

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 16 October 2017						
Time:	2.00 pm **PLEASE NOTE THE START TIME**						
Venue:	Collections Room, West Stow Anglo-Saxon Village, Icklingham Road, West Stow IP28 6HG						
Full Members:	<p style="text-align: center;">Chairman Paul Goodspeed Vice Chairman 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
<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					
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:	Emma Barrett Administration Support (Democratic Services) Tel: 01284 757022 Email: emma.barrett@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. 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

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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 19 June 2017 at 2.00 pm at Room GFR-14, West Suffolk House,
Western Way, Bury St Edmunds IP33 3YU

Present:

Chairman Paul Goodspeed
Vice Chairman Patrick Chung

Forest Heath District
Council

Chris Barker
Rona Burt

St Edmundsbury
Borough Council

Frank Warby

Officers

Lara Drury
Nigel Dulieu
Tony Edwards
Gary Quilter

Substitutes attending:

Stephanie Grayling

86. **Changes to Employees' Side Membership**

It was announced at the start of the meeting that Gary Quilter had replaced John Smithson as a Full Member of the Employees' side of the Panel.

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

It was proposed, seconded and

RESOLVED – That Paul Goodspeed be elected
Chairman of the Panel for 2017/2018.

88. **Appointment of Vice-Chairman for 2017/2018**

It was proposed, seconded and

RESOLVED – That Councillor Patrick Chung be appointed
Vice-Chairman of the Panel for 2017/2018.

89. **Apologies for Absence**

Apologies for absence were received from Councillor Bob Cockle from the Employer's Side and Natasha Brockett from the Employees' Side.

90. **Substitutes**

Stephanie Grayling declared that she would be substituting for Natasha Brockett from the Employees' Side.

91. **Minutes**

The minutes of the meeting held Monday 20 February 2017 were confirmed as a correct record and signed by the Chairman.

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

The Panel received and noted Report No: HSP/JT/17/004 (previously circulated) which incorporated the notes of the Joint Health and Safety Group Meeting held 10 May 2017.

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

The Panel received and noted Report No: HSP/JT/17/005 (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 31 March 2017.

The Service Manager (Health and Safety) drew relevant issues to the attention of the Panel, including providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period. He then reported the amount of days lost due to workplace accidents/incidents during the months December 2016 to March 2017.

The Service Manager (Health and Safety) also brought attention to a new safety device that was being trialled by visiting staff, known as a 'Skyguard'. He explained that the Skyguard had been introduced to provide greater protection to lone workers by using Global Positioning System (GPS) technology that could track a member of staff's location. In an emergency situation staff could activate the device to track their location and open up a two way communication channel between themselves and the monitoring station. If required the monitoring station could then contact the police and direct them to the location of the member of staff in need of assistance. Once

the device had been activated, all communication would be recorded and could be used as evidence at a later stage if necessary.

94. Revised Lockdown Procedures

The Panel received and noted a verbal report on the amended dynamic lockdown procedures at West Suffolk House.

The Service Manager gave an explanation on the procedure that had been put in place to lockdown the building in the event of an external threat. The Panel were advised that the procedure would be tested across West Suffolk House with the relevant Officers involved and were informed that once the procedure had been tested successfully, it would be rolled out to all other Council buildings.

The Panel held a brief discussion and asked questions of the Service Manager to which responses were provided.

95. Health and Wellbeing

The Panel received and noted a verbal report on the Workplace Wellbeing Charter that the Council had been working towards achieving in the last 18 months.

The Service Manager (Health and Safety) explained the initiative behind the Workplace Wellbeing Charter and provided examples of events the Council had supported and highlighted those that had been particularly successful.

96. Health and Safety Updates

The Service Manager (Health and Safety) gave a verbal update on recent cases that had received coverage for breaching Health and Safety regulations and assured that no breaches of a similar nature had occurred at the West Suffolk councils. An update on Health and Safety legislation relating to the United Kingdom's exit from the European Union was also provided.

97. Dates of Future Meetings

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

- 16 October 2017 at 2.00pm at West Stow Country Park
- 19 February 2018 at 4.00pm at Forest Heath District Council Offices

The Meeting concluded at 2.48 pm

Signed by:

Chairman

**West Suffolk Joint Health and
Safety Panel
16 October 2017**

**Minutes of the Meeting of the Joint Health and Safety
Group held on 30 August 2017**

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

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Joint Health & Safety Group

DATE: 30 August 2017 West Suffolk House

PRESENT: Martin Hosker, Andrew Catchpole, Anne Cusack, Tony Edwards, Nigel Dulieu, Phil Clifford, Paul Goodspeed, David Green, Hanna Butters, Lance Alexander, Stephanie Grayling

APOLOGIES: Julie Dean, Gary Quilter, Natasha Brockett. Lara Drury

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	<p>1.1 Apologies as above.</p> <p>1.2 DG introduced Hannah Butters (Apprentice in Property) everyone introduced themselves around the table.</p>	All
2.	Constitution	2.1 MH proposed some minor alterations to the groups constitution - unanimously accepted	All
3.	Minutes of Last Meeting	2.1 MH went through the minutes of the last meeting, there were no other outstanding items.	All
4.	Health & Safety Statistics	<p>4.1 MH presented the accident statistics for employees and members of the public.</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>	MH
5.	Wellbeing	<p>5.1 MH informed the group about the extra NHS Health Check dates that we will be putting on from Sept – Jan 18.</p> <p>5.2 MH explained about a blood pressure initiative that would run during September called "Know your numbers".</p> <p>5.3 MH informed the group that our paperwork for the work place charter had been submitted and we are due to be assessed on 25 October.</p>	AC MH
6.	Health and Safety Management Software	6.1 MH informed the group that a business case for H & S Management Software had be written and it had been agreed by LT.	MH
7.	Drugs & Alcohol	<p>7.1 Random testing was carried out at Bury Depot and West Suffolk House everyone passed.</p> <p>7.2 We will be doing more random testing close to Christmas and will be supporting the Christmas drink & drive campaign.</p>	MH

8.	Christmas Fayre	8.1 A briefing note regarding HVM (Hostile Vehicle Mitigation) in light of the recent terrorist attacks went to LT and was agreed. We have arranged barriers in the high risk areas of The Athenaeum, Abbeygate St & Mustow St.	All
9.	Skyguard	<p>9.1 MH explained to the group about this lone worker device. It has been issued to Housing team on a 6 week trial, it is hoped if successful it will be purchased and issued to the relevant staff.</p> <p>LA asked if it could be used a West Stow, MH said it could be looked at.</p> <p>PC queried costs. MH said that this would be discussed on conclusion of the trial.</p>	All
10.	HSE Visit	<p>10.1 MH informed the group that HSE had come in to gather information on how we manage Hand Arm Vibration. This inspection initiative is directed at all local authorities undertaking landscaping tasks.</p> <p>We were in the process of changing from our old monitoring system to a new one that is 50% rolled out, PC explained briefly the old and new system.</p> <p>Following this visit we have received written confirmation confirming they will not be investigating the authority any further, file closed.</p>	MH/PC
11.	H&S Training	11.1 An Asbestos Cat 2 Course will run in September mainly for Property Service staff.	All
12.	H&S News and updates	<p>12.1 AC highlighted the following:</p> <ul style="list-style-type: none"> • New sentencing guideline- reduction on sentence if you please guilty at the earliest opportunity. • New consultation in October on Corporate Manslaughter guidelines. • Aldi fined £1million when man lost half his foot after using a pallet truck on which he received no formal training. • Safe Use of Ladders New European Standard (EM 131). • As members of West Suffolk Council staff are entitled to attend MESH & SNEOSG meetings, check website for details. 	AC
13.	Any other Business	<p>13.1 TE said that he had found that some staff are entering incorrect information on the e-learning DSE risk assessment module, which in turn raises an action for the manager to address.</p> <p>MH response was that at the end of the assessment staff can close down any issues themselves or correct any mistakes - AC will do a quick refresher.</p>	All

13.	Any other Business	<p>13.2 SG asked if the current staff car parking permits are going to be amended as currently they show the name of the car user, which may lead to VAW issues or vehicle damage.</p> <p>MH will confirm with Parking Services</p> <p>13.3 SG asked if the HAV is it set to size of persons frame.</p> <p>PC stated that it is set up to the equipment.</p>	
14.	Close of Meeting	Meeting closed at 14.45.	All

Dates of next meetings:

West Suffolk Joint Health and Safety Panel

16 October 2017 at 2pm - West Stow Country Park

West Suffolk Joint Health and Safety Group

17 January 2018 at 10am - Mildenhall Offices

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West Suffolk Joint Health and Safety Panel



Title of Report:	Accidents/Incidents involving Employees and Members of the Public from 1 April 2017 to 31 August 2017: Summary	
Report No:	HSP/JT/17/007	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	16 October 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 Email: ian.houlder@stedsbcc.gov.uk
Lead officer:	Martin Hosker BEM Service Manager (Health and Safety) 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 <u>NOTE</u> the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2017 to 31 August 2017.	
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"/>	
Consultation:	<ul style="list-style-type: none"> The accident statistics were discussed at the Joint Health & Safety Group on the 30 August 2017. 	
Alternative option(s):	<ul style="list-style-type: none"> N/A 	
Implications: <i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	

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"/> • 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 2017 to 31 August 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 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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West Suffolk Joint Health and Safety Panel



Title of Report:	Christmas Fayre 23-26 November 2017 Event Safety Plan	
Report No:	HSP/JT/17/008	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	16 October 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01799 530325 Email: Stephen.edwards@forest- heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 Email: ian.houlder@stedsbcc.gov.uk
Lead officer:	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov. uk	
Purpose of report:	To receive and note the Christmas Fayre Event Safety Plan.	
Recommendation:	The Panel are requested to <u>NOTE</u> the Christmas Fayre Event Safety Plan for 2017.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Consultation:	<p>The Christmas Fayre Event Safety Plan 2017:</p> <ul style="list-style-type: none"> • Has been written with input from third parties i.e. Police, Counter Terrorism Intelligence Unit (CTIU), Fire, Ambulance, Highway Authority, Emergency Planning and other stakeholders. • Has been discussed at the Joint Health and Safety Group on the 30 August 2017. • Has been distributed to the Safety Advisory Group for comment. 	

Alternative option(s):		• N/A	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • It is a legal requirement under health and safety legislation to maintain a safe environment at all events, this applies to staff, contractors, stall holders, visitors and non-visitors. This not only applies when the event is on but also during build up and break down periods.	
Are there any equality implications? <i>If yes, please give details</i>		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	Risk assessments covering all activities, H&S inspections and monitoring, zone leader inspections and monitoring, appropriate stewarding and Policing	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:		The Christmas Fayre Event Safety Plan 2017 can be found at: K:\Health and Safety\Christmas Fayre 2017	

1. Key issues and reasons for recommendation(s)

1.1 Event Safety Plan - Current legislation requires the organisation to have a suitable and sufficient event safety plan for any event that it runs.

- 1.1.1 St Edmundsbury Borough Council recognises its responsibility to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and to conduct its undertakings in such a way as to prevent the public and others not employed by the Council from being exposed to risks to their health and safety during this event.
- 1.1.2 The event safety plan has been compiled (acknowledging the guidance contained in the 'Purple Guide' issued by the Event Safety Forum and endorsed by the Health and Safety Executive), to provide an operational event safety plan for the Christmas Fayre in Bury St Edmunds.
- 1.1.3 All employees and people working on a voluntary or paid basis will have access to this document and be made aware of its contents.
- 1.1.4 The event safety plan is to ensure, as far as is reasonably practicable, the safety of the spectators in their enjoyment of the event and to promote a unified, co-ordinated response to any emergency arising from that event. It is based on the principles of health and safety management and risk assessment, recognising that, in all considerations, the safety of the general public is of paramount importance.
- 1.1.5 The production of this event safety plan includes the procedures for dealing with untoward events and major incidents should such an incident occur. St Edmundsbury Borough Council acknowledges the assistance of the numerous local agencies and emergency services in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that Bury St Edmunds residents and visitors to East Anglia enjoy a safe time at the event.
- 1.1.6 This event safety plan is intended solely for the use of the organisations involved in this event and not for public distribution, as some information contained within is considered restricted.

1.2 Safety Plan Objectives:

- To identify roles, duties and responsibilities for each organisation
- To identify lines of communication, command and control
- To ensure the safety of the General Public and people attending or working at the event
- To minimise impact on people not involved in the event including local residents and local businesses.

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