

# West Suffolk Joint Health and Safety Panel

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 19 June 2017</b>						
<b>Time:</b>	<b>2.00 pm</b> <b>**PLEASE NOTE THE START TIME**</b>						
<b>Venue:</b>	<b>Room GFR-14</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU						
<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 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;">Chris Barker Rona Burt Peter Ridgwell</td> <td style="vertical-align: top;">Natasha Brockett Lara Drury Nigel Dulieu Tony Edwards Paul Goodspeed Michael Rutterford John Smithson</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	Chris Barker Rona Burt Peter Ridgwell	Natasha Brockett Lara Drury Nigel Dulieu Tony Edwards Paul Goodspeed Michael Rutterford John Smithson
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Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Natasha Brockett Lara Drury Nigel Dulieu Tony Edwards Paul Goodspeed Michael Rutterford John Smithson					
<b>Substitutes:</b>	Betty McLatchy                      Nigel Roman                      Vacancy 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>Emma Barrett</b> Administration Assistant (Democratic Services) <b>Tel:</b> 01284 757022 <b>Email:</b> <a href="mailto:emma.barrett@westsuffolk.gov.uk">emma.barrett@westsuffolk.gov.uk</a>						

**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. Election of Chairman for 2017/2018**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel, requires that Chairmanship of the Panel shall alternate between the Employer's and Employees' sides. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

In 2017/2018, a Chairman is required to be elected from the Employees' Side.

The Panel is requested to **ELECT** a Chairman in accordance with this arrangement.

#### **2. Election of Vice-Chairman for 2017/2018**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel requires that Vice-Chairmanship of the Panel shall alternate between the Employer's and Employees' side.

As the Chairman of the Panel shall be from the Employees' side, in 2017/2018, a Vice-Chairman is required to be appointed from the Employer's Side.

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

**3. Apologies for Absence**

**4. Substitutes**

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

**5. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 20 February 2017 (copy attached).

**6. Notes of the previous Joint Health and Safety Group held on 10 May 2017**

**5 - 8**

Report No: **HSP/JT/17/004**

**7. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2016 to 31 March 2017: Summary**

**9 - 14**

Report No: **HSP/JT/17/005**

**8. Revised Lockdown Procedures**

The Service Manager (Health and Safety) to give an oral report.

**9. Health and Wellbeing**

The Service Manager (Health and Safety) to give an oral report.

**10. Health and Safety Updates**

The Service Manager (Health and Safety) to give an oral report.

**11. Dates of Future Meetings**

The following dates, times and locations have been set for the next meetings of the Panel:

Monday 16 October 2017 at 2.00pm at West Stow Country Park;  
and

Monday 19 February 2018 at 4.00pm at Forest Heath District Council Offices.

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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  
on  
**Monday 20 February 2017 at 3.00 pm** at **The National Heritage Centre  
for Horseracing and Sporting Art**, Palace House, Palace Street, Newmarket CB8  
8EP

Present:

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

Forest Heath District  
Council

St Edmundsbury  
Borough Council  
Patrick Chung

Officers

Lance Alexander  
Tony Edwards  
Paul Goodspeed  
Stephanie Grayling

73. **Tour of National Heritage Centre for Horseracing and Sporting Art**

Prior to the start time of the meeting, the Panel had received a tour of The National Heritage Centre of Horseracing and Sporting Art by the Health and Safety Manager and the Centre's Operations Manager. Members received an explanation on the history of the site and the involvement the Council's Health and Safety team had during the construction and fitting out phases of the Centre.

74. **Apologies for Absence**

Apologies for absence were received from Councillors Rona Burt, Bob Cockle, Peter Ridgwell and Frank Warby.

75. **Substitutes**

No substitutions were declared.

76. **Minutes**

The minutes of the meeting held Monday 24 October 2016 were confirmed as a correct record and signed by the Chairman.

77. **Minutes of the meeting of the Joint Health and Safety Group held 18 January 2017**

The Panel received and noted Report No: HSP/JT/17/001 (previously circulated) which incorporated the minutes of the Joint Health and Safety Group Meeting held 18 January 2017.

78. **Accidents/ Incidents involving Employees and Members of the Public : 01 April 2016 to 30 November 2016**

The Panel received and noted Report No: HSP/JT/17/002 (previously circulated) which provided statistics relating to accidents/incidents involving Forest Heath District Council and St Edmundsbury Borough Council employees and members of the public from 1 April 2016 to 30 November 2016. The Health and Safety Manager drew relevant issues to the attention of the Panel, providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period.

The Health and Safety Manager advised Members that the Council's Winter Maintenance Programme had been reviewed with the aim to reduce slips in icy conditions on the Council's property.

The Compliance Officer brought to Members' attention the 'Tool Box Talk' tool that had been produced to promote Health and Safety Awareness among the Refuse staff following a number of incidents. Delivery of the Tool Box Talk to all Refuse staff was almost complete and the feedback had been positive.

The current statistics for both employee and members of the public accidents/incidents were compared with those of the last three financial years, as provided in a presentation. There were no significant trends to report on.

79. **Amendments to the Joint Health and Safety Policy**

The Panel received and noted Report No: HSP/JT/17/003 which outlined amendments which were to be undertaken by the Health and Safety Manager to Issue 3 of the Joint Health and Safety Policy. The following amendments were made:

- Instruction 19, Smoking at Work. The policy had been amended to include the prohibition of Vaping in the work place and in work vehicles by either employees or non-employees.
- Instruction 23, Driving at Work. The policy had been amended to reflect the recent changes made by the Driver and Vehicle Licensing Agency (DVLA). The amendments stated that permission should be given via the DVLA website for the Council to check the status of an

employee's licence online. Periodic checks would be taken for employee's who drove fleet vehicles, pool cars or lease cars.

In addition to the above amendments, the Joint Health and Safety Policy was updated to reflect the recent Leadership Team restructure whereby job titles were changed.

#### **80. Drugs and Alcohol Testing**

The Health and Safety Manager gave a verbal report to Members on the Suffolk Police's Drink Drive campaign that Forest Heath District Council and St Edmundsbury Borough Council support.

During the period 1 December 2016 – 19 December 2016, the Council undertook 33 random drug and alcohol tests over all sites including office staff. No traces of drugs or alcohol were found in any of the 33 tests.

There being no decision required, the Panel noted the verbal report.

#### **81. Christmas Fayre Update**

The Health and Safety Manager gave a verbal report to Members on the Christmas Fayre which took place 24 – 27 November 2016.

Members were given a report on the Build Up of the Christmas Fayre as well as a detailed Audience Profile. The Health and Safety Manager also reported on the following subjects:

- Steward recruitment and briefings
- Stewarding of the Christmas Fayre
- Fire Works
- Car Parks
- Park and Ride
- Road Closures
- Fire Safety
- First Aid

The Health and Safety Manager concluded by reporting to Members on the breakdown of the Fayre.

There being no decision required, the Panel noted the verbal report.

#### **82. Health and Safety Training**

The Health and Safety Manager informed Members that an Institute of Occupational Safety and Health (IOSH) Managing course ran on 1, 2 and 7 February 2017. 11 members of staff attended and all of them had passed.

#### **83. Health and Safety Updates**

The Health and Safety Manager gave a verbal update to Member's on recent Health and Safety cases and updates to Health and Safety law. In particular, the Health and Safety Manager drew Member's attention to a change in Road

Safety law whereby from the 1 March 2017, motorists caught using a mobile phone whilst driving would receive substantially higher fines and penalties.

**84. Dates of future meetings**

The Panel approved the following dates, venues and times for the next meetings:

- 19 June 2017 at 2.00pm at West Suffolk House
- 16 October 2017 at 2.00pm at West Stow Country Park

**85. Any Other Business**

The Chairman advised the Panel that this was the last meeting of the Committee Administrator, David Long, before his retirement. Members gave their thanks to all his contributions to this particular Panel as well as the work he had done for other Committees and Panels across the Council.

The Meeting concluded at 3.53 pm

**Signed by:**

**Chairman**

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**West Suffolk Joint Health and  
Safety Panel  
19 June 2017**

**Notes of the Meeting of the Joint Health and Safety  
Group held on 10 May 2017**

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

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## Joint Health & Safety Group

**DATE:** 10 May 2017 Mildenhall Offices

**PRESENT:** Martin Hosker, Andrew Catchpole, Anne Cusack, Tony Edwards, Nigel Dulieu, Phil Clifford, Lara Drury, Natasha Brockett, Paul Goodspeed, David Green, Michael Ruttersford.

**APOLOGIES:** Julie Dean, Lance Alexander, Stephanie Grayling, John Smithson

**ADDITIONAL DISTRIBUTION:** None

	<b>Item</b>	<b>Points Raised</b>	<b>Action</b>
<b>1.</b>	Apologies & Introductions	1.1 Apologies as above. 1.2 Lara Drury introduced herself to the group.	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 TE All Toolbox talks that had been briefed at the last meeting have been delivered to all staff. 3.2 TE raised concerns that Pool Cars were parked anywhere but their designated parking bays. 3.3 PC queried Driving at Work Instruction 23 for clarification, this to be discussed outside the meeting.	All  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 01 April 2016 to 31 March 2017 for both Forest Heath District Council and St Edmundsbury Borough Council. 4.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	All  MH
<b>5.</b>	Health and Wellbeing	5.1 MH gave an update of what we have been doing in regards health and wellbeing and how it links to the Workplace Wellbeing Charter.  In summary: Since January this year we have arranged Osteoporosis and Prostrate Testing, NHS Health Checks and currently participating in the Mental Health Awareness week.	All

<b>6.</b>	H & S Training	5.1 IOSH Managing Safely Course was held between 01, 02 & 08 February 2017, 10 employees attended the 3 day course, all passed.	MH
<b>7.</b>	Repeal Bill	6.1 Repeal Bill sets out plan to replace EU Law. The Great Repeal Bill has been published by UK Government setting out plans to ensure a functioning statute book once the UK has left the EU. Therefore current H&S legislation will not change.	All
<b>8.</b>	H & S Updates	7.1 AC went through the H & S Updates which included: <ul style="list-style-type: none"> <li>• HSE injury statistics.</li> <li>• HSE Strategies 17/18.</li> <li>• 1 Million pound fine to Council after tractor hit pensioner.</li> <li>• Court rejects Council's £0.5 Million fine appeal.</li> <li>• Lack of planning/supervision caused death of an employee.</li> <li>• Managing contractors, Bus Company fined.</li> </ul>	All
<b>9.1</b>	Any other Business	9.1 There was no further business and the meeting closed	All

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

#### **West Suffolk Joint Health and Safety Panel**

19 June 2017 at 2pm - West Suffolk House  
16 October 2017 at 2pm - West Stow Country Park

#### **West Suffolk Joint Health and Safety Group**

30 August 2017 at 10am - West Stow Country Park  
17 January 2018 at 10am - Mildenhall Offices

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils  
  
 West Suffolk  
 working together

<b>Title of Report:</b>	<b>Accidents/Incidents involving Employees and Members of the Public from 1 April 2016 to 31 March 2017: Summary</b>	
<b>Report No:</b>	<b>HSP/JT/17/005</b>	
<b>Report to and date:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	19 June 2017
<b>Portfolio holders:</b>	Stephen Edwards FHDC Portfolio Holder for Resources and Performance <b>Tel:</b> 01799 530325 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	Ian Houlder SEBC Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@stedsbc.gov.uk
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) <b>Tel:</b> 01284 757010 <b>Email:</b> martin.hosker@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To receive and note a summary of recent accidents and incidents.	
<b>Recommendation:</b>	<b>The Panel is requested to NOTE the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2016 to 31 March 2017, as contained in Appendix A to Report No: HSP/JT/17/005.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

<b>Consultation:</b>	<ul style="list-style-type: none"> <li>The accident statistics were discussed at the Joint Health and Safety Group meeting on 10 May 2017.</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"/> <ul style="list-style-type: none"> <li></li> </ul>		
Are there any <b>staffing</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>		
Are there any <b>ICT</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>		
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>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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (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 Health and Safety Executive (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? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>		
<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>			
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 2016 to 31 March 2017.			

## **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 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 incidents April 2016 - March 2017**

Type of incident	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Hit by moving object					3		1	1					5
Hit by moving vehicle							1						1
Hit something fixed or stationary						1	1						2
Manual Handling	1			2	1	1	2	1	1				9
Slipped, Tripped or Fell		3	1		4	1	1	3	3	2		2	20
Exposed to a harmful substance													0
Injured by an animal/Insect		1											1
Violence at work/ verbal abuse against staff		1	4	2	3	2	1	2	2	2	1	2	22
Another kind of accident	2	1		1	2			7	1	1			15
Dangerous occurrence			2			1			1		1	3	8
Near Miss/ Dangerous Condition	1				1		1	1			1		5
Cut			2		1								3
Road Traffic Accident					1	1							2
<b>Total accidents</b>	<b>4</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>16</b>	<b>7</b>	<b>8</b>	<b>15</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>7</b>	<b>93</b>

**Total Number of Days Lost for April 2016 - March 2017**

Type of incident	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Near Miss/Dangerous Condition							1						1
RTA						6	10						16
Manual Handling							2						2
Slipped, Tripped or Fell		3			6			2	2				13
Another kind of accident										9	1	0	10
<b>Total days</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>42</b>

**St Edmundsbury Borough Council and Forest Heath District Councils**  
**Summary of PUBLIC incidents April 2016 - March 2017**

<b>LOCATION</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>TOTAL</b>
Abbey Gardens	1	1		1				4			1		8
East Town Park					1		2						3
Corn Hill	1												1
Newmarket Guineas		1					1			1	1		4
All Car Parks	1			2	1	1	1						6
Nowton Park					1								1
WSH		1	2									1	4
Parkway	1												1
Bury Town Centre/market		1	5	7	1			3		1		3	21
The Apex	1		2	1	2		1	1			1	3	12
Olding Road/Depot			1										1
Angel Hill								3					3
Bury Depot										1			1
FHDC Offices		5	1	4		1			1	1	1	1	15
<b>TOTAL</b>	<b>5</b>	<b>9</b>	<b>11</b>	<b>15</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>11</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>81</b>

General Incident			2	5			1	1		1	2	1	<b>13</b>
Violence on premises		4		2		1				1			<b>8</b>
Road Traffic Accident		1					1						<b>2</b>
General Accidents			2									2	<b>4</b>
Slips, Trips, Falls, Bumps	1	2	1		4		1	7	1	1	1	1	<b>20</b>
Near Miss		1											<b>1</b>
Dangerous Occurrence	3	1	5	7	1	1	1	2		1		2	<b>24</b>
Hit by falling object					1								<b>1</b>
Ill health	1		1	1			1	1			1	2	<b>8</b>
<b>TOTAL</b>	<b>5</b>	<b>9</b>	<b>11</b>	<b>15</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>11</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>81</b>