

# Health and Safety Council

## Sub-Committee

<b>Title</b>	<b>Agenda</b>														
<b>Date</b>	<b>Monday 8 February 2021</b>														
<b>Time</b>	<b>4.00 pm</b>														
<b>Venue</b>	<b>Facilitated by Microsoft Teams virtual meetings platform only Members and officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b>														
<b>Full Members</b>	<p style="text-align: center;"><b>Chair</b> Councillor Ian Houlder <b>Vice Chair</b> Paul Goodspeed</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><b>West Suffolk Council (6)</b> (Employer's side)</td> <td style="width: 33%; text-align: center;"><b>Staff Representatives (6)</b> (Employees' side)</td> </tr> <tr> <td style="vertical-align: top;"><b>Conservative Group (3)</b></td> <td style="vertical-align: top;">Ian Houlder Robert Nobbs Karen Richardson</td> <td style="vertical-align: top;">Lance Alexander Nigel Dulieu Stephanie Grayling David Green Paul Goodspeed Gary Quilter</td> </tr> <tr> <td style="vertical-align: top;"><b>The Independent Group (2)</b></td> <td style="vertical-align: top;">John Smith Vacancy</td> <td></td> </tr> <tr> <td style="vertical-align: top;"><b>Labour Group (1)</b></td> <td style="vertical-align: top;">Cliff Waterman</td> <td></td> </tr> </table>				<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)	<b>Conservative Group (3)</b>	Ian Houlder Robert Nobbs Karen Richardson	Lance Alexander Nigel Dulieu Stephanie Grayling David Green Paul Goodspeed Gary Quilter	<b>The Independent Group (2)</b>	John Smith Vacancy		<b>Labour Group (1)</b>	Cliff Waterman	
	<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)													
<b>Conservative Group (3)</b>	Ian Houlder Robert Nobbs Karen Richardson	Lance Alexander Nigel Dulieu Stephanie Grayling David Green Paul Goodspeed Gary Quilter													
<b>The Independent Group (2)</b>	John Smith Vacancy														
<b>Labour Group (1)</b>	Cliff Waterman														
<b>Substitutes</b>	<b>Conservative Group (1)</b>	John Augustine	Natasha Holdgate												
	<b>The Independent Group (1)</b>	Richard Alecock													
<b>Note: This sub-committee is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore, these meetings are not open to attendance by the public.</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, comprising at least two employee representatives and two members of the council.														
<b>Committee administrator</b>	<b>Christine Brain</b> , Democratic Services Officer <b>Telephone</b> 01638 719729 <b>Email</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>														

## Agenda

**Note: Whilst these agenda papers are not covered by the normal Access to Information Rules (see agenda front), where items are listed as containing exempt/confidential information, members of the Sub-Committee are requested to treat them as such.**

1. **Substitutes**  
Any member (which includes councillors and staff representatives) who is substituting for another member should so indicate, together with the name of the relevant absent member.
2. **Apologies for absence**
3. **Minutes** **1 - 6**  
To confirm the minutes of the meeting held on 12 October 2020 (copy attached.)
4. **Declarations of interest**  
Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.
5. **Minutes of the meeting of West Suffolk Health and Safety Group: 6 January 2021** **7 - 12**  
Paper number: **HSS/WS/21/001**
6. **Employee and members of the public incidents (April to November 2020)** **13 - 18**  
Report number: **HSS/WS/21/002**
7. **Legislation Updates (Verbal Report)**
8. **Covid-19 Update (Verbal Report)**
9. **Amendments to the Health and Safety Policy** **19 - 24**  
Report number: **HSS/WS/21/003**

- 10. Training (Verbal Report)**
- 11. Health and Safety Corporate Update including Wellbeing (Verbal Report)**
- 12. Health and Safety Lessons Learnt (Local Authority Specific) (Verbal Report)**

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# Health and Safety Sub-Committee



**Minutes** of a meeting of the **Health and Safety Sub-Committee** held on **Monday 12 October 2020** at **4.00pm** facilitated by MS Teams virtual meetings platform.

Present: **Councillors**

**Chair** Councillor Ian Houlder (employer's side)

**Vice Chair** Paul Goodspeed (employees' side)

**Members (employer's side)**

Robert Nobbs

John Smith

Karen Richardson

Cliff Waterman

**Staff representatives (employees' side)**

Nigel Dulieu

Gary Quilter

Stephanie Grayling

**In attendance**

Carol Bull, Cabinet Member for Governance

31. **Substitutes**

No substitutions were declared.

32. **Apologies for absence**

Apologies for absence were received from the following officers - Lance Alexander and David Green.

33. **Minutes**

The minutes of the meeting held on 10 February 2020 were confirmed as a correct record by the Chair.

34. **Declarations of interest**

Members' declarations of interest are recorded under the item to which the declaration relates.

35. **Minutes of the meeting of the West Suffolk Health and Safety Group: 2 September 2020**

The Sub-Committee received and noted paper number: HSS/WS/20/003, which were the minutes of the West Suffolk Health and Safety Group meeting held on 2 September 2020.

**36. Employee and Members of the Public Incidents Statistics (1 April 2020 to 31 July 2020)**

The Sub-Committee received report number: HSS/WS/20/004, which provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from 1 April 2020 to 31 July 2020.

The Service Manager (Health and Safety) drew relevant issues to the attention of the Sub-Committee, 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 that there had been no days lost due to workplace accidents/incidents for the period April – July 2020 and compared this with statistics from the past three years.

In response to a question raised about the mental health of staff during lockdown the Sub-Committee was informed that the health and safety and human resources teams were responsible for the mental health of all staff. The Council also had members of staff who were mental health first aid trained staff that were also key in supporting staff at this time.

There being no decision required, the Sub-Committee noted the contents of the report.

**37. Legislation Updates (Verbal Report)**

The Sub-Committee was informed by the Service Manager (Health and Safety) that there was nothing specific to report on legislation updates, but provided a verbal update Covid-19 as follows:

- Guidance/RA
- Occupancy of building – 22% occupancy in West Suffolk House, with a one-way system in place.
- Personal Protective Equipment (PPE) – the biggest use was hand sanitiser.
- Face covering and opening of buildings.
- Mental Health First Aiders.
- Re-deployments – supporting colleagues.
- Working from home
- Vulnerable employees – risk assessments had been put in place to enable vulnerable employees to return to the office.
- Test and Trace locations - Copdock, Ipswich and Stansted
- Preparing for second wave for staffing
- The new normal
- <http://westsuffolkintranet/news/coronavirus/> - Information was constantly updated on the Intranet.

In response to a question raised about the wearing of face shields and their effectiveness, the Service Manager (Health and Safety) explained that he had seen nothing official from Government to say that face shields were not effective. Council staff who were required to wear face shields had been trained on their use, and if Government advice changed then the Council would change its guidance and inform staff.

Councillor Karen Richardson informed the Sub-Committee she had done a mental health training course organised by her employer, which was useful and informative and felt this would be good for all councillors to do. In response Councillor Carol Bull, Cabinet member for Governance informed the Sub-Committee that she sat on the East of England Local Government Association for member training and was interest in what the course covered. Councillor Karen Richardson agreed to forward the course link to Councillor Bull and the Service Manager (Health and Safety) to look into further.

There being no decision required, the Sub-Committee noted the verbal report.

### 38. **Amendments to the Health and Safety Policy**

[Councillor Karen Richardson left the meeting at 4.49pm, prior to the vote being taken on this item].

The Sub-Committee received Report No: HSS/WS/20/005, which set out amendments which had been made to the Health and Safety Policy, attached at Appendices A – C to the report, these being:

- Appendix A, Annex C: Duty Manager Check sheet.
- Appendix B, Annex D: Fire Evacuation Procedure.
- Appendix C: Apex Fire Safety Management and Fire Emergency Plan.

The Service Manager (Health and Safety), went through each of the appendices and provided detailed explanations as to why changes were being made.

The Sub-Committee considered the report in detail and asked questions to which the Service Manager (Health and Safety) provided comprehensive responses. In particular discussions were held on Appendix A and who was the Emergency Controller in the event of a real fire, to which the Service Manager provided a response.

In response to a question raised about some punctuation errors identified in Appendix A, Councillor Cliff Waterman agreed to forward these to the Service Manager (Health and Safety) so these could be corrected.

Paul Goodspeed then proposed the recommendation, this was duly seconded by Councillor Cliff Waterman, and with the vote being unanimous, it was:

#### **RESOLVED**

That the amendments as set out in 1-6 of the Health and Safety Policy, attached as Appendices A – C to Report No: HSS/WS/20/005, be approved, subject to the punctuation errors being corrected in Appendix A.

### 39. **Health and Safety Corporate Update (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on health and safety corporate updates as follows:

- 1) Wellbeing events which had/were taking place:
  - Coffee morning with Wellbeing Champions.
  - Support Group caring for others at a distance.
  - Staff support group feeling isolated.
  - 12 week weight loss (One Life).
  - Suicide prevention training.
  - Supporting parents and carers of children during Covid-19.
  - Flu vouchers.
  - Occupational Health clinics held twice monthly by phone.
- 2) 10 October 2020 was mental health awareness day. On 12 October 2020 the council held a virtual coffee morning where 40 – 50 staff dropped in during the hour duration.
- 3) Councillor Carol Bull had provided a link to a webinar regarding joint pain by Health Innovation Network, with the idea that it might be useful to staff. Having looked into it further, the council would be getting 10 wellbeing champions signed up to undertake the training. The idea was to train advisors so they could have a 1 to 1 conversation about supporting people to understand, manage and support the condition. People would then have a 1 to 1 over a period of six months on at least four separate occasions.
- 4) Events: Octoberfest was taken place in Nowton Park at the end of October. Staff would ensure that social distancing was observed.
- 5) Events: Gia (earth artwork) was taking place at the Apex, with over 6,000 tickets being booked this meant last minute changes were made to ensure social distancing was managed and observed.
- 6) Lone working: Training was being carried out in-house. The course was 2½ hours and would be provided MS Teams.
- 7) Emergency evacuation Covid style: A reminder was sent out to all staff via the Intranet on 12 October 2020 regarding emergency evacuation procedures during Covid.

There being no decision required, the Sub-Committee noted the verbal report.

40. **Health and Safety Lessons Learnt (Local Authority Specific) (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on the following health and safety updates:

- 1) Health and Safety Executive: The Department for Work and Pensions appointed Sarah Newton as the new Chair of the Health and Safety Executive Board. The appointment commenced on 1 August 2020 for a five-year term. She replaced Martin Temple at the conclusion of his term.



- 2) Key statistics from the Health and Safety Executive and Labour Force Survey in 2018-2019:
- 1.4m workers suffering from work-related ill health.
  - 497,000 workers suffering from a new case of work-related ill health.
  - 23.5m working days lost due to work-related ill health.
  - 13,000 deaths each year estimated to be linked to past exposure at work, primarily to chemicals or dust.
  - 12.8m working days lost due to work-related stress, depression, or anxiety.
  - 147 workers killed at work.
- 3) Tower Hamlets Council: The Council had been charged with breaching the Health and Safety at Work Act 1974 in that it had failed to organise annual inspections of play equipment and the wood used was unsuitable for 18 months, which contributed towards the death of a child. The hearing was due to be held in October 2020 at Westminster Magistrates' Court.
- 4) Wirral Borough Council: Expectant mother had been seriously injured by a branch from a falling tree whilst driving. The Council had not inspected the tree, which was located within the boundary of a park, adjacent to the highway for at least 13 years. The Council admitted to breaching Section 3(1) of the Health and Safety at Work Act in that it failed to protect the safety of members of the public and was fined £100,000 and order to pay £49,363 in costs.

The Sub-Committee considered the verbal report and asked questions to which the Service Manager (Health and Safety) provided responses. In particular detailed discussions were held on accidents involving trees/branches falling. Officers explained that the Council's arboricultural team inspected several thousand trees each year. Tree inspections were carried out via a rolling schedule and was in line with the council's policy. The team were trained in the types of trees, their maintenance and also replanting. Trees were also tracked on the GIS database.

There being no decision required, the Sub-Committee noted the verbal report.

#### 41. **Dates of future meetings**

The Sub-Committee noted the dates for future meeting(s), as listed below. All dates were Mondays starting at 4pm, as indicated:

- 8 February 2021.

The meeting concluded at 5.24pm

**Signed by:**

**Chair**

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# Minutes of the Meeting of West Suffolk Health and Safety Group held on 6 January 2021

<b>Report number:</b>	<b>HSS/WS/21/001</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	8 February 2021
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** **Not applicable.**

**Wards impacted:** **All**

**Recommendation:** **It is recommended that the Health and Safety Sub-Committee:**

- 1. Notes the minutes of the West Suffolk Health Safety Group meeting held on 6 January 2021.**

## **1. Context to this report**

1.1 Legislation requires Employers to consult with their employees, or their representatives, on health and safety matters. There are two regulations that require employers to consult with their workforce and they are:

- The Safety Representatives and Safety Committees Regulations 1977 (as amended)
- The Health and Safety (Consultation with Employees) Regulations 1996

## **2. Proposals within this report**

2.1 To note the minutes of the Health and Safety Group meeting held on 6 January 2021 attached as Appendix A.

## **3. Alternative options that have been considered**

3.1 None

## **4. Consultation and engagement undertaken**

4.1 Health and Safety representatives from the health and Safety Group, work with employers on health and safety by representing their colleagues' in health and safety interests.

## **5. Risks associated with the proposals**

5.1 Legal non-compliance.

## **6. Implications arising from the proposals**

6.1 Financial - None

6.2 Legal Compliance - Statutory duties under Health and Safety legislation.

6.3 Personal Data Processing - Personal data maintained in line with GDPR.

6.4 Equalities – Not applicable

6.5 Crime and Disorder – Not applicable

6.6 Environment or Sustainability – Not applicable

6.7 HR or Staffing – Not applicable

- 6.8 Changes to existing policies – Not applicable
- 6.9 External organisations (such as businesses, community groups) – Not applicable

## **7. Appendices referenced in this report**

- 7.1 Appendix A – West Suffolk Health and Safety Group Minutes 6 January 2021.

## **8. Background documents associated with this report**

- 8.1 None

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## West Suffolk Health and Safety Group

**DATE:** 6 January 2021 MS Teams

**PRESENT:** Martin Hosker, Andrew Catchpole, Stephanie Grayling, Paul Goodspeed, Nigel Dulieu, Charlotte Fuller, Gary Quilter, Julie Dean and Anne Cusack.

**APOLOGIES:** Lance Alexander, Natasha Holdgate, Oliver Ingwall-King.

**ADDITIONAL DISTRIBUTION:** None

	Item	Points Raised	Action
1.	Apologies	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 and Safety Statistics	3.1 MH Presented the accident statistics for employees and members of the public Aug-Nov 2020  3.2 The Health and Safety Team will continue to monitor, investigate and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future	MH/CF
4.	Covid-19 Health and Safety update	4.1 MH Back into Tier 5 Fewer people in the office. Guidance and risk assessments updated  4.2 Current stock of Personal Protective Equipment (PPE) good no issues in procuring products  4.3 MH First aiders-HR reinstating Home not alone and family groups on the intranet  4.4 Staff may be redeployment where necessary  4.5 Working from home still in place and actively encouraged, again those that are cryptically vulnerable will have be asked to shield	All
5.	Policy	5.1 MH – An addition to the Apex Manager Checklist –  “During inclement weather additional checks must be conducted in the foyer area and action taken to warn customers of slip hazards due to slippery floor signage Appropriate action also needs to be taken to remove access water as far as reasonably practicable”	MH

<b>6.</b>	Health and Safety Issues – around the table	<p>6.1 SG highlighted that Food Standards Agency have recommended that inspections be suspended, unless it is a matter of Public Safety and then this will be down to local assessment</p> <p>6.2 JD (ARP) About 11 ARP staff are in the office at Breckland House, spread over 2 floors (socially distanced as per the plan) reason mostly for their mental health or lack of space at home</p> <p>6.3 MH Health and Safety Team will be looking at Elections in May – checking polling stations/count venues can be run in a COVID secure way</p>	All
<b>7.</b>	Health and Safety updates	8.1 AC went through went through HSE annual stats, Company and other Council prosecutions outlining potential lessons to be learnt	MH
<b>8.</b>	Any other Business	<p>JD Asking whether the IOSH Course booked for February would still be taking place. MH will look into it</p> <p>AC Was asked by other members of staff as to whether College Health road would be kept open- MH said yes but any member of staff who wished to work there should seek permission from either Health and Safety or HR</p> <p>SG Asked if everyone knew that they needed to clear out their workspace at College Heath Road</p> <p>GQ Mentioned that the number of people using the parks was rising in the run up to Christmas and was expected to rise further. There might be a need to amend the RA to avoid Hot Spots. Will furnish figures when he gets them</p> <p>MH wanted it recorded in the minutes that David Green one of our group members had retired recently and wanted to formally thank him for all that he had done within the group and wish him a long and happy retirement</p> <p>There being no further business the meeting closed at 11.20 am</p>	<p>MH</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

Next meetings

WSHSSC – 8 February 2021 (MS Teams)

JHSG – 4 May 2021 (MS Teams)



# Employee and Members of the Public incident statistics (1 April to 30 November 2020)

<b>Report number:</b>	<b>HSS/WS/21/002</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	8 February 2021
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** Not applicable.

**Wards impacted:** All

**Recommendation:** It is recommended that the Health and Safety Sub-Committee:

- 1. Notes the summary of Employee Incidents and Incidents Involving Members of the Public for the period 1 April 2020 to 30 November 2020, attached as Appendix A.**

## **1. Context to this report**

- 1.1 It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities this includes the monitoring and investigating incidents so as to reduce the risk of re-occurrence.
- 1.2 Reporting of injuries under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

## **2. Proposals within this report**

- 2.1 The Health and Safety Team continue to monitor, investigate and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future.

## **3. Alternative options that have been considered**

- 3.1 None

## **4. Consultation and engagement undertaken**

- 4.1 The incident statistics were discussed in detail at the Health and Safety Group meeting held on the 6 January 2021.

## **5. Risks associated with the proposals**

- 5.1 Legal non-compliance, but this is considered to be low due the fact that we monitor, investigate incidents and review procedures where necessary to reduce the likelihood of future incidents.

## **6. Implications arising from the proposals**

- 6.1 Financial – Fines and legal costs
- 6.2 Legal Compliance - Statutory duties under Health and Safety at Work etc Act 1974.
- 6.3 Personal Data Processing - Personal data maintained in line with GDPR.
- 6.4 Equalities – Not applicable

- 6.5 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.
- 6.6 Environment or Sustainability – Not applicable
- 6.7 HR or Staffing – Not applicable
- 6.8 Changes to existing policies – Not applicable
- 6.9 External organisations (such as businesses, community groups) – Not applicable

## **7. Appendices referenced in this report**

- 7.1 Appendix A - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 1 April 2020 to 30 November 2020.

## **8. Background documents associated with this report**

- 8.1 None.

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## Employee Incidents 2020-2021

Summary of Employee Incidents													
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>Near Miss/ Non-Reportable Data</b>	<b>1</b>		<b>2</b>		<b>3</b>		<b>1</b>						<b>7</b>
Other	1		2		3		1						7
<b>Non Reportable Injury</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>		<b>2</b>	<b>6</b>	<b>2</b>					<b>18</b>
Cuts or Abrasions	1		1			1	1						4
Manual Handling	1			1									2
Other			1	1			2						4
Road traffic accident	1						2						3
Slips/Trips		1						1					2
Fall on same level							1						1
Animal bite/stings						1							1
Struck by falling/moving object								1					1
<b>Non-Injury Incident</b>	<b>1</b>				<b>1</b>								<b>2</b>
↳ Road traffic accident	1				1								2
<b>Reportable Injury</b>		<b>1</b>						<b>1</b>					<b>2</b>
Slips/Trips		1											1
Slip, trip, fall same level								1					1
<b>Violence at Work</b>		<b>1</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>3</b>	<b>6</b>					<b>30</b>
Aggression			2	1	1	2							6
Drunk/Intoxicated						3							3
Threatening Behaviour			2	1	2		1	4					10
Verbal Abuse		1				6	2	1					10
Physical Abuse								1					1
<b>Grand Total</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>4</b>	<b>7</b>	<b>13</b>	<b>10</b>	<b>9</b>					<b>59</b>

# Public incidents 2020-2021

Summary of incidents Public/Contractors													
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>Near Miss/ Non-Reportable Damage</b>	1	1	1										3
Accidental damage to building			1										1
Drunk/Intoxicated		1											1
Other	1												1
<b>Non Reportable Injury</b>			1	5	1	1		2					10
Fall from a height			1										1
Other				2				1					3
Road traffic accident				1									1
Slips/Trips				2	1			1					4
Fall on same level						1							1
<b>Non-Injury Incident</b>		1		2									3
Drunk/Intoxicated		1		2									3
<b>Reportable Injury</b>													0
<b>Violence at Work</b>	1				1		2						4
Aggression	1				1								2
Threatening Behaviour							1						1
Mental Abuse							1						1
<b>Grand Total</b>	2	2	2	7	2	1	2	2					20
<b>Site</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	2	2										5
East Town Park				2		1							3
Haverhill House	1							1					2
West Suffolk House				3			1						4
Bury Skate Park				1									1
Haverhill Depot				1									1
Hardwick Heath Car Park					1								1
Working From Home					1								1
Brandon Country Park							1	1					2
<b>Grand Total</b>	2	2	2	7	2	1	2	2					20



# Amendments to the Health and Safety Policy

<b>Report number:</b>	<b>HSS/WS/21/003</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	8 February 2021
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** Not applicable.

**Wards impacted:** All

**Recommendation:** It is recommended that the Health and Safety Sub-Committee:

- 1. Approves the amendments to the Health and Safety Policy, attached as Appendix A to Report number HSS/WS/21/003.**

## **1. Context to this report**

- 1.1 Current legislation requires the organisation to have a health and safety policy, this includes fire safety management and fire emergency plan, 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 policies.
- 1.2 This is also further extended to volunteers, contractors and visitors.

## **2. Proposals within this report**

- 2.1 Proposals within this report will help mitigate future claims against the Council.

## **3. Alternative options that have been considered**

- 3.1 N/A

## **4. Consultation and engagement undertaken**

- 4.1 The amendments have been made with the involvement and agreement of the Apex staff.
- 4.2 The amendments have been discussed in detail and agreed at the Health and Safety Group meeting held on the 6 January 2021.

## **5. Risks associated with the proposals**

- 5.1 Legal non-compliance, but this is considered low due the fact that we review the Health and Safety policies, fire safety management and fire emergency plans periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.

## **6. Implications arising from the proposals**

- 6.1 Financial - None
- 6.2 Legal Compliance - Statutory duties under Health and Safety at Work etc Act 1974.
- 6.3 Personal Data Processing - Personal data maintained in line with GDPR.
- 6.4 Equalities – Not applicable.



- 6.5 Crime and Disorder – Not applicable
- 6.6 Environment or Sustainability – Not applicable
- 6.7 HR or Staffing – Not applicable
- 6.8 Changes to existing policies - As per Appendix A
- 6.9 External organisations (such as businesses, community groups) – Not applicable

## **7. Appendices referenced in this report**

- 7.1 Appendix A – Duty Manager Check sheet

## **8. Background documents associated with this report**

- 8.1 Not applicable

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### Duty Manager Fire check sheet

It is the responsibility of the Duty Manager to ensure that on a daily basis checks are carried out in the public and common areas. The Duty Manager will carry out the following checks immediately prior to opening of the building and prior to the performances. Duty Manager will sign and date that all the checks have been satisfactorily completed.

Daily and pre-event Checks				YES	NO	N/A	COMMENTS
<b>Escape Routes (to include corridors within the residential areas)</b>							
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
No doors wedged or propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Fire Warning Systems</b>							
Is the main indicator panel showing "Normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Escape Lighting</b>							
Are all escape routes and exit signs adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Auditorium – No Event</b>							
Are all doors locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are all lights off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Auditorium – Opening for an event</b>							
Are all doors unlocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are all emergency lights on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Escape routes throughout the building</b>							
Are emergency exit signs illuminated and working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Pre-Event Checks</b>							
Fire doors clear of obstructions (internal doors unlocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
BMS temperature checked and correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Firefighting Equipment</b>							
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
During inclement weather							
Additional checks must be conducted in the foyer area and action taken to warn customers of slip hazards due to slippery floor via signage. Appropriate action also needs to be taken to remove access water as far as reasonably practicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Monday of each week (check first aid equipment and restock)</b>							
	YES	NO	N/A	COMMENTS			
Box Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Loading bay next to lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
First aid room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Lift alarms and link to call centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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Name..... Signature..... Date..... Time.....

In the event of a fire the Duty Manager will carry out the procedure for evacuation as outlined in the Fire Safety Management Plan.

**On activation of the Apex fire detection and alarm system:**

The Duty Manager will initiate investigation.

The designated Emergency Evacuation Warden(s) will investigate the location using the 2-way radio and if confirmation of a fire exists the fire alarm and announcement would be broadcast by the Apex fire detection and alarm system.

The Duty Manager will call the Fire Brigade and then the arc management suite to confirm there is a fire. In the event of a false alarm the Duty Manager will contact arc management suite to confirm false alarm (during operational hours).

The Duty Manager, now the Emergency Controller will, coordinate the evacuation procedure' liaising with Front of House Stewards, bar and café staff, the technical and backstage team and the Emergency Evacuation Warden(s) to ensure the safe evacuation of the public and staff to Assembly Point A Charter Square, or if necessary, Assembly Point B, Hanchet Square.

All stewards with allocated area to clear will report to the Emergency Controller to confirm their areas are clear.

The Emergency Controller will relay this information to the Assistant Emergency Controller (technical manager) by 2-way radio which areas have been confirmed as being clear.

Emergency evacuation training for Duty Managers will be carried out quarterly.

Any new staff appointed within the Apex will be trained by the Duty Manager on their first day of appointment. Refresher training will be given by the Duty Manager to existing staff on duty to maintain up to date skills on a quarterly basis.

Written instructions will be provided to stewards and bar staff and will be displayed in specific areas i.e. bar area, cloakroom, box office, and foyer area, auditorium, back of house, dressing rooms, and administration offices to assist the evacuation process.

Written instructions will be provided to customers who hire the conference rooms, dance studio or other areas of the building, of the onus of responsibility and evacuation procedure.