>	<b>13</b>	<b>63</b>

## St Edmundsbury Borough & Forest Heath District Councils

### Summary of Public Accidents April 2015 - March 2016

LOCATION	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Abbey Gardens					2	1	1			1			5
East Town Park	3												3
Corn Hill									6				6
Newmarket Guineas					1	2		3					6
All Car Parks	2	1	1	2			2		3	2	1	1	15
Athenaeum	1												1
Moyses Hall				1									1
WSH Car parks					2	3			2				7
BSE Cemetary		1											1
Breckland House										1			1
Parkway						1							1
Bury Town Centre/market	2		2	2	3	1	2						12
The Apex			1			3		2	2				8
Bury Bus station			2				2			1			5
Haverhill Offices					1								1
Priors Play Area	1												1
Street/Open Spaces/Footpath			1	1	4					1			7
<b>TOTAL</b>	<b>9</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>13</b>	<b>11</b>	<b>7</b>	<b>5</b>	<b>13</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>81</b>

General Incident	3		3	1	4	6	3		10	2			32
Violence on premises					1								1
Road Traffic Accident						1	1	1					3
General Accidents	1		2	1	1								5
Slips, Trips, Falls, Bumps	5	1		1	6	3	1	4	1	1	1	1	25
Near Miss					0				1				1
Dangerous Occurance			1	2	1					2			6
Hit by falling object										1			1
Ill health		1	1	1		1	2		1				7
<b>TOTAL</b>	<b>9</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>13</b>	<b>11</b>	<b>7</b>	<b>5</b>	<b>13</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>81</b>

## West Suffolk Joint Health and Safety Panel



<b>Title of Report:</b>	<b>Amendments to the Joint Health and Safety Policy</b>	
<b>Report No:</b>	<b>HSP/JT/16/008</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	20 June 2016
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources, Governance & Performance <b>Tel:</b> 01638 660518 <b>Email:</b> <a href="mailto:Stephen.edwards@forest-heath.gov.uk">Stephen.edwards@forest-heath.gov.uk</a>	Ian Houlder Portfolio Holder for Performance & Resources <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsb.gov.uk">ian.houlder@stedsb.gov.uk</a>
<b>Lead officer:</b>	Martin Hosker BEM Health and Safety Manager <b>Tel:</b> 01284 757010 <b>Email:</b> <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To agree amendments to the Health and Safety Policy.	
<b>Recommendation:</b>	<b>It is RECOMMENDED that the Panel approve the amendments to Issue 3 of the Joint Health and Safety Policy as contained in Appendices A to C of Report HSP/JT/16/008</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>		

<b>Consultation:</b>		<ul style="list-style-type: none"> <li>The policy amendments were recommended for approval by the Joint Health &amp; Safety Group on 17 May 2016.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>The Health and Safety at Work etc. Act 1974 says that employers must prepare a Health and Safety Statement (i.e. policy) and bring it to the attention of all employees. The policy should be reviewed and revised as often as necessary.</li> </ul>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal non compliance	High	The H&S Policy is reviewed periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix A</b> – Instruction 26 - Work Experience <b>Appendix B</b> – Annex P – Work Experience checklist <b>Appendix C</b> – Annex N – Work Experience Risk Assessment	

**1. Key issues and reasons for recommendation(s)**

**1.1 Health and Safety Policy**

1.1.1 Current legislation requires the organisation to have a health and safety policy, which is periodically reviewed for suitability. There is also a legal requirement for employees to co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the legislation, this includes the compliance of the policy.

1.1.2 This is also further extended to volunteers, contractors and visitors.

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## INSTRUCTION 26

### WORK EXPERIENCE

#### References:

- A. Health and Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations (as amended).
- C. Young Persons at Work Regulations (as amended).
- D. Work Experience Risk Assessment (to be completed with student at least 4 weeks before placement, with student)
- E. Work Experience Induction Safety Check List Annex P to this policy.

#### Introduction

26.1 Work experience is an important part of the preparation a young person should make before entering the world of work. It enables students to participate in the practical aspects of working life which are usually very different from school or college.

26.2 Work experience students may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety:

- Risk assessments undertaken on any process or procedure when performed by experienced adults should be reassessed in the light of the lack of experience of the young person.
- Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence.
- Careful attention should be made by both the young person and supervision to any restrictions placed on the type of work which may be undertaken.

#### Definitions and Responsibilities

##### At least 4 weeks prior to placement

26.3 Managers and supervisors employing work experience students are to follow the guidelines below depending on age of student, to ensure compliance with current legislation.

26.4 **A young person** (16 – 18 years of age) is defined as any person who has not attained the age of 18 years:

- Assess risks by using current risk assessment as the basis;
- Address any specific factors in the risk assessment;
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- Determine whether the young person should be prohibited from certain work activities. However, if the activities are necessary for their training sure that;
  - The risks are reduced so far as is reasonably practicable;
  - Proper supervision is provided by a competent person.
- Give a copy of the completed risk assessment to the student;
- Tell the young person about the risks and control measures in place;
- Retain the risk assessment for future reference.

26.5 **A child** (under 16 years of age) is defined as someone who has not yet attained school leaving age.

- Assess risks by using current risk assessment as the basis;
- Address any specific factors in the risk assessment;

- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- Determine whether the child should be prohibited from certain work activities. However, if the activities are necessary for their training sure that;
  - The risks are reduced so far as is reasonably practicable;
  - Proper supervision is provided by a competent person.
- Tell the child about the risks and control measures in place;
- Give a copy of the completed risk assessment to the student and send a copy to the Human Resources (HR) so that it can be passed onto parents either directly or via the educational establishment.
- Retain a copy of the risk assessment for future reference.

26.6 If the placement involves travel ensure the vehicle has the appropriate insurance to cover the student in the event of an accident.

### **First day of placement**

26.7 Arrange appropriate relevant training including any special instructions as identified in your risk assessment

26.8 Complete the Work Experience Induction Safety Check List, Annex P to this policy, ensuring student and manager/supervisor sign on completion. The manager/supervisor is to retain this document for 6 months after the work experience placement has ended.

26.9 Give the student the induction pack containing a copy of the confidentiality agreement, Disciplinary Rules and Safety Policy, ensuring the student completes the confidentiality agreement for you to return to HR.

26.10 It is likely that the student's teacher/tutor may contact you with a view to arranging a visit during the placement, if you have any queries about the placement contact HR department.

### **Young persons**

#### **26.11 Young persons are responsible for:**

- Following the appropriate risk assessments and safe systems of work laid down for their safety;
- Make use of any equipment provided for their safety;
- Co-operating with their line manager or supervisor on all health and safety matters;
- Inform their line manager or supervisor if they identify activities that have not been risk assessed or may be a hazard;
- Ensure that their activities do not put others at risk

### **Working Time Regulations**

~~26.11-12~~ Ensure the student is given appropriate breaks in accordance with Working Time Regulations.

~~26.12-13~~ If you are in doubt about the suitability of any work activity for young people or have any queries relating to health and safety, please contact the Health and Safety Team for advice.

### **Safeguarding Children**

~~26.13-14~~ If the supervisor has concerns regarding a child/young person's welfare, reference should be made to the guidance contained in the Councils' Safeguarding Children and Young People Policy.

**INDUCTION SAFETY CHECKLIST  
FOR WORK PLACEMENT STUDENTS**  
(To be completed at the start of placement)

**STUDENTS NAME** .....

**LOCATION OF PLACEMENT** .....

**General**

Specific Risk Assessment .....

Hazards of the job and safety precautions .....

Local health and safety procedures .....

Key safety people within the area .....

Rules for smoking, drugs, alcohol and mobile phones .....

Toilets and washing facilities for personal hygiene .....

**First Aid**

Location of First Aid equipment .....

Location of First Aid Room .....

Accident/Near miss reporting procedure .....

**Fire Precautions**

Location of exit routes .....

Location of fire fighting equipment .....

Location of fire assembly points .....

Fire instructions:

**Do Not** stop to collect valuables .....

**Do Not** use lifts (If applicable) .....

**Do Not** enter the building until the all clear is given .....

**Manual Handling**

Instruction on lifting (If applicable) .....

**High Level Access**

Instruction on high level access (If Applicable) .....

**Electrical Equipment**

Instructions on safe use of electrical equipment .....

Report any faults with electrical equipment immediately .....

**Spillages**

Procedures for dealing with spillages .....

**Personal Protective Equipment (PPE)**

PPE used, why, how it is worn, how it is maintained and method for replacement (if applicable) .....

**Horseplay**

Strictly forbidden .....

**OTHER**

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I acknowledge that I have received and understood instructions regarding Health & Safety as outlined above.

Signature of Student ..... Date: .....

Signature of Responsible Officer ..... Date: .....

# RISK ASSESSMENT FORM

Department:		Section:		Location:	
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Activity/Process	Location of Activity/Process	Student Name	School	Age

Hazards involved with Activity/Process	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
		X =			
				Target Date	Completion Date
				New Score	X =
		X =			
				Target Date	Completion Date
				New Score	X =
		X =			
				Target Date	Completion Date
				New Score	X =
		X =			
				Target Date	Completion Date
				New Score	X =

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Risk Rating Model	1 Trivial injury	2 Slight injury	3 Serious injury	4 Major injury or death
1 Most unlikely	<b>1 Minimal</b>	<b>2 Minimal</b>	<b>3 Low</b>	<b>4 Low</b>
2 Unlikely	<b>2 Minimal</b>	<b>4 Low</b>	<b>6 Medium</b>	<b>8 Medium</b>
3 Likely	<b>3 Low</b>	<b>6 Medium</b>	<b>9 High</b>	<b>12 High</b>
4 Most likely	<b>4 Low</b>	<b>8 Medium</b>	<b>12 High</b>	<b>16 High</b>

Rating Band	Action
1 – 2 = Minimal Risk	Maintain Control Measures
3 – 4 = Low Risk	Review Control Measures
6 – 8 = Medium Risk	Improve Control Measures
9 – 12 – 16 = High Risk	<b>Improve Control Measures immediately / Consider stopping work</b>

Date	Assessor	Signature	Managers Name & Signature	Date
Comments:				
Assessment review date: (1 year from last review date unless process changes or other wise stated)				

Review Date	Assessor	Signature	Date	Remarks

Additional Remarks:
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Hazards involved with Activity/Process	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
		X =			
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =

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Hazards involved with Activity/Process	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
		X =			
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =
		X =		Target Date	Completion Date
		X =		New Score	X =