

Health and Safety Council

Sub-Committee

Title	Agenda														
Date	Monday 14 February 2022														
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>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>The Independent Group (1)</td> <td>Andy Neal</td> <td></td> </tr> <tr> <td>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 11 October 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: 5 January 2022** **7 - 12**
Paper number: **HSS/WS/22/001**
6. **Employee and Members of the Public Incidents** **13 - 18**
Report number: **HSS/WS/22/002**
7. **Legislation Updates - Highway Code Summary** **19 - 28**
Report number: **HSS/WS/22/003**
8. **COVID-19 Update** **29 - 34**
Report number: **HSS/WS/22/004**
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 future meetings of the Health and Safety Sub-Committee are listed below – dates yet to be confirmed, but will be held on Mondays starting at 4pm:

- June 2022
- October 2022
- February 2023

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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 11 October 2021** at **4.00pm**

Present: **Councillors**

Chair Gary Quilter (employees' side)

Vice Chair Ian Houlder (employer's side)

Members (employer's side)

Nick Clarke

Elaine McManus

Andy Neal

Robert Nobbs

Cliff Waterman

Staff representatives (employees' side)

Sylvia Bayford

Nigel Dulieu

Stephanie Grayling

Andrew Samson

In attendance

Carol Bull, Cabinet Member for Governance

Ben Smith, Business Partner (Governance)

68. **Substitutes**

No substitutions were declared.

69. **Apologies for absence**

No apologies for absence were received.

However, Lance Alexander (employees' side) was unable to attend the meeting.

70. **Minutes**

The minutes of the meeting held on 21 June 2021 were confirmed as a correct record by the Chair.

71. **Declarations of interest**

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

72. **Minutes of the meeting of West Suffolk Health and Safety Group: 1 September 2021**

The Sub-Committee received and noted paper number: HSS/WS/21/006, which were the minutes of the West Suffolk Health and Safety Group meeting held on 1 September 2021.

In response to a question raised regarding the desk booking system at West Suffolk House and the Mildenhall Hub, the Service Manager (Health and Safety) explained that members of staff could book a desk up to 14 days in advance and no less than the day before.

73. **Employee and members of the public incidents**

[Councillor Andy Neal joined the meeting at 4.08pm]

The Sub-Committee received and noted report number: HSS/WS/21/007, which provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from 1 April 2021 to 31 August 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 on the amount 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 response to a question raised regarding whether officers wore body cameras, the Service Manager (Health and Safety) advised that all Car Park Enforcement Officers wore body cameras and were trained on how to use them to gather evidence if a violent incident occurred. People were made aware when they were being recorded and why. Any information gathered that would be classed as Violence at Work (VAW) could then be passed on to the police to investigate further.

In response to a question raised regarding duty of care, the Service Manager (Health and Safety) explained the Council had a duty of care for anyone on property it owned.

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

74. **Legislation Updates (Verbal)**

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

However, the Service Manager (Health and Safety) informed the Sub-Committee that the council had responded to a government consultation document called "Protect Duty", which closed on 2 July 2021. The consultation sought views on how the Protect Duty could make the public safer at publicly accessible locations. This consultation considered how we might use legislation to enhance the protection of publicly accessible locations across the UK from terrorist attacks and ensure organisational preparedness.

The Sub-Committee considered the verbal update and did not raise any issues.

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

75. **Covid-19 Update (Verbal)**

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

- Rules around self-isolating changed in August 2021, in that you no longer had to self-isolate but must take a polymerase chain reaction (PCR) test. If the PCR was positive, you must isolate.
- The Lateral Flow Test mobile test unit organised through Suffolk County Council was still visiting the Waste Hub on Tuesday's and Thursdays to test staff.
- Continue to work with Elections on Covid safety for voters and staff at polling stations for by-elections.
- Desk booking system at West Suffolk House and the Mildenhall Hub monitors the staff numbers working in its buildings.

The Sub-Committee considered the verbal update and did not raise any issues. Therefore, the Sub-Committee **noted** the Covid-19 update.

76. **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): The next training course had been arranged for 14, 15 and 16 March 2022.
- 2) Fairground safety.
- 3) Ongoing annual First Aid training.

The Sub-Committee considered the verbal update and asked questions to which responses were provided. In particular discussions were held on fairground safety.

In response to a question raised asking whether circuses fell under fairground safety, officers explained that circuses fell under the responsibility of Environmental Health under the Animal Welfare Act 2006, whereas fairground safety fell under Health and Safety.

In response to a question raised asking what officers were looking for when inspecting fairgrounds, the Service Manager (Health and Safety) explained that officers were trained in carrying out visual inspections; check that equipment was fit for purpose; and certificates were in date. If an issue was found, then this would be reported to the Health and Safety Executive to investigate.

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

77. 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) Work continued in supporting staff, contractors and the public who visited council owned buildings during Covid recovery.
- 2) A new member of staff would be joining the Health and Safety team on 18 October 2021 following the retirement of Andrew Catchpole. Whilst a replacement was being sought the number of health and safety audits had been reduced until they started. In the meantime, the Service Manager (Health and Safety) was looking at developing a health and safety programme to catch up on outstanding audits.
- 3) Working with elections on by-elections and canvassing.
- 4) Projects and events: Fire alarm issues being reviewed at the Mildenhall Hub which was work in progress.
- 5) Developing plans for returning to the office through the desk booking system.
- 6) New occupational health provider: From 1 July 2021 Gipping Occupational Health and Wellbeing became the councils now health provider.
- 7) Well fair of staff: On-line events, which included new normal life; parent and careers support group; alcohol awareness week (15 to 21 October); suicide prevention training; mental health first aiders.
- 8) Drug and alcohol testing had reduced during Covid. However, a number of staff members have been trained to carry out testing of staff and contractors on site at the West Suffolk Operational Hub.

The Sub-Committee considered the verbal update and asked questions to which responses were provided.

Councillor Nick Clarke raised concerns as to why the Sub-Committee was receiving a number of verbal reports and not been provided with a written reports as he felt the Sub-Committee should be rigorously scrutinise health and safety, and this could not be done effectively without receiving written reports. In response the Cabinet Member for Governance wished to reassure the Sub-Committee that she was provided with a lot of detail and oversaw health and safety and took onboard Councillor Clarke's comments and would discuss further outside the meeting with the Service Manager (Health and Safety) regarding timing issues in producing written reports.

In response to a question raised on how many health and safety audits were outstanding, the Service Manager (Health and Safety) confirmed that all fire risk audits were up to date. He explained that audits were self-generated and there were 3 outstanding, which were in low risk areas.

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

78. **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) Playground incident: The London Borough of Tower Hamlets had been sentenced following an incident in which a 5-year-old girl died when playground equipment collapsed on top of her in July 2015. The council had failed to carry out an annual inspection of its playground equipment. The playground equipment in question was made from unsuitable wood, which had a lifespan of 3 years. The log was fitted 4 years before. The council was fined £330k and order to pay costs.
- 2) Egger (UK) Limited: Pleaded guilty to not having risk assessments in place for the use of the digger and having no control of people on site. Egger (UK) Limited were fined £910k.
- 3) Freight terminal: An eleven year-old boy who gained access to a freight terminal, climbed on top of a lorry, and touched an electrical cable died. The freight terminal was fined £6.5m as the site was not secure to stop children assessing the site.

The Sub-Committee asked questions to which responses were provided.

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

79. **Dates of future meetings**

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

- Monday 14 February 2022 (Virtual meeting).

The meeting concluded at 5.15pm

Signed by:

Chair

Minutes of the Meeting of the Health and Safety Group held on 5 January 2022

Report number:	HSS/WS/22/001	
Report to and date:	Health and Safety Sub-Committee	14 February 2022
Cabinet member:	Councillor Carol Bull Portfolio Holder 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 and Safety Group meeting held on 5 January 2022.**

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 - 5 January 2022.

8. Background documents associated with this report

- 8.1 N/A

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West Suffolk Health & Safety Group

DATE: 05 January 2022 M S Teams

PRESENT: Martin Hosker, John Eden, Amy Way, Julie Dean, Sonia Power, Sylvia Bayford, Andrew Samson, Natasha Holdgate, Stephanie Grayling, Charlotte Fuller

APOLOGIES: Lance Alexander, Gary Quilter, Nigel Dulieu

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 & Safety Statistics	3.1 MH/CF presented the accident statistics for employees and members of the public Sept - Nov 2021 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.	Legislation Update	4.1 Mobile phones legislation update was discussed. 4.2 The new Highway Code documents outlining changes for cyclists, pedestrians and horse riders was discussed.	All
5.	Covid Update	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 you are no longer required to self-isolate as a contact, allows Covid positive to finish self-isolation on day 7 as long as there is two negative LFT's and if you are positive on a LFT, you no longer require a confirmatory PCR. 5.2 WSOH staff are no longer being tested twice a week through the mobile testing unit, instead are required to complete twice weekly testing and report results to the Operations team. 5.3 All Covid-19 risk assessments and documents on the intranet have been updated.	All

		<p>5.4 Reminder to all staff about using the staff tracker for absence and vaccinations.</p> <p>5.5 Local by elections that have taken place have been managed using the same Covid-19 precautions as we did the May elections.</p>	
7.	Training	<p>7.1 Managing Safely is booked for 14, 15, 16 March 2022 at Mildenhall Hub. There is still spaces available for this.</p> <p>7.2 Fairground Safety and Event Safety Training is being looked into, currently waiting on a response.</p> <p>7.3 There is ongoing first aid training for annual refreshers and requalification's.</p> <p>7.4 Drug and Alcohol testing training occurred in December with all staff passing the course.</p>	
8.	Health & Safety issues from members of the group	<p>7.1 MH outlined the priorities for the H&S team over the next quarter being:</p> <ul style="list-style-type: none"> • Risk Assessments • Safe Systems of Work • Hand Arm Vibration monitoring and equipment • Lifting Operations and Lifting Equipment Regulations. <p>7.2 JD updated everyone on the Breckland House changes. H&S are to visit in a couple of weeks.</p> <p>7.3 SB raised that the Haverhill bollard case at Haverhill Recreation Ground is continuing, concerns have been raised that the bollard is still in the same condition, despite the fact that the bollard was removed and replaced within a few days of the incident.</p> <p>7.4 NH raised a concern about LFT's after she was still showing positive after 10 days. CF confirmed the current Government guidance.</p>	<p>MH/JE/CF</p> <p>MH</p> <p>MH</p> <p>CF</p>
8.	H & S News	<p>8.1 MH/CF went through went through incidents and prosecutions of other Councils/Industries that have similar undertakings, outlining the potential lessons to be learnt.</p>	All
9.	Any other Business	<p>There being no further business the meeting closed at 10.50 am.</p>	All

Next meetings
HSSC – 14 February 2022
HSG – 04 May 2022 (Venue/Teams TBC)

Employee and Members of the Public incident statistics

Report number:	HSS/WS/22/002	
Report to and date:	Health and Safety Sub- Committee	14 February 2022
Cabinet member:	Councillor Carol Bull Portfolio Holder 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 summary of Employee Incidents and Incidents Involving Members of the Public for the period 1 April 2021 to 30 November 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 & Safety Group meeting held on the 05 January 2022.

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 Incidents 2021/2022
Appendix B – Statistics relating to Public Incidents

8. Background documents associated with this report

- 8.1 N/A

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Public Incidents (Including contractors)



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Grand Total
Near Miss/ Non-Reportable Dangerous Occurrence		1	2	1				1	5
Other		1	2	1				1	5
Non Reportable Injury	3		1	2	3	6		1	16
Cuts or Abrasions						1			1
Fall from a height						1			1
Fall from height	1					1			2
Fall on same level				1	1				2
Other	1		1						2
Slip, trip, fall same level				1					1
Slips/Trips	1				1	1			3
Taken Ill or Unwell						2		1	3
Struck by object					1				1
Non-Injury Incident	1	1		1	3			2	8
Contact with moving vehicle	1								1
Drunk/Intoxicated					1				1
Other								1	1
Slips/Trips		1			1			1	3
Taken Ill or Unwell				1	1				2
Violence at Work	1	3	1					1	6
Aggression		2							2
Physical Abuse			1					1	2
Threatening Behaviour		1							1
Verbal Abuse	1								1
Grand Total	5	5	4	4	6	6	0	5	35



Legislation Updates – Highway Code Summary

Report number:	HSS/WS/22/003	
Report to and date:	Health and Safety Sub- Committee	14 February 2022
Cabinet member:	Councillor Carol Bull Portfolio Holder 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 changes to the Highway Code (Appendix A) and Toolbox Talk (Appendix B) put out to operational staff.**

1. Context to this report

- 1.1 The Highway Code has recently changed, and further changes are due to take place later this spring.
- 1.2 Many of the rules in the Highway Code are legal requirements, and if you disobey these rules, you may be committing a criminal offence (the offences are listed under the penalty table within the code).

2. Proposals within this report

- 2.1 To note the attached summary of changes to the Highway Code and note the toolbox talk for operational drivers.

3. Alternative options that have been considered

- 3.1 None

4. Consultation and engagement undertaken

- 4.1 The changes were discussed at the Health & Safety Group meeting held on the 05 January 2022, with toolbox being sent to operational managers to discuss with all drivers and comms being put out to all staff via intranet.

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 duty
- 6.3 Personal Data Processing – N/A
- 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 – Summary of Highway Code changes.
Appendix B – Toolbox talk to all operational drivers.

8. Background documents associated with this report

- 8.1 N/A

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Changes to the highway Code

Changes to the highway Code started to come into force on the 29 January 2022. The new rules apply to all highway users, the updates affect driver priority, pedestrian and cyclist rights of way, mobile phone use behind the wheel and broader use of fines for poor or dangerous driving.

Some of the main changes are highlighted below but as individual you will be responsible for being familiar and abiding by these changes.

1. Drivers no longer have priority at junctions

Before 29 January 2022 - Drivers had priority at junctions unless the other road user was half-way across the junction.

Now - If you're turning at a junction and there's a cyclist, horse-rider, pedestrian, or scooter, ready or preparing to cross, these more vulnerable road users have right of way.

2. All traffic must stop for pedestrians waiting at crossings

Before 29 January 2022 - Cyclists, drivers and horse riders only had to stop at zebra and parallel crossings if someone was already walking across, with an advisory to slow down on the approach to a zebra crossing, in anticipation of pedestrians.

Now - Cyclists, horse-riders and motorists are legally required **Now** to stop at zebra crossings if people are waiting to cross, not just if they are already crossing.

3. Cyclists can ride wherever they feel most visible

Before 29 January 2022 - Cyclists have only been mandated to ride on the left (ie. not against the flow of traffic) and ensure bike lights are used at night. They are advised to wear visible clothing and a helmet.

Now - Cyclists are required to ride no less than half a metre from the verge or kerb, 'further where it is safer'. Motorists must pass cyclists with at least 1.5 metres space up to 30mph; more distance is required for higher speeds. Cyclists are expected to pull to the left on quieter roads, in slower-moving traffic and at busy junctions, to maximise safer overtaking opportunities.

4. Drivers must wait for a safe gap in the flow of cyclists

Before 29 January 2022 - There was no explicit requirement for drivers to treat cyclists as though they were other vehicles, simply tacit guidance.

Now - Motorists are advised against turning in such a manner as to 'cut across' cyclists' right of way, and explicitly asked to consider cyclists like another motor vehicle.

5. All uses of hand-held mobiles are banned, except in an emergency

Before 29 January 2022 - The use of mobile phones to call and text has been banned since December 2003. However, didn't say anything about doing other things with your mobile though (a loophole).

Now - The 2022 update prohibits any driver from using their handheld device for anything, including taking videos or photos, scrolling through playlists or playing

games—EVEN if the vehicle isn't moving. While mobile phones can be used for hands-free calls, payment at tolls or booths and satellite navigation, they'll need to be securely fixed.

6. Poor driving decisions more punishable

Now - The Highway Code states explicitly how yellow hatched lines, creating a box junction, 'MUST NOT be entered' unless the exit is clear. These and other minor motoring infringements such as entering Advanced Stopping Lines (ASLs), the only authority to deal with these infringements have been the police.

From Spring 2022 - Local authorities will be given more power, enabling them to fine drivers up to £70 for minor traffic offences. This will include, though not be limited to, those sitting in box junctions illegally, drivers failing to give way to oncoming traffic and motorists making a cheeky U-turn in a prohibited area.

7. The 'Dutch Reach' is the recommended method of vehicle exit

Before 29 January 2022 - You can exit your vehicle any way you'd like, taking care to check mirrors and check over your shoulder for any oncoming traffic.

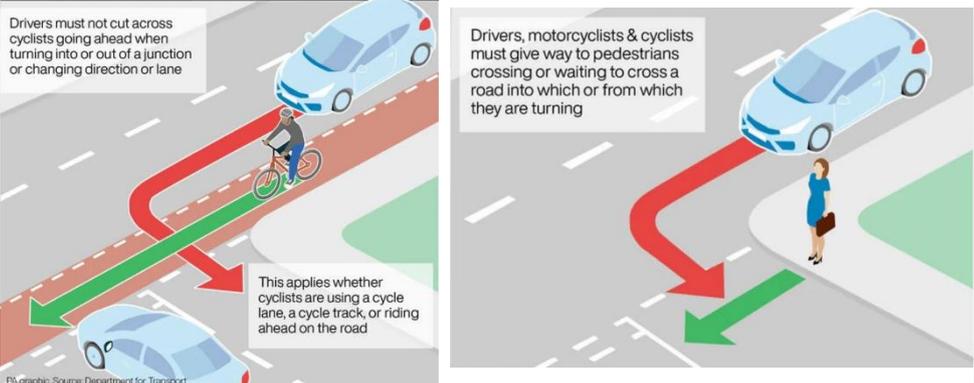
Now - In an attempt to cut the number of cyclists hit by car doors swinging open unexpectedly, the Dutch Reach is advocated. This involves the hand furthest from the door to open it. This prompts a passenger or driver to swivel their bodies and in turn, heads to look over their shoulder and be more mindful of passing cyclists.

For more information, please read [The Highway Code - Guidance - GOV.UK](https://www.gov.uk/government/guidance/the-highway-code) (www.gov.uk)

Toolbox talk - Changes to Highway Code – from 29th January 2022

Below are the main changes to the highway code, as an individual you will be responsible for being familiar and abiding by these changes.

1. Drivers no longer have priority at junctions

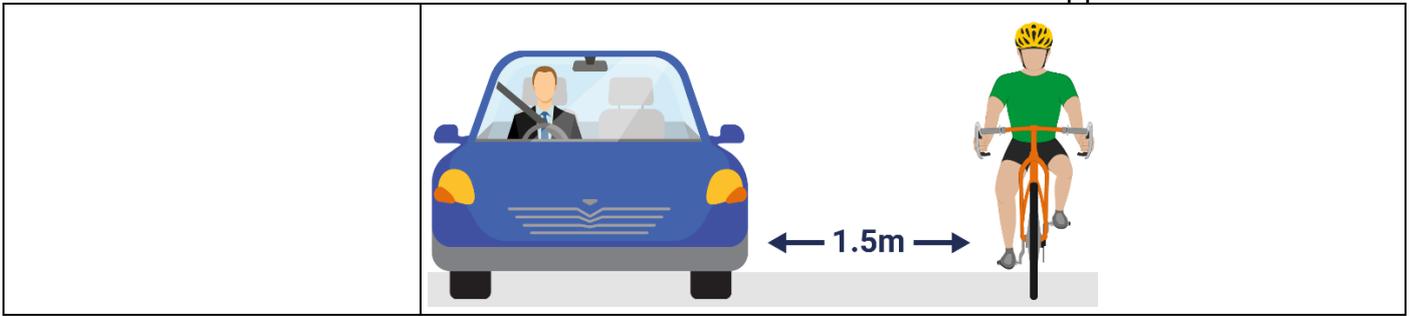
<p>Now- Drivers had priority at junctions unless the other road user was half way across the junction.</p>	<p>From 29 January 2022 – If you’re turning at a junction and there’s a cyclist, horse-rider, pedestrian, or scooter, ready or preparing to cross, these more vulnerable road users have right of way.</p>  <p>Drivers must not cut across cyclists going ahead when turning into or out of a junction or changing direction or lane</p> <p>Drivers, motorcyclists & cyclists must give way to pedestrians crossing or waiting to cross a road into which or from which they are turning</p> <p>This applies whether cyclists are using a cycle lane, a cycle track, or riding ahead on the road</p> <p><small>PA graphic. Source: Department for Transport</small></p>
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2. All traffic must stop for pedestrians waiting at crossings

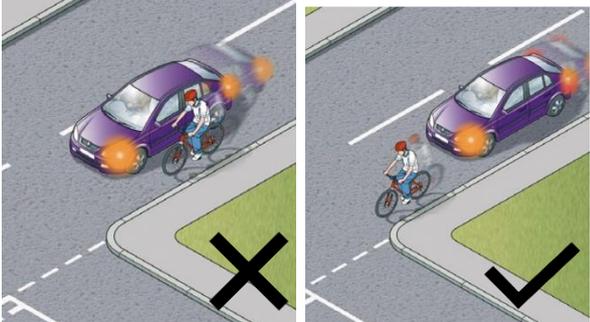
<p>Now – Cyclists, drivers and horse riders only had to stop at zebra and parallel crossings if someone was already walking across, with an advisory to slow down on the approach to a zebra crossing, in anticipation of pedestrians.</p>	<p>From 29 January 2022 - Cyclists, horse-riders and motorists are legally required to stop at zebra crossings if people are waiting to cross, not just if they are already crossing.</p>  <p>They should give way to pedestrians waiting to cross or crossing a zebra crossing...</p> <p>...and to pedestrians & cyclists crossing or waiting to cross a parallel crossing</p> <p><small>PA graphic. Source: Department for Transport</small></p>
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3. Cyclists can ride wherever they feel most visible

<p>Now – Cyclists have only been mandated to ride on the left (i.e. not against the flow of traffic) and ensure bike lights are used at night. They are advised to wear visible clothing and a helmet.</p>	<p>From 29 January 2022 - Cyclists are required to ride no less than half a metre from the verge or kerb, 'further where it is safer'. Motorists must pass cyclists with at least 1.5 metres space up to 30mph; more distance is required for higher speeds. Cyclists are expected to pull to the left on quieter roads, in slower-moving traffic and at busy junctions, to maximise safer overtaking opportunities.</p>
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4. Drivers must wait for a safe gap in the flow of cyclists

<p>Now – There was no explicit requirement for drivers to treat cyclists as though they were other vehicles, simply tacit guidance.</p>	<p>From 29 January 2022 – Motorists are advised against turning in such a manner as to 'cut across' cyclists' right of way, and explicitly asked to consider cyclists like another motor vehicle.</p> 
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5. All uses of hand-held mobiles are banned, except in an emergency

<p>Now – The use of mobile phones to call and text has been banned since December 2003, however didn't say anything about doing other things with your mobile though (a loophole).</p>	<p>From 29 January 2022 – Prohibits any driver from using their handheld device for anything, including taking videos or photos, scrolling through playlists or playing games—EVEN if the vehicle isn't moving. While mobile phones can be used for hands-free calls, payment at tolls or booths and satellite navigation, they'll need to be securely fixed.</p> 
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6. Poor driving decisions more punishable

<p>Now – The Highway Code states explicitly how yellow hatched lines, creating a box junction, 'MUST NOT be entered' unless the exit is clear. These and other minor motoring infringements such as entering Advanced Stopping Lines (ASLs), the only authority to deal with these infringements have been the police.</p>	<p>From Spring 2022 – Local authorities will be given more power, enabling them to fine drivers up to £70 for minor traffic offences. This will include, though not be limited to, those sitting in box junctions illegally, drivers failing to give way to oncoming traffic and motorists making a U-turn in a prohibited area.</p> 
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7. The 'Dutch Reach' is the recommended method of vehicle exit

Now –
You can exit your vehicle any way you'd like, taking care to check mirrors and check over your shoulder for any oncoming traffic.

**From 29 January 2022 -
In an attempt to cut the number of cyclists hit by car doors swinging open unexpectedly, the Dutch Reach is advocated. This involves the hand furthest from the door to open it. This prompts a passenger or driver to swivel their bodies and in turn, heads to look over their shoulder and be more mindful of passing cyclists.**



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COVID-19: Update

Report number:	HSS/WS/22/004	
Report to and date:	Health and Safety Sub- Committee	14 February 2022
Cabinet member:	Councillor Carol Bull Portfolio Holder 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 changes to the Government rules/guidance.**

1. Context to this report

- 1.1 Following the announcement by the Prime Minister and Government on the relaxation of some COVID-19 restrictions this has meant that, from 20 January 2022, staff are no longer required by law to work from home, and from the 27 January 2022, there will no longer be required by law to wear a face covering.
- 1.2 This means the Government has removed Plan B and reverted to Plan A which we all lived under in the Autumn last year and, therefore, the same guidance applies. However, the Government guidance is that, in indoor settings, where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet – such as offices. Guidance also encourages the use of social distancing to help reduce the spread of COVID-19 where appropriate.
- 1.3 COVID-19 has not gone away in this time and, like all public agencies in the Suffolk Resilience Forum, we are still working under our business continuity plan and monitoring the impact of absence through COVID-19 on our staffing numbers and the impact this has on the delivery of services.

2. Proposals within this report

- 2.1 To note the attached update of the changes.

3. Alternative options that have been considered

- 3.1 None

4. Consultation and engagement undertaken

- 4.1 Discussed at SDT.

5. Risks associated with the proposals

- 5.1 Legal non-compliance and the spread of the virus amongst the work force.

6. Implications arising from the proposals

- 6.1 Financial - None
- 6.2 Legal Compliance - Guidance
- 6.3 Personal Data Processing – N/A
- 6.4 Equalities – N/A

- 6.5 Crime and Disorder – N/A
- 6.6 Environment or Sustainability – N/A
- 6.7 HR or Staffing – Possible loss of staff
- 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 – Covid 19 - Update.

8. Background documents associated with this report

- 8.1 N/A

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Covid update

Following the announcement by the Prime Minister and Government on the relaxation of some COVID-19 restrictions this has meant that, from 20 January 2022, staff are no longer required by law to work from home, and from the 27 January 2022, you will no longer be required by law to wear a face covering.

This means the Government has removed Plan B and reverted to Plan A which we all lived under in the Autumn last year and, therefore, the same guidance applies. However, the Government guidance is that, in indoor settings, where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet – such as offices. Guidance also encourages the use of social distancing to help reduce the spread of COVID-19 where appropriate.

COVID-19 has not gone away in this time and, like all public agencies in the Suffolk Resilience Forum, we are still working under our business continuity plan and monitoring the impact of absence through COVID-19 on our staffing numbers and the impact this has on the delivery of services.

Therefore, if staff need to, they can work from the offices, after talking to your manager. As before:

- keep space between others of more than one metre - this includes in meetings
- office desks remain socially distanced and you should continue to use the desk booking system
- while walking around our buildings, face coverings must be worn unless you are exempt (when seated at desk or in meetings, face coverings can be removed)
- we will continue with cleaning plans
- we will continue to promote good hygiene practices, washing of hands and so on
- we encourage all staff to take a lateral flow test before coming into the workplace
- isolate if have symptoms and if you test positive (minimum of five days isolation, you will be able to come out of isolation on day six if you have two negative tests - one on day five and one on day six)
- if conducting online meetings, don't forget to use headphones
- please make sure you leave the desk you have used clean and tidy and clutter free.

We would also like to remind staff not to leave personal belongings, files and work-related material on desks, filing cupboards or in communal areas when not present in the building. Our workspace does need to be kept tidy, clean and clear to allow colleagues to work under the current arrangements.

We are working on opening communal areas, meeting rooms and adding more desks as soon as we can. This is being done alongside partners at Suffolk County Council who also share West Suffolk House. This will happen in the next few weeks and we will update you next week on the timescale for this and what the floorplate will look like for West Suffolk House. We are reminding staff, if they have booked a desk but are not using it, please unbook it.

We will, of course, review Government guidance and advice from public health and adapt to that if it changes, as well as follow our business continuity plan. Our approach is in line with our neighbouring councils.

At West Suffolk Operational Staff (WSOH) are no longer being tested twice a week through the mobile testing unit, as this was withdrawn in December. We are now asking these staff to complete twice weekly testing (LFD/T) at home or at the depot and report results to the Operations team.