

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 24 October 2016 PLEASE NOTE: 1. The date of this meeting is a re-arranged one as previously notified. 2. Car Parking permits will be available from the Visitor Centre.						
Time:	4.00 pm						
Venue:	Collections Room, West Stow Anglo-Saxon Village, Icklingham Road, West Stow IP28 6HG						
Full Members:	<p style="text-align: center;">Chairman Councillor Chis Barker (FHDC) Vice-Chairman Nigel Dulieu</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</td> <td style="text-align: center; vertical-align: top;"><u>Forest Heath District Council</u> (3) (Employers' Side)</td> <td style="text-align: center; vertical-align: top;"><u>Staff 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;">Rona Burt Peter Ridgewell</td> <td style="vertical-align: top;">Phil Clifford David Cowley Paul Goodspeed John Smithson Vacancy</td> </tr> </table>	<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)	Patrick Chung Bob Cockle Frank Warby	Rona Burt Peter Ridgewell	Phil Clifford David Cowley Paul Goodspeed John Smithson Vacancy
<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)					
Patrick Chung Bob Cockle Frank Warby	Rona Burt Peter Ridgewell	Phil Clifford David Cowley Paul Goodspeed John Smithson Vacancy					
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 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. Substitutes

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

2. Apologies for Absence

3. Minutes

1 - 4

To confirm the minutes of the meeting held on 20 June 2016 (copy attached).

4. Minutes of the meeting of the Joint Health and Safety Group held 6 September 2016

5 - 8

Report **HSP/JT/16/009**

5. Accidents/Incidents involving Employees and Members of the Public : 1 April 2016 to 31 August 2016

9 - 14

Report **HSP/JT/16/010**

6. Christmas Fayre Safety Plan

Health and Safety Manager to give an oral report.

7. Depot Inductions

Health and Safety Manager to give an oral report.

8. Health and Safety Training

Health and Safety Manager to give an oral report.

9. Health and Safety Update

Health and Safety Manager to give an oral report.

10. Date of next meeting

The Panel has previously agreed the date and venue of its next meeting as 20 February 2017 at 4.00pm at Forest Heath District Council Offices.

11. Any Other Business

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West Suffolk Joint Health and Safety Panel



**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

Substitute 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



**West Suffolk Joint Health and
Safety Panel
24 October 2016**

**Minutes of the meeting of the Joint Health and Safety
Group held on 6 September 2016**

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

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Joint Health & Safety Group

DATE: 6 September 2016 West Stow

PRESENT: Martin Hosker, Andrew Catchpole, Julie Dean, David Cowley, Anne Cusack, Tony Edwards, Nigel Dulieu, Natasha Brocket, John Smithson, Phil Clifford, Lance Alexander, Paul Goodspeed.

APOLOGIES: Chloe Hunt, Ben Polley, David Green.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Apologies as above.	All
2.	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
3.	Around the table	<p>3.1 DC raised concerns about the Farm at Newmarket Market. MH said that it came under SF remit and AC said that it had been checked and was happy with it.</p> <p>3.2 JS mentioned DC request last meeting to provide a list of internal events so Environmental Health can plan ahead, he said he would give access to events calendar and that there were only two new events scheduled.</p> <p>3.3 DC Discussed successful prosecutions.</p> <p>3.4 MH gave an update on Home of Horseracing in which he has been heavily involved.</p>	<p>DC</p> <p>JS</p> <p>DC</p> <p>MH</p>
4.	Health & Safety Statistics	<p>4.1 MH went through statistics relating to accidents/incidents involving employees and members of the public from 1 April 2016 to 31 July 2016 for both Forest Heath District Council and St Edmundsbury Borough Council.</p> <p>4.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.</p>	<p>All</p> <p>All</p>
5.	Xmas Fayre	5.1 MH went through Xmas Fayre Safety Plan (Xmas Fayre 24-27 November 16) MH confirmed that it had been agreed that the Council will be organising the Fayre for next 3 years, which meant that we could tender 3 year contracts for certain services. The Event Safety Plan has been rewritten taking into account lessons learnt from previous years, this included the introduction of lockdown procedures. MH has discussed the plan with Police.	MH

6.	Depots	<p>6.1 MH discussed the HSE visit to Haverhill Depot.</p> <p>6.2 TE went through the induction pack which has been introduced they are site specific and include disciplinary procedures.</p> <p>6.3 TE said there were still issues of staff from WSH using the depot (BSE) as a cut through to WSH, MH said he would look at addition signage at the exit from the car park as short cut to WSH.</p> <p>6.4 MH asked PC how long until Pool Cars are moved out from Depot area to Olding Road Car Park. PC As soon as we are able to do so.</p>	<p>MH</p> <p>All</p>
7	H & S Updates	<p>7.1 AC went through the H & S updates as follows:</p> <ul style="list-style-type: none"> • New survey re sentencing guidelines – time limit. • HSE has increased fee to cover shortfall in funding. • HSE Now using Section 37 HSW Act for prosecution. • HSE Survey looking at LOLER, PUWER & PSSR & WAH. • Havering first Council to be prosecuted under new sentencing guidelines fined £500,000 are appealing. • Thanet Council have HAV cases and have put 2m aside. • A Hackney Park vehicle ran over a sun bather causing serious head injuries. • Working at height – Dec 2011 Man died when he went through a plastic roof light, he has just gone for lunch. Company fined. 	All
8	In to Park	<p>8.1 LA took us in to the park to see the trebuchet which has been donated to West Stow. AC will be conducting a risk assessment on it.</p>	All
9	Any other business	<p>9.1 MH asked for names of people who needed to do the IOSH course as we are hoping to run another one soon.</p> <p>There was no other business and meeting closed at 11.20am</p>	All

Dates of next meetings:

West Suffolk Joint Health and Safety Panel
4pm 24 October 2016 at West Stow Country Park

West Suffolk Joint Health and Safety Group
10am Wednesday 11 January 2017 College Heath Road

West Suffolk Joint Health and Safety Panel



Title of Report:	Accidents/Incidents involving Employees and Members of the Public from 1 April 2016 to 31 August 2016: Summary	
Report No:	HSP/JT/16/010	
Decisions plan reference:		
Report to and date/s:	West Suffolk Joint Health and Safety Panel	24 October 2016
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources, Governance & Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Performance & Resources Tel: 01284 810074 Email: ian.houlder@stedsb.gov.uk
Lead officer:	Martin Hosker BEM Health and Safety Manager Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	
Purpose of report:	To receive and note a summary of recent accidents and incidents.	
Recommendation:	The Panel are requested to NOTE the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2016 to 31 August 2016.	
Key Decision: <i>(Check the appropriate box and delete all those that do not 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 48 hours and cannot be actioned until seven working days have elapsed. This item is included on the Decisions Plan.</i>		

Consultation:		<ul style="list-style-type: none"> The accident statistics were discussed at the Joint Health & Safety Group on the 6 September 2016. 	
Alternative option(s):		<ul style="list-style-type: none"> N/A 	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> 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. 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal non compliance	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		Appendix A - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 01 April 2016 to 31 September 2016.	

1. Key issues and reasons for recommendation

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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