

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils



Title:	Agenda						
Date:	Monday 11 February 2019						
Time:	4.00 pm						
Venue:	Council Chamber Forest Heath District Council Offices, College Heath Road, Mildenhall, IP28 7EY						
Full Members:	<p style="text-align: center;">Chairman Chris Barker Vice Chairman Paul Goodspeed</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Forest Heath District Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Staff Representatives</u> (6) (Employees' Side)</th> </tr> </thead> <tbody> <tr> <td>Patrick Chung David Nettleton Frank Warby</td> <td>Chris Barker Rona Burt Peter Ridgwell</td> <td>Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed David Green Gary Quilter</td> </tr> </tbody> </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 David Nettleton Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed David Green Gary Quilter
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Patrick Chung David Nettleton Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed David Green Gary Quilter					
Substitutes:	Paula Fox 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:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@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

Agenda

Page No

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 15 October 2018 (copy attached).
- 4. Minutes of the Previous Joint Health and Safety Group** **5 - 8**

Report No: **HSP/JT/19/001**
- 5. Health and Safety Statistics** **9 - 14**

Report No: **HSP/JT/19/002**
- 6. Body Cams**

The Service Manager (Health and Safety) to give a verbal report.
- 7. Health and Safety Training**

The Service Manager (Health and Safety) to give a verbal report.
- 8. Mental Health First Aiders**

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

9. Wellbeing Events

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

10. Health and Safety Software

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

11. Christmas Fayre Update

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

12. Health and Safety Update

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

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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 15 October 2018 at 4.00 pm in GFR-14 , West Suffolk House,
Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Forest Heath District
Council
Chris Barker
Rona Burt

St Edmundsbury
Borough Council
Patrick Chung
David Nettleton

Officers

Nigel Dulieu
David Green
Paul Goodspeed
Gary Quilter

123. **Substitutes**

No substitutions were declared.

124. **Election of Chairman: 2018/2019**

It was proposed, seconded and

RESOLVED – That FHDC Councillor Chris Barker be elected Chairman of the Panel for 2018/2019.

125. **Appointment of Vice-Chairman: 2018/2019**

It was proposed, seconded and

RESOLVED – That Paul Goodspeed be appointed Vice-Chairman of the Panel for 2018/2019.

126. **Apologies for Absence**

No apologies for absence were received, however, Councillors Peter Ridgwell and Frank Warby were unable to attend the meeting.

127. **Minutes**

The minutes of the meeting held on 19 February 2018 were confirmed as a correct record and signed by the Chairman.

128. **Minutes of the Joint Health and Safety Group: 4 September 2018**

The Panel received and noted Report No: HSP/JT/18/005, which incorporated the notes of the Joint Health and Safety Group meeting held on 15 October 2018.

129. **Accidents/ Incidents involving Employees and Members of the Public from 1 April 2018 to 31 August 2018: Summary**

The Panel received and noted Report No: HSP/JT/18/006, 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 2018 to 31 August 2018.

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 and compared them with statistics from the past three years.

The Panel held a brief discussion and asked questions of the Service Manager to which comprehensive responses were provided, including that:

- (a) investigations would be undertaken to ascertain whether information could be extracted from the ticketing machine in relation to an incident that occurred in a Council owned car park.

130. **Health and Safety Training**

The Panel received and noted a verbal update on the following health and safety training courses and initiatives:

- (a) Fire extinguisher training was provided for approximately 22 people for front of house staff working in the Apex and the Athenaeum in Bury St Edmunds;
- (b) an Event Safety course was being provided on 6 November 2018, which was being funded and attended by Members of Newmarket Town Council;
- (c) a Mental Health First Aid (MHFA) course was being provided on 15-16 November 2018. The Service Manager (Health and Safety) gave further details regarding what this entailed;
- (d) an IOSH Managing Safely course was being provided on 12, 13 and 14 February 2019; and

- (e) the intention to develop 'Wellbeing Champions' and Trauma Risk Management (TRiM) practitioners within the workplace. The Assistant Director (HR, Legal and Democratic Services) gave further details on this, including how Members could potentially become involved.

131. **Health and Safety Software**

The Panel received and noted a verbal update on progress with the health and safety software that was aimed to be launched by 1 April 2019.

The Service Manager (Health and Safety) provided details on the current situation, including that the objective of the software was to reduce, with the view to eliminating where possible, the need for paper-based reporting. A site visit from the company providing the software was due shortly to confirm the Councils' requirements and to build a trail database.

132. **Christmas Fayre 2018: 22-25 November 2018 Event Safety Plan**

The Panel received and noted Report No: HSP/JT/18/007 which presented the Event Safety Plan for the Bury St Edmunds Christmas Fayre, which this year, was being held between 23 -26 November 2018.

The Panel noted the background to the Fayre, including that it was now in its fifteenth year and was presently undergoing a detailed review, with recommendations emanating from that review being presented to the Forest Heath and St Edmundsbury Overview and Scrutiny Committees and the Shadow Executive, for implementation within next year's Christmas Fayre.

The Service Manager provided details on the following topics:

- **General crowd management:** how the area covering the Fayre had been divided into a total of 22 zones to assist with crowd management through the use of CCTV, zone leaders and stewards; and where additional coverage was required in particular zones.
- **Audience profile:** the days in which the Fayre was at its most and least busiest, and how visitor numbers were managed during these periods.
- **Crowd capacities:** how crowd capacity was calculated within each zone, including that crowd dynamics and volumes were monitored by CCTV, zone leaders and stewards.
- **Abbeygate Street (Zone 7):** how this zone presented specific crowd management challenges, which could necessitate the implementation of a one-way system at peak periods to maintain crowd control. The operation of this system was explained and illustrated to the Panel.
- **Abbey Gate (Zone 13):** how this zone also presented specific crowd management challenges, which due to its narrowness could also necessitate the implementation of a one-way system at peak periods to maintain crowd control through the use of a barrier maze system. The operation of this system was explained and illustrated to the Panel.
- **Counter terrorism strategy:** how the Council worked closely with the Suffolk Constabulary and the Police and Counter Terrorism Unit to develop a strategy for putting procedures into place in the event of an

act of terrorism to reduce the risk as far as was reasonably practicable. Mitigation measures were provided and illustrated.

The Panel noted the proposed Event Safety Plan with interest and commended the officers and partners involved for ensuring the safety of organisers and visitors remained paramount.

133. Lockdown

The Panel received and noted Restricted Report No: HSP/JT/18/008, which provided the lockdown procedures for the Councils' offices at West Suffolk House (WSH), Bury St Edmunds.

The Service Manager (Health and Safety) explained that these procedures had been implemented during a practice event held that morning at WSH.

An evaluation of the event would be undertaken and should any changes/improvements be required to WSH's lockdown procedure, these would be reported to the Panel accordingly.

In response to a question, the Panel was informed that a lockdown procedure was already in place for the Forest Heath District Council offices in Mildenhall.

134. Health and Safety Updates

The Service Manager (Health and Safety) gave a verbal report on recent cases relating to other organisations in the country that had received substantial penalties and fines for breaching Health and Safety regulations.

The Meeting concluded at 5.18 pm

Signed by:

Chairman

HSP/JT/19/001



**West Suffolk Joint Health and
Safety Panel
11 February 2019**

**Minutes of the Meeting of the Joint Health and Safety
Group held on 11 January 2019**

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

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Joint Health & Safety Group

DATE: 11 January 2019 College Heath Road

PRESENT: Martin Hosker, Andrew Catchpole, Tony Edwards, Nigel Dulieu, Gary Quilter, David Green, Stephanie Grayling, Julie Dean, Anne Cusack.

APOLOGIES: Natasha Holdgate, Lance Alexander & Paul Goodspeed.

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, no issues were raised.	All
3.	Health & Safety Statistics	3.1 MH Presented the accident statistics for employees and members of the public April – November 2018. 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 Training	4.1 MH Went through the upcoming Health & Safety training events: <ul style="list-style-type: none"> • Event Safety Management 6th November in WSH all passed • IOSH Managing Safely 12-14th February 2019 FHDC. • TRiM 2 day course March – June 2019 TBC 	MH
5.	Mental Health First aiders	5.1 MH <ul style="list-style-type: none"> • Launch of Mental Health First Aiders, MHFA's are a point of contact if you, or someone you are concerned about are experiencing a mental health issue or emotional distress. 	MH
6.	H&S Software	6.1 MH Gave an update on the progression of the software. <ul style="list-style-type: none"> • Software training 17 & 18 January • UAT (User acceptance training) 21 Jan – 27 Feb • Go live 27 February 	MH
7.	Christmas Fayre	7.1 MH Gave an overview of the Christmas Fayre: <ul style="list-style-type: none"> • 19 – 21 November, 18 - Build up went well • HVM was not supplied as per the contract due to key missing element 	MH

		<ul style="list-style-type: none"> 44 Medical incidents but none relating to Xmas fayre. Total of 9 missing children and 3 elderly vulnerable adults. 	
8.	Health & Safety updates	8.1 AC went through went through HSE annual stats, Company and other Council prosecutions outlining potential lessons to be learnt.	All
9.	ARP H&S issues	<p>9.1 MH Gave an overview of the H&S issues raised by ARP.</p> <ul style="list-style-type: none"> New Fire assembly point Evacuation chair training to be confirmed Stab vests for enforcement debt collectors MH to attend next tenants meeting at ARP 	MH
10.	Around the Table	<p>10.1 TE Restructure complete in Operations</p> <p>10.2 GQ asked if volunteer groups want to use machinery what equipment can they use. MH confirmed volunteers can only use machinery and tools that they have been trained on, and the appropriate risk assessments and safe system of work are adhered to on each task.</p> <p>10.3 JD Asked if there was a lockdown procedure at Breckland House for ARP? MH said it was for the building manager to put this into place and this has been raised with Breckland DC in the past.</p> <p>10.4 MH stated that we are looking at obtaining body cams for the use by our parking enforcement and market staff to help reduce the VAW incidents.</p>	All
12.	Any other Business	None Meeting closed at 11.45am	

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 01 April 2018 to 31 December 2018: Summary	
Report No:	HSP/JT/19/002	
Report to and dates:	West Suffolk Joint Health and Safety Panel	11 February 2019
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 Performance & Resources Tel: 07970 729435 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 01 April 2018 to 31 December 2108.	
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 11 January 2019. 	
Alternative option(s):	<ul style="list-style-type: none"> 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"/> <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? <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	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 2018 to 31 December 2018.	

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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St Edmundsbury Borough and Forest Heath District Councils

Appendix A

Summary of EMPLOYEE accidents April 2018 - March 2019

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													
Hit by moving object					1		1						2
Hit by moving vehicle		2	1			1							4
Hit something fixed or stationary						1	1						2
Manual Handling				2	3	1		1					7
Slipped, Tripped or Fell	1	3	2	2				1	1				10
Exposed to a harmful substance		1											1
Injured by an animal/Insect				1									1
Violence at work/ verbal abuse against staff	3	3	1	7	5	4	4	5					32
Another kind of accident			4	1			1	1	1				8
Technique													
Dangerous occurrence	1		1	1	1	2		2					8
Disease													
Near Miss/ Dangerous Condition								1					1
Treatment													
Trapped								1					1
Cut						1							1
Road Traffic Accident	1			1	1		1	1					5
Total accidents	6	9	9	15	11	10	8	13	2				83

Total Number of Days Lost for April 2018 - March 2019

	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													
Hit by moving vehicle		13	11			2							26
Hit something fixed or stationary													
Manual Handling				5	14								19
Slipped, Tripped or Fell					1			3					4
Another kind of accident													
Total days	0	13	11	5	15	2	0	3	0				49

St Edmundsbury Borough & Forest Heath District Councils

Summary of Public Accidents April 2018 to March 2019

LOCATION	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Abbey Gardens		1		1		1							3
Bury Bus Station													
Mildenhall Bus Station						1							
Haverhill Toilets													
East Town Park			1										1
Corn Hill													
Newmarket Guineas	1	3											4
All Car Parks	1												1
Nowton Park		3	1										4
WSH Offices	1												1
Parkway													
Bury Town Centre/market													
The Apex	1	1	1	2		1	1		1				8
Olding Road/Depot													
Angel Hill													
West Stow													
FHDC Offices													
TOTAL	4	8	3	3	0	3	1	0	1				23

General Incident			2	1									3
Violence on premises													
Road Traffic Accident													
General Accidents													
Slips, Trips, Falls, Bumps	3	3	1	1		1			1				10
Near Miss													
Dangerous condition													
Dangerous Occurance				1		1							2
Hit by falling object		1											1
Ill health	1	4				1	1						7
TOTAL	4	8	3	3	0	3	1	0	1				23