

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 16 October 2017</b>						
<b>Time:</b>	<b>2.00 pm</b> <b>**PLEASE NOTE THE START TIME**</b>						
<b>Venue:</b>	<b>Collections Room, West Stow Anglo-Saxon Village, Icklingham Road, West Stow IP28 6HG</b>						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Paul Goodspeed <b>Vice Chairman</b> Patrick Chung</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</td> <td style="width: 33%; vertical-align: top;"><u>Forest Heath District Council</u> (3) (Employers' Side)</td> <td style="width: 33%; 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;">Lance Alexander Phil Clifford Nigel Dulieu Tony Edwards Paul Goodspeed David Green</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	Lance Alexander Phil Clifford Nigel Dulieu Tony Edwards Paul Goodspeed David Green
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<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>Emma Barrett</b> Administration Support (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**

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## **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 19 June 2017 (copy attached).
- 4. Minutes of the previous Joint Health and Safety Group** **5 - 10**

Report No: **HSP/JT/17/006**
- 5. Accidents/Incidents involving Employees and Members of the Public from 1 April 2017 to 31 August 2017 : Summary** **11 - 16**

Report No: **HSP/JT/17/007**
- 6. Health and Safety Executive Visit - Hand Arm Vibration**

The Service Manager (Health and Safety) to give a verbal report.
- 7. Christmas Fayre Event Safety Plan 2017** **17 - 20**

Report No: **HSP/JT/17/008**

**8. Health and Safety Management Software**

The Service Manager (Health and Safety) to give a verbal report.

**9. Workplace Wellbeing Charter**

The Service Manager (Health and Safety) to give a verbal report.

**10. Lone Working - Sky Guard Technology**

The Service Manager (Health and Safety) to give a verbal report.

**11. Drug and Alcohol Testing**

The Service Manager (Health and Safety) to give a verbal report.

**12. Health and Safety Training**

The Service Manager (Health and Safety) to give a verbal report.

**13. Health and Safety Updates**

The Service Manager (Health and Safety) to give a verbal report.

**14. Any Other Business**