

West Suffolk Joint Health and Safety Panel

Title:	Agenda		
Date:	Monday 19 February 2018		
Time:	4.00 pm		
Venue:	Council Chamber District Offices College Heath Road Mildenhall		
Full Members:	<div><div>Chairman Paul Goodspeed</div><div>Vice Chairman Patrick Chung</div><div><div><div><u>St Edmundsbury Borough Council</u> (3) (Employer’s Side) Frank Warby Vacancy</div><div><u>Forest Heath District Council</u> (3) (Employer’s Side) Chris Barker Rona Burt Peter Ridgwell</div><div><u>Staff Representatives</u> (6) (Employees’ Side) Lance Alexander Nigel Dulieu Tony Edwards Gary Quilter Vacancy</div></div></div></div>		
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 16 October 2017 (copy attached).

4. Minutes of the previous Joint Health and Safety Group

5 - 8

Report No: **HSP/JT/18/001**

5. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2017 to 31 December 2017: Summary

9 - 14

Report No: **HSP/JT/18/002**

6. Amendments to the Joint Health and Safety Policy

15 - 22

Report No: **HSP/JT/18/003**

7. Christmas Fayre Update

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

8. Health and Safety Training

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

9. Suffolk Workplace Wellbeing Charter

23 - 26

Report No: **HSP/JT/18/004**

10. Health and Safety Update

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

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
on
Monday 16 October 2017 at 2.00 pm at the **Collections Room, West Stow
Anglo-Saxon Village**, Icklingham Road, West Stow, Bury St Edmunds, IP28 6HG

Present: **Councillors**

Chairman Paul Goodspeed
Vice Chairman Patrick Chung

Forest Heath District
Council
Chris Barker
Rona Burt
Peter Ridgwell

St Edmundsbury
Borough Council
Bob Cockle
Frank Warby

Staff Representatives
Phil Clifford
Nigel Dulieu

98. **Apologies for Absence**

Apologies for absence were received from Lance Alexander, Tony Edwards and David Green from the Employees' Side.

99. **Substitutes**

No substitutes were required.

100. **Minutes**

The minutes of the meeting held 19 June 2017 were confirmed as a correct record and signed by the Chairman.

101. Minutes of the previous Joint Health and Safety Group

The Panel received and noted Report No: HSP/JT/17/006 (previously circulated) which incorporated the notes of the Joint Health and Safety Group meeting held on 30 August 2017.

102. Accidents/Incidents involving Employees and Members of the Public from 1 April 2017 to 31 August 2017 : Summary

The Panel received and noted Report No: HSP/JT/17/007 (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 2017 to 31 August 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.

In response to questions, the Service Manager explained the security measures that were in place at various Council owned premises to provide some protection to staff if they became involved in a potentially dangerous situation with members of the public.

103. Health and Safety Executive Visit - Hand Arm Vibration

The Service Manager (Health and Safety) updated the Panel on a recent visit from the Health and Safety Executive (HSE) to inspect the Council's procedures in managing Hand Arm Vibration (HAV).

Phil Clifford, Fleet and Technical Manager, brought to Members' attention a new vibration management system called 'Curotec' that the Council had recently bought to monitor the use of vibration tools. The system consisted of a small device called a 'Curo' that could be attached to power tools and vibrating equipment to record trigger time vibration in order to protect operators from over exposure to HAV. A traffic light system was used to indicate users of their exposure threshold and the data would be monitored.

Members were informed that as part of the depots' 'toolbox talks', all staff were reminded of the risks associated with over exposure to HAV and had been trained to use the new 'Curotec' system correctly.

104. Christmas Fayre Event Safety Plan 2017

The Service Manager (Health and Safety) introduced this item by providing the Panel with background information that related to the success of the Christmas Fayre in previous years.

An explanation was given on the proposed security arrangements for this year's Christmas Fayre.

A brief discussion took place and Members asked questions of the Service Manager to which comprehensive responses were provided.

105. Health and Safety Management Software

The Service Manager (Health and Safety) informed the Panel of a new Health and Safety Management software system that had been identified for implementation following testing of various suppliers throughout 2016 and 2017.

The next stage would be to purchase and install the software.

106. Workplace Wellbeing Charter

The Service Manager (Health and Safety) updated the Panel on progress made towards achieving the Workplace Wellbeing Charter. The Council had completed and submitted a self-assessed log of evidence and an assessment would take place on 25 October 2017.

The Panel was informed that after the assessment, the Council would continue to provide beneficial healthcare initiatives to all Members and staff. NHS checks had been scheduled in at West Suffolk House through to January 2018 and the Council had recently offered blood pressure checks in the week 18 – 24 September 2017.

In response to questions, the Service Manager explained that all Members and staff were made aware of events that were being run through the intranet site.

107. Lone Working - Sky Guard Technology

The Panel received a demonstration from the Service Manager (Health and Safety) on how the Sky Guard Technology worked in providing support to lone workers.

The Service Manager explained that the Council had been trialling the Sky Guards and had issued them out to service areas on a risk assessed basis. The Housing team had been issued with six Sky Guards that were being trialled with staff and had been proving beneficial.

The Panel was informed that the Council was coming towards the end of the trial period and work would be done to establish how many Sky Guards could be bought for use within service areas.

108. Drug and Alcohol Testing

The Service Manager (Health and Safety) informed the Panel that a series of Drug and Alcohol tests had recently been carried out at the Council's premises and, pleasingly, all test results received were negative.

In response to questions, the Service Manager briefly outlined the Council's disciplinary procedure in relation to Drug and Alcohol misuse. The Panel was also informed of the Drug and Alcohol testing procedure in which it was explained how often tests were carried out and on which staff.

109. Health and Safety Training

The Service Manager (Health and Safety) informed the Panel of training courses that had been scheduled for staff. An Asbestos Cat B training course had recently been undertaken by various staff in Property Services. Institution of Occupational Safety and Health (IOSH) Managing Safety training courses would be scheduled in for staff in 2018.

110. Health and Safety Updates

The Service Manager (Health and Safety) gave a verbal report on recent cases related to other councils in the country that had received coverage for breaching Health and Safety regulations. The Panel was also informed of a national draft guideline that the Sentencing Council had out for consultation, which related to corporate manslaughter caused by gross negligence. The Service Manager explained the proposed criteria for the new guideline that would enable courts to decide the offence category by determining the level of culpability and harm caused by the offender.

111. Any Other Business

The Chairman advised the Panel that this was the last meeting of Phil Clifford, Fleet and Technical Manager, before his retirement. Both Members and employee representatives gave their thanks to his contributions to the Panel as well as the work he had done across the Council.

The Meeting concluded at 3.20 pm

Signed by:

Chairman

**West Suffolk Joint Health and
Safety Panel
19 February 2018**

**Minutes of the Meeting of the Joint Health and Safety
Group held on 17 January 2018**

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

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Joint Health & Safety Group
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DATE: 17 January 2018 College Heath Road

PRESENT: Martin Hosker, Anne Cusack, Tony Edwards, Nigel Dulieu, Paul Goodspeed, David Green, Stephanie Grayling, Julie Dean

APOLOGIES: Gary Quilter, Natasha Brockett. Lance Alexander

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Apologies as above.	All
2.	Minutes of Last Meeting	2.1 MH Went through the minutes of last meeting, giving updates where relevant.	All
3.	Health & Safety Statistics	3.1 MH presented the accident statistics for employees and members of the public August through to December. 3.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	MH
4.	H & S Policy	4.1 MH went through the amendment to the Health and Safety Policy, Instruction 24 Hand Arm Vibration. 4.2 All agreed for it to taken forward to West Suffolk Joint Health & Safety Panel.	MH
5.	Christmas Fayre	5.1 MH gave an overview of the Christmas Fayre which covered: <ul style="list-style-type: none"> • Build up to the event, the event and the break down • Hostile Vehicle Mitigation (HVM) • Traffic Management Plan • Coaches • Stewarding • St John Ambulance • NHS Specialist Team • Police including Counterterrorism • Fire – drove around & visited site they had no issues. • Communications (radios) • CCTV • Operations room 5.2 MH informed ePage 7 that there will be a review of the Christmas Fayre will be organised for the years 2019-2221.	AC MH

6.	H & S Training	6.1 MH gave the dates of the forth coming IOSH Managing Safely Course: 6, 7 & 8 February 2018.	All
7.	Wellbeing Charter	7.1 MH – Informed the group that following our written submission and subsequent visit and interviews of a panel from the Local Government Association and Public Health England we were successful in achieving a "Certificate of Accreditation to Suffolk's Workplace Wellbeing Charter, Westsuffolk Councils being the first in Suffolk & Norfolk. 7.2 MH also thanked all those involved in the last 17 months that enabled us to achieve this accreditation.	MH
8.	ARP Issues	8.1 MH & JD outlined the current H&S issues being raised by ARP to Breckland District Council and the plan to resolve them.	MH/JD
9.	Around the Table	9.1 TE General Information – Chelmsford BC had a fatality where a refuge vehicle hit one of the loaders. It would appear although the HSE investigation is ongoing was the lack of recording of Person Protective Equipment (PPE) that had been issued.	All
10.	H & S Updates	10.1 MH went through Company Prosecutions of 2017 outlining each case and potential lesson learnt.	All
11.	Any other Business	None. Meeting ends at 11.25am.	

Dates of next meetings:

West Suffolk Joint Health and Safety Panel

19 February 2018 at 4pm – Mildenhall Offices

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils
West Suffolk
working together

Title of Report:	Accidents/Incidents involving Employees and Members of the Public from 1 April 2017 to 31 December 2017: Summary	
Report No:	HSP/JT/18/002	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	19 February 2018
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsb.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 Accidents and Incidents involving Employees and Members of the Public for the period 1 April 2017 to 31 December 2017.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> 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"/>	
Consultation:	<ul style="list-style-type: none"> The accident statistics were discussed at the Joint Health & Safety Group on the 17 January 2018. 	
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"/> • 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 1 April 2017 to 31 December 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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Summary of EMPLOYEE accidents April 2017 - March 2018

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													
Hit by moving object													
Hit by moving vehicle													
Hit something fixed or stationary							1						1
Manual Handling	1	1	1	1		3	3		3				13
Slipped, Tripped or Fell		1		1	1	2	1	2	1				9
Exposed to a harmful substance													
Injured by an animal/Insect				1				2					3
Violence at work/ verbal abuse against staff	2	6	9	5			6	3	2				33
Another kind of accident			2	1			1	1	1				6
Technique													
Dangerous occurrence						2		1					3
Disease													
Near Miss/ Dangerous Condition	1	2	1						1				5
Treatment		1		1									2
Dropped													
Out									1				1
Road Traffic Accident			1	1				1					3
Total accidents	4	11	14	11	1	7	12	10	9				79

Total Number of Days Lost for April 2017 - March 2018

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													
Near miss/Dangerous Condition													
Hit by moving object													
RTA			1										1
Hit by moving vehicle													
Hit something fixed or stationary													
Manual Handling	2			2		20	2						26
Slipped, Tripped or Fell				8	14	2		6					24
Another kind of accident													
Total days	2	0	1	10	14	22	2	6	0				57

West Suffolk Councils

Summary of Public Accidents April 2017 to March 2018

LOCATION	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Abbey Gardens				2									2
Bury Bus Station			1										1
Haverhill Toilets								1	1				2
East Town Park	1												1
Corn Hill													
Newmarket Guineas				1	1								2
All Car Parks	1												1
Nowton Park	1					1		1					3
WSH	2		1		1				1				5
Parkway													
Bury Town Centre/market	1			1		1	1	1					5
The Apex	4	4		2		1		1					12
Olding Road/Depot													
Angel Hill													
West Stow			1	1				1					3
PHDC Offices			1	1		1		1					4
TOTAL	10	4	4	8	2	4	1	6	2				41

General Incident	1						1						2
Violence on premises			1										1
Road Traffic Accident													
General Accidents	2	1		1		1		2					7
Slips, Trips, Falls, Bumps	3	2	3	2	2	2		2	1				17
Near Miss				1									1
Dangerous condition	1							1					2
Dangerous Occurrence	2			1									3
Hit by falling object									1				1
Ill health	1	1		3		1		1					7
TOTAL	10	4	4	8	2	4	1	6	2				41

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	Amendments to the Joint Health and Safety Policy	
Report No:	HSP/JT/18/003	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	19 February 2018
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources and 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 agree amendments to the Health and Safety Policy.	
Recommendation:	That the Panel <u>ENDORSE</u> the amendments to Issue 3 of the Joint Health and Safety Policy as contained in Appendix A of Report No: HSP/JT/18/003.	
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 policy amendments were endorsed by the Joint Health & Safety Group on 17 January 2018. 	
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"/> • 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.	
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	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
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 – Instruction 24 Amendment 017 Hand Arm Vibration	

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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HAND ARM VIBRATION SYNDROME (HAVS)

References:

- A. Health and Safety at Work Act 1974
- B. Hand Arm Vibration Regulations (as amended).
- C. The Management of Health & Safety at a Work Regulations (as amended).

24.1 Hand Arm Vibration Syndrome (HAVS) is a widespread industrial disease affecting tens of thousands of workers. Its best known effect is vibration-induced white finger (VWF). Attacks are painful and can result in the loss of the ability to grip properly. Any vibrating tool or process which causes tingling or numbness after 5-10 minutes is suspect. Where people regularly work for prolonged periods with tools and processes likely to be hazardous, there is likely to be a risk of injury.

24.2 Examples of common tools and processes likely to create hazardous vibration include pedestal grinders and hand-held portable grinders, chain saws, brush cutters, hand-held or hand-fed circular saws, mowers and strimmer's.

Responsibilities

Occupational Health surveillance

24.3 The councils will provide appropriate health surveillance, where the risk assessment shows it to be necessary. The surveillance programme should enable symptoms to be assessed and appropriate control measures and information to be given to individuals.

Managers/supervisors

24.4 Managers and supervisors are to:

- Carry out a risk assessments on the tools being used;
- Ensure there is a robust maintenance programme for tools and plant according to manufacturer's instructions. This programme should include the replacement of vibration mounts before they wear out, rotating parts are checked for balance and replace them if necessary;
- Analyse data from the HAV monitoring system to identify personal vibration exposure levels, using this information to prioritise future work (individual and group) and introduce further controls such as job rotation.
- Ensure that these controls are written into the Safe Systems of work (SSOW) safe systems of work are written communicated and implemented by employees to reduce the period of exposure, such as job rotation.
- Ensure a list of all employees at risk is sent to the health and safety team manager so they can be included on a health surveillance programme and new employees have had occupational health screening prior to taking up employment.
- ~~Ensure new employees have had occupational health screening prior to taking up employment.~~

24.5 Introduce a preventative programme where necessary incorporating:

- Training and information;

- Vibration control (substitution; low vibration tools; proper maintenance; grip reduction arrangements; training in grip minimisation techniques; proper selection of tools; avoidance of uninterrupted vibration exposure over long periods);
- Personal Protective Equipment (PPE) to help maintain blood circulation (i.e. gloves to keep the hands warm).

Employees

24.6 Employees are to:

- Use equipment correctly, this includes the use of any PPE;
- Ensure they do not exceed recommended exposure limits;
- Report equipment faults;
- Report HAVS symptoms;
- Attend occupational health screening as required.

Anti- vibration gloves

24.7 Gloves can be helpful in reducing risks from HAVS. In cold conditions gloves will keep the hands warm, aiding circulation. Gloves are often necessary to protect against other risks and must be able to be used with the tool and task. Various gloves with special soft linings intended to reduce vibration risks, are available commercially, these usually provide little attenuation at the most hazardous frequencies and in some cases may increase the vibration reaching the hand. Therefore, unless test data is available for both the glove and the tool, it is best to assume they will not reduce the exposure to HAVS.

Purchasing new equipment

24.8 Under the Supply of Machinery (Safety) Regulations suppliers must provide information on vibration levels if hand-held or hand-guided machinery is likely to subject workers to vibration exceeding 2.5 m/s^2 when the tool is operating. Therefore when purchasing new equipment the following questions should be asked:

- Is the vibration of any handle or other surface to be held by the user likely to exceed an acceleration of 2.5 m/s^2 , in normal use?

If YES then:

- What is the frequency-weighted acceleration:
 - under operating conditions producing the highest vibration?
 - under typical operating conditions?
 - under other standard conditions?
- Under what operating conditions were the measurements made?
- If the tests were in accordance with a published standard, provide details and indicate the extent to which the vibration may differ from the quoted values under normal conditions of use.
- What measures have been taken to minimise vibrations?
- Are additional vibration reduction measures practicable? Give details of any design changes, the additional cost and any production penalties.

- What is the maximum frequency – weighted acceleration that the tool or equipment can be guaranteed not to exceed?
- What tests would be carried out to confirm any claims made in answer to question above?
- What other measures are required to minimise the vibration hazard to which employees are exposed when using the tool or equipment in question? Give details of any special maintenance requirements.

24.9 Further information can be sought from the occupational health advisor or the health and safety ~~team~~manager.

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West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils
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Title of Report:	Suffolk Workplace Wellbeing Charter	
Report No:	HSP/JT/18/004	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	19 February 2018
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources and 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:	The Workplace Wellbeing Charter, with the commitment of the Chief Executives to act as a champion project sponsor, is a statement of intent and commitment to supporting and improving the health and wellbeing of employees	
Recommendation:	That the Panel are requested to <u>NOTE</u> the contents of Report No: HSP/JT/18/004, being the Suffolk Workplace Wellbeing Charter and note the outcome of the submission for assessment in October 2017.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> 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"/>	
Consultation:	<ul style="list-style-type: none"> This was presented to Joint Health & Safety Group on 17 January 2018. 	
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 type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any equality implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Risk/opportunity assessment:	N/A
Ward(s) affected:	N/A
Background papers: (all background papers are to be published on the website and a link included)	N/A
Documents attached:	Appendix A – Update on submission for the Suffolk Workplace Wellbeing Charter

Update for the Suffolk Workplace Wellbeing Charter

Background

The Charter was commissioned as a 3 year commitment to achieve accreditation in all 8 categories. We have been working alongside our neighbouring authorities, EELGA, ACAS, CCG and NHS Trusts in Norfolk and Suffolk.

Our target was to achieve excellence in all the categories within 18 months.

Process of assessment

As you are aware we have been gathering evidence on the activities that we do with the Councils to show we meet the standards required by the charter in each of the 8 categories listed below:

- Leadership
- Absence Management
- Health & Safety
- Mental Health
- Smoking & Tobacco
- Healthy Eating
- Physical Activity
- Alcohol and Substance Misuse

We were the first organisation to submit our application for consideration and our assessment took place at West Suffolk House on the 25 October 2017.

The assessment panel consisted of 4 assessors, Chris Pyburn, Public Health, Suffolk County Council, Michele Taylor, Public Health, Norfolk County Council and Neil Wood and Claire Parker from Public Health England.

The process involved an initial assessment with Alex Wilson, Martin Hosker and Wendy Canham followed by a group session with a range of officers from across the organisation to confirm and to test operational understanding of the evidence we had provided.

Outcome of assessment

On 10 November 2017 we were advised that we had successfully achieved accreditation to the Charter as listed below:

- Leadership - Excellence
- Absence Management- Excellence
- Health & Safety - Excellence
- Mental Health - Excellence
- Smoking & Tobacco - Achievement
- Healthy Eating - Achievement
- Physical Activity - Achievement

- Alcohol and Substance Misuse - Achievement

Along with recommendations on how we could reach excellence in the smoking & tobacco, healthy eating, physical activity and alcohol and substance misuse.

We were commended for our strength in our range of people policies and strong leadership and staff involvement. We were also commended on our approach to supporting mental health, creating a culture and environment where employees feel valued and supported to maintain good health and wellbeing and making positive steps towards being recognised as an employer of choice. We also showed good examples and evidence in how we manage absence and how flexibility was being applied to support long term conditions, family and/or caring responsibilities and facilitating early returns to work.

Future commitment

We will continue to work in order to achieve excellence in the 4 areas by working with OneLife Suffolk. OneLife Suffolk is a partnership between Leeds Beckett University, MoreLife, Quit 51 and Healthier Futures, commissioned by Suffolk County Council. They offer a range of services including smoking cessation, weight management – adult and child, NHS health checks and training.

We offered a series of NHS health checks to our staff in 2017 and continuing to do so in 2018, these have been very well attended. The test is a 30 minute individual health advice and screening and the results give a clearer picture of health and risk of developing heart disease, stroke, kidney disease or diabetes.

We have also offered osteoporosis testing (for woman) along with prostate cancer testing (for men) in 2017, again very well attended with positive feedback, again this has been arranged for May 2018.

We have committed to work with our Suffolk partners to support peer assessment to others prior to their submissions and to continue to be part of the Suffolk Workplace Wellbeing network.