

Health and Safety Council

Sub-Committee

Title	Agenda														
Date	Monday 11 October 2021														
Time	4.00 pm														
Venue	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.														
Full Members	<p style="text-align: center;">Chair Gary Quilter Vice Chair Ian Houlder</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">West Suffolk Council (6) (Employer's side)</td> <td style="width: 33%; text-align: center;">Staff Representatives (6) (Employees' side)</td> </tr> <tr> <td style="vertical-align: top;">Conservative Group (4)</td> <td>Nick Clarke Ian Houlder Elaine McManus Robert Nobbs</td> <td>Lance Alexander Sylvia Bayford Nigel Dulieu Stephanie Grayling Gary Quilter Andrew Samson</td> </tr> <tr> <td style="vertical-align: top;">The Independent Group (1)</td> <td>Andy Neal</td> <td></td> </tr> <tr> <td style="vertical-align: top;">Labour Group (1)</td> <td>Cliff Waterman</td> <td></td> </tr> </table>				West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)	Conservative Group (4)	Nick Clarke Ian Houlder Elaine McManus Robert Nobbs	Lance Alexander Sylvia Bayford Nigel Dulieu Stephanie Grayling Gary Quilter Andrew Samson	The Independent Group (1)	Andy Neal		Labour Group (1)	Cliff Waterman	
	West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)													
Conservative Group (4)	Nick Clarke Ian Houlder Elaine McManus Robert Nobbs	Lance Alexander Sylvia Bayford Nigel Dulieu Stephanie Grayling Gary Quilter Andrew Samson													
The Independent Group (1)	Andy Neal														
Labour Group (1)	Cliff Waterman														
Substitutes	Conservative Group (1)	James Lay	Vacancy Vacancy												
	The Independent Group (1)	Phil Wittam													
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.															
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, comprising at least two employee representatives and two members of the council.														
Committee administrator	Christine Brain (Democratic Services Officer) Telephone 01638 719729 Email christine.brain@westsuffolk.gov.uk														

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 21 June 2021 (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: 1 September 2021** **7 - 12**
Paper number: **HSS/WS/21/006**
6. **Employee and members of the public incidents** **13 - 18**
Report number: **HSS/WS/21/007**
7. **Legislation Updates (Verbal)**
8. **Covid-19 Update (Verbal)**
9. **Health and Safety Training (Verbal)**
10. **Health and Safety Corporate Update including Health and Wellbeing (Verbal)**

11. Health and Safety Lessons Learnt (Local Authority Specific) (Verbal)

12. Dates of future meetings

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

- 14 February 2022 (MS Teams)

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Health and Safety Sub-Committee



Minutes of a meeting of the **Health and Safety Sub-Committee**, facilitated by Microsoft Teams virtual meetings platform on **Monday 21 June 2021** at **4.00pm**

Present: **Councillors**

Chair Gary Quilter (employees' side)

Vice Chair Ian Houlder (employer's side)

Members (employer's side)

Elaine McManus

Robert Nobbs

Staff representatives (employees' side)

Lance Alexander

In attendance

Carol Bull, Cabinet Member for Governance

54. **Substitutes**

The following substitution was declared:

Natasha Holdgate substituting for Nigel Dulieu (Employees' side).

55. **Appointment of Chair: 2021-2022**

It was proposed by Lance Alexander, seconded by Councillor Robert Nobbs and with the vote being unanimous, it was

RESOLVED:

That Gary Quilter be elected as Chair of the Health and Sub-Committee for 2021-2022.

Gary Quilter then took the Chair for the remainder of the meeting.

56. **Appointment of Vice-Chair: 2021-2022**

It was proposed by Councillor Elaine McManus, seconded by Councillor Robert Nobbs and with the vote being unanimous, it was

RESOLVED:

That Councillor Ian Houlder be elected as Vice-Chair of the Health and Sub-Committee for 2021-2022.

57. Apologies for absence

Apologies for absence were received from Councillor John Smith and from Nigel Dulieu, Paul Goodspeed, and Stephanie Grayling.

Councillor Cliff Waterman was also unable to attend the meeting.

58. Minutes

The minutes of the meeting held on 8 February 2021 were confirmed as a correct record by the Chair.

59. Declarations of interest

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

60. Minutes of the meeting of West Suffolk Health and Safety Group: 4 May 2021

The Sub-Committee received and noted paper number: HSS/WS/21/004, which were the minutes of the West Suffolk Health and Safety Group meeting held on 4 May 2021.

61. Employee and members of the public incident's statistics

The Sub-Committee received and noted report number: HSS/WS/21/005, which provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from 1 April 2020 to 31 March 2021.

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 the number of days lost due to workplace accidents/incidents and compared them with statistics from the past three years.

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 the various types of violence at work incidents being reported; which service areas were being affected by violence at work and whether employees received wellbeing checks, to which the Service Manager provided responses.

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

62. Legislation Updates (Verbal)

The Service Manager (Health and Safety) advised that there were no legislation updates to report.

63. Covid-19 Update (Verbal)

The Sub-Committee received a verbal update from the Service Manager (Health and Safety) on Covid-19 as follows:

- Continue to provide guidance and support across the council.
- Continue to carry out generic risk assessments.
- Continue to procure Personal Protective Equipment (PPE).
- Lateral Flow Tests (LFT): Staff were being asked to do a LFT if they were coming into any of the officers.
- Mobile LFT unit: This had been organised through Suffolk County Council. The mobile unit visited the Waste Hub on Monday's and Thursdays, to test staff. However, the council was waiting to hear when this would finish, then staff at the Waste Hub would have to revert back to using home LFT kits.

The Sub-Committee considered the verbal update and asked questions to which the Service Manager (Health and Safety) provided responses.

In response to a question raised about staff returning to the offices, members were informed that "agile working" was being introduced which was more flexible, as some staff find it difficult to work from home. The plan was to have a desk booking system at West Suffolk House and at the Mildenhall Hub.

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

64. Health and Safety Training (Verbal)

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

- 1) IOSH (Managing Safely): 12 people attended and passed the face-to-face training course held in April 2021.
- 2) E-learning courses.

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

65. Health and Safety Corporate Update including Health and Wellbeing (Verbal)

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

- 1) Inspections, Audits and Fire Risk Assessments
- 2) Projects / Events: Provided advice on various projects, for example, the Elections and the Mildenhall Hub.

- 3) Support to third party clients
- 4) Reactive work
- 5) Occupational health
- 6) Wellbeing: Continue to work with all staff on wellbeing.
- 7) Drugs and alcohol: 24 random tests and pre-employment tests were carried out, which were all negative.

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

66. Health and Safety Lessons Learnt (Local Authority Specific) (Verbal)

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 (HSE): Members of Parliament were told that Covid-19 had highlighted a HSE funding crisis. The HSE had suffered cuts of 54% since 2010, reducing the ability of the HSE to respond to the virus. The majority of proactive site visits conducted by the HSE in response to Covid had been conducted by external contractors, such as debt collection agencies.
- 2) Waste collection firm: A waste collection firm in Luton has been ordered to pay nearly £2m in fines and costs after being found guilty of health and safety failings following the death of a binman. The brakes on the lorry's second axle were faulty and a mechanism that prevented the bin lift being operated when the vehicle was in gear had been disabled.
- 3) Wearing of face coverings: A lorry driver who was sacked after refusing to wear a facemask inside his cab on a client's site was fairly dismissed. The case was believed to be the first time a tribunal had ruled on facemask refusal.
- 4) Drone users: New rules came into force in January 2021 governing how pilots can operate their drones. A major change was the removal of the distinction between commercial and recreational use, which might result in an increase in drone uses. The new rules also make it clear where drones can be flown, whilst also making tracing of ownership more streamlined. Under the new rules, even small drones will need to be registered with the relevant aviation authority, which in the UK was the Civil Aviation Authority. This is to ensure authorities can trace who owns a drone if they are used in an irresponsible way or flown somewhere, they are not allowed to be used.

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

67. **Dates of future meetings**

The Service Manager (Health and Safety) informed the Sub-Committee that he proposed changing the meeting scheduled for 10 January 2022 to 14 February 2022.

The Sub-Committee agreed to the proposed date change and noted the dates as follows for future meetings, as listed below.

All dates were Mondays starting at 4pm as indicated:

- 11 October 2021 (Virtual meeting)
- 14 February 2022 (Virtual meeting)

The meeting concluded at 5.15 pm

Signed by:

Chair

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Minutes of the Meeting of West Suffolk Health and Safety Group held on 1 September 2021

Report number:	HSS/WS/21/006	
Report to and date(s):	Health and Safety Sub Committee	11 October 2021
Cabinet member:	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
Lead officer:	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	

Decisions Plan: **Not applicable.**

Wards impacted: **All**

Recommendation: The Health and Safety-Sub Committee are requested to **note** the minutes of the West Suffolk Health Safety Group meeting held on 1 September 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.

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 – N/A

6.5 Crime and Disorder – N/A

6.6 Environment or Sustainability – N/A

6.7 HR or Staffing – N/A

6.8 Changes to existing policies – N/A

6.9 External organisations (such as businesses, community groups) – N/A

7. Appendices referenced in this report

7.1 Appendix A – West Suffolk Health and Safety Group Minutes 1 September 2021.

8. Background documents associated with this report

8.1 None

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West Suffolk Health and Safety Group

DATE: **1 September 2021** MS Teams

PRESENT: Martin Hosker, Charlotte Fuller, Gary Quilter, Nigel Dulieu, Sonia Power and Andrew Samson.

APOLOGIES: Lance Alexander, Natasha Holdgate, Julie Dean, Stephanie Grayling and Amy Way.

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	<p>3.1 MH Presented the accident statistics for employees and members of the public April - July 2021.</p> <p>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.</p> <p>3.3 ND asked why the body cams for CEO's are not effective? MH explained that due to the lack of experience/forgetting due to the situation staff are forgetting to turn the camera's on, this in time will become initial response but this takes time to embed into the mindset of individuals, however this is getting better amongst staff.</p>	MH/CF
4.	Legislation Update	4.1 No legislation updates.	All
5.	Covid Update	<p>5.1 New covid rules released by Government since our last meeting, we as a Council have then issued updated guidance/rules for staff and tenants to follow. This includes not coming into the office if you are contacted by Track and Trace until you have had a PCR test confirmed as a negative.</p> <p>5.2 WSOH staff currently still being tested twice a week through the mobile testing unit.</p> <p>5.3 The Corporate Covid-19 risk assessment has been reviewed and updated on the intranet.</p> <p>5.4 Local bye elections that have taken place have been managed using the same Covid-19 precautions as we did the May elections.</p>	All

6.	Desk Booking System	6.1 Offices (West Suffolk House and Mildenhall Hub) now require desks to be booked on a desk booking system. This appears to be very working well and will be reviewed quarterly.	All
7.	Health and Safety issues from members of the group	7.1 MH mentioned the Protect Duty consultation was in progress. 7.2 GQ asked how this would affect the Battle of Britain Parade in September on Angel Hill. MH confirmed that the Protect Duty legislation will not have gone through Parliament, and we already consider the treat during the planning phase. 7.3 GQ and MH confirmed that the bollards involved in an incident recently at Haverhill Recreation Ground have been changed to static bollards.	MH
8.	Health and Safety News	8.1 MH went through went through incidents and prosecutions outside of the Council outlining potential lessons to be learnt. 8.2 MH referred back to the incident of children climbing onto Mildenhall Hub roof.	MH All
9.	Any other Business	There being no further business the meeting closed at 10.50 am.	All

Next meetings

WSHSSC – 11 October 2021 (MS Teams)

JHSG – 05 January 2022 (Venue/Teams TBC)



Employee and Members of the Public Incident Statistics

Report number:	HSS/WS/21/007	
Report to and date(s):	Health and Safety Sub Committee	11 October 2021
Cabinet member:	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
Lead officer:	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	

Decisions Plan: **Democratic Services only to input**

Wards impacted: **All**

Recommendation: The Sub Committee are requested to **note** the summary of Employee Incidents and Incidents Involving Members of the Public for the period 1 April 2021 to the 31 August 2021.

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 1 September 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 – N/A

- 6.5 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.
- 6.6 Environment or Sustainability – N/A
- 6.7 HR or Staffing – N/A
- 6.8 Changes to existing policies – N/A
- 6.9 External organisations (such as businesses, community groups) – N/A

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 2021 to 31 August 2021.

8. Background documents associated with this report

- 8.1 N/A

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Employee Incidents 2021-2022

Row Labels	Apr	May	Jun	Jul	Aug	Grand Total
Near Miss/ Non-Reportable Dangerous Occurrence	1	1	1			3
Other	1	1	1			3
Non-Reportable Injury	2	1	2	1		6
Manual Handling	2	1	1	1		5
Lifting and handling injuries			1			1
Non-Injury Incident			1			1
Road traffic accident			1			1
Reportable Injury					1	1
Slip, trip, fall same level					1*	1
Violence at Work	4	4	6	3	1	18
Aggression	1		1		1	3
Physical Abuse	1			1		2
Threatening Behaviour	2	3	1	1		7
Verbal Abuse		1	4	1		6
Grand Total	7	6	10	4	2	29

* Agency Worker

Public incidents 2021-2022

Row Labels	Apr	May	Jun	Jul	Aug	Grand Total
Near Miss/ Non-Reportable Dangerous Occurrence		1	2	1		4
Other		1	2	1		4
Non-Reportable Injury	3		1	2	2	8
Fall from height	1					1
Fall on same level				1	1	2
Other	1		1			2
Slip, trip, fall same level				1		1
Slips/Trips	1				1	2
Non-Injury Incident	1	1		1	3	6
Contact with moving vehicle	1					1
Drunk/Intoxicated					1	1
Slips/Trips		1			1	2
Taken Ill or Unwell				1	1	2
Reportable Injury					1	1
Struck by object					1	1
Violence at Work	1	3	1			5
Aggression		2				2
Physical Abuse			1			1
Threatening Behaviour		1				1
Verbal Abuse	1					1
Grand Total	5	5	4	4	6	24