

Health and Safety Council

Sub-Committee

Title	Agenda														
Date	Monday 13 February 2023														
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 Ian Houlder Vice Chair Nigel Dulieu</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 James Lay 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 James Lay 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 James Lay 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)	Karen Richardson	Natasha Holdgate												
	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 democratic.services@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 10 October 2022 (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: 4 January 2023** **7 - 14**
Paper number: **HSS/WS/23/001**
6. **Employee and members of the public incidents** **15 - 20**
Report number: **HSS/WS/23/002**
7. **Legislative Update - Verbal**
8. **Health and Safety Training - Verbal**
9. **Health and Safety Corporate Update (including Wellbeing) - Verbal**
10. **Health and Safety Lessons Learnt (Local Authority Specific) - Verbal**

11. 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 2023
- October 2023
- February 2024

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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 10 October 2022** at **4.00pm**

Present: **Chair** Ian Houlder (employer's side)
Vice Chair Nigel Duluiu (employees' side)

Members (employer's side)

Nick Clarke
Andy Neal

Robert Nobbs
Cliff Waterman

Staff representatives (employees' side)

Sylvia Bayford
Stephanie Grayling

Gary Quilter
Andrew Samson

In attendance

Carol Bull, Cabinet Member for Governance

107. **Substitutes**

No substitutions were declared.

108. **Apologies for absence**

Apologies for absence were received from Councillor James Lay.

Lance Alexander (staff representative) was also unable to attend the meeting.

109. **Minutes**

The minutes of the meeting held on 20 June 2022 were confirmed as a correct record by the Chair.

110. **Declarations of interest**

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

111. **Minutes of the meeting of West Suffolk Health and Safety Group: 31 August 2022**

The Sub-Committee received and **noted** report number: HSS/WS/22/008, which were the minutes of the West Suffolk Health and Safety Group meeting held on 31 August 2022.

The Sub-Committee asked questions in relation to the incident at Nowton Park, to which the Service Manager (Health and Safety) provided a response.

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

The Sub-Committee received and **noted** report number: HSS/WS/22/009, which provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from 1 April 2022 to 31 July 2022.

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

He then briefly reported on the Health and Safety Executive fatal injuries to workers in Great Britain for the period 2011 – 2012 to 2021-2022. There were 171 work related fatalities in 2011 to 2012 compared to 123 in 2021 to 2022. The construction industry was the main contributor for fatalities.

The Sub-Committee discussed the report in detail and asked questions to which responses were provided. In particular discussions were held on the multiple verbal abuse incidents reported in relation to one person who had now been served with a cease-and-desist letter; and the 19 days lost due to an employee incident.

113. **Health and Safety Policy - Verbal**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) advising that the Health and Safety Policy had been updated so that it was more accessible, meaning no matter what your disability you should be able to read the policy which was available on the Council's website and Intranet.

In response to a question raised regarding contractors, the Sub-Committee was advised that links to the Health and Safety Policy were sent to the Council's contractors.

In response to a questions raised stating the Health and Safety Policy was not accessible on Google, the Service Manager (Health and Safety) agreed to raise this with the Communications Team to look into further.

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

114. **Legislative Update (Verbal)**

The Sub-Committee as informed that there were no legislative updates to report on at the present time, and nothing expected in the near future.

115. **Health and Safety Training (Verbal)**

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

- 1) IOSH Managing Safely: This had been scheduled for 29-31 March 2023.
- 2) Event Safety: Dates would be confirmed early next year.
- 3) First Aid training: This was ongoing, with annual refreshers and 3-yearly requalification's.
- 4) Online training platform: Looking to migrate the British Safety Council training onto the council's new online learning system, called "ilearn".

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

In response to a question raised as to whether the council produced any health and safety training for new businesses and start-ups, the Service Manager (Health and Safety) said there was information on the council's website and this was provided by the environmental health team, not corporate health and safety.

There being no decision required, the Sub-Committee **noted** the health and safety training update.

116. **Health and Safety Corporate Update including 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:

- Ongoing work continues with fire risk assessments, audits and informal visits giving advice.
- Occupational Health – Mini health checks
- NHS health checks
- Mental health awareness
- Overcoming social anxiety
- Atrial fibrillation testing
- 70 Flu vaccination vouchers issued to eligible staff via the NHS
- Organisational engagement sessions (four sessions: Reframing; PERMA-H; Balancing emotional needs; Resilience the science of recover
- Webinar on Menopause (October 2022)
- Get the best out of you (for home and work)
- Manager peer networking group

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

In particular discussions were held on the menopause webinar and that men should also get involved in the training to gain knowledge.

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

117. 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) A company specialising in manufacturing canopies and ventilation ducting had been fined after an employee's hand was drawn into the rotating part of a machine, resulting in serious injury. An apprentice was being instructed by another apprentice and a trainee on to operate the machine. The employee suffered from a crushed fingertip and a fracture. As a result of the incident the worker was unable to work for two months.

The company had not performed a risk assessment for using the machine or implemented any safe systems of work including recognising that the gloves presented a drawing-in and entanglement hazard on the machine. Also, they did not provide staff with adequate training or assess the additional risks presented by a young, inexperienced person working with machinery and being unaware of existing or potential risks.

- 2) A spring manufacturing company had been fined after an employee had two fingers of his right hand severed whilst attempting to lubricate a bandsaw. The worker decided to replace the blade, as on inspection it appeared to be heavily worn. He attempted to lubricate the new blade, by pressing a cardboard tube of wax onto the exposed section of it whilst it was running.

Although the worker had received training from the supervisor in using the machine, it was of poor quality, no formal competency assessment had been carried out, nor was he certain that he could use the machine unsupervised. Also, despite lubrication of the blades in this manner being standard practice within the company, it was unnecessary as the machine was self-lubricating.

This incident could have been avoided. Employees should ensure they carry out an assessment of the risks and put in place safe systems of work for the operation of all machinery.

The company was fined £200,000 and ordered to pay costs of £5,394.

- 3) A sea food processing company was fined after a worker died following injuries sustained when she was run over by a forklift. A joint investigation by the Health and Safety Executive and Police Scotland found that no site-specific workplace transport risk assessment had been carried out. It was found the company had failed to implement effective arrangements for the management of health and safety and also failed to act on the advice of a health and safety consultant several years prior to the incident.

The company was fined £80,000 under Section 2(1) and Section 33(1)(a) of the Health and Safety at Work Act 1974.

The Service Manager (Health and Safety) explained that all of the cases detailed could have occurred in any organisation, including local authorities. In all three cases, the same four issues were missing, being the lack of:

- Information
- Training
- Instruction
- Supervision

118. **Dates of future meetings**

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

- 13 February 2023 via MS Teams

The meeting concluded at 5.28pm

Signed by:

Chair

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Minutes of the Meeting of the Health and Safety Group held on 4 January 2023

Report number:	HSS/WS/23/001	
Report to and date(s):	Health and Safety Sub Committee	13 February 2023
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: **This item is not required to be included in the Decisions Plan.**

Wards impacted: **All**

Recommendation: That the Health and Safety Sub-Committee are requested to **note** the minutes of the Health Safety Group meeting held on 4 January 2023.

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 – 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 4 January 2023.

8. Background documents associated with this report

8.1 Not applicable

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West Suffolk Health and Safety Group

DATE: 4 January 2023 MS Teams

PRESENT: Martin Hosker (MH), John Eden (JE), Stephanie Grayling (SG), Charlotte Fuller (CF), Gary Quilter (GQ), Lance Alexander (LA)

APOLOGIES: Sylvia Bayford, Nigel Dulieu, Mark Liles, Richard Shipp, Robert Cooper, Natasha Holdgate, Andrew Samson

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 August 2022 to the end of November 2022.</p> <p>3.2 The Health and Safety Team continues 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 SG asked a question regarding one of the incidents involving physical abuse against a member of staff and the implications for the WSC member of staff who punched the member of the public, MH explained after investigation it was deemed that the staff member acted in self-defence and no further action was required.</p> <p>3.4 JE explained that there is an ongoing investigation into a recent incident involving the landscapes team vehicles.</p>	<p>MH</p> <p>H&S team</p> <p>MH</p>
4.	Legislation Update	<p>4.1 No new legislation to discuss.</p> <p>4.2 The Protect Duty is going through Parliament; further details will be released in the coming months.</p>	All
5.	Training	<p>5.1 IOSH Managing Safely is booked for the 29, 30 and 31 March at West Suffolk House.</p> <p>5.2 There are ongoing first aid training courses for annual refreshers and requalification's across the authority.</p>	

<p>6.</p>	<p>Health and Safety issues around the table</p>	<p>6.1 SG reported that there may have been a recent incident of Violence at work in Environmental health and wanted to check if it had been reported on the Health and Safety portal, a check was carried out during the meeting, and nothing had been reported. SG will chase staff member/s to ensure they report the incident on the Health and Safety portal.</p> <p>6.2 GQ said that during team meeting Health and Safety training had been raised and this was being included in their up-coming training plan for 2023, this will include lone working and conflict resolution training. CF explained that recently bespoke courses have been arranged for teams to go on which directly relate to the job specific roles. GQ/CF to contact the Learning and Development team about the training.</p> <p>6.3 LA explained that the issues involving people getting onto the roof at the rear of Moyses Hall has significantly reduced since the gate was added, however there is still occasional issues.</p> <p>6.4 JE explained that the fire risk assessment for West Stow Country Park is due to be sent out by the contractor and JE will pass this onto LA for discussion and the implementation of an action plan.</p>	<p>SG/MH</p> <p>GQ</p> <p>JE</p>
<p>7.</p>	<p>H and Safety News</p>	<p>7.1 MH went through third party incidents and prosecutions of other Councils/Industries that have similar undertakings, outlining the potential lessons to be learnt.</p> <p>7.2 Following the prosecution involving a fallen tree, MH asked GQ to confirm all tree audits and inspections were up to date. GQ said as far as he was aware all audits and inspections were up to date but will double check.</p> <p>7.3 LA raised the concern that sometimes the trees on the other side of the river Lark fall onto WSC land.</p>	<p>All</p> <p>GQ</p>
<p>8.</p>	<p>Any other Business</p>	<p>8.1 JE raised the importance of safety around dust and fumes and wearing the correct PPE.</p> <p>8.2 SG informed the group of a successful prosecution from an investigation carried out by the Environmental Health Team. A West Suffolk Business had to pay costs of £50,000 due to a workplace injury.</p> <p>8.3 SG questioned the training availability for 2023. CF to send a list of Health and Safety training.</p> <p>8.4 SG asked if the Guardian Angel System was still available. MH confirmed that it is. CF explained the Skyguard system which can be considered if required. MH explained further details on this.</p>	<p>All</p> <p>CF</p> <p>All</p>

		8.5 JE asked SG if Environmental Health has had confined spaces training. SG confirmed that no formal training has taken place. SG to take this to Environmental Health team meeting.	SG
		8.1 There being no further business the meeting closed at 11.00 am.	All

Next meetings

HSSC – 13 February 2023 (MS Teams)

HSG – 3 May 2023 (Venue/Teams TBC)

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Employee and Members of the Public incident statistics

Report number:	HSS/WS/23/002	
Report to and date(s):	Health and Safety Sub Committee	13 February 2023
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: **This item is not required to be included in the Decisions Plan.**

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 2022 to the 30 November 2022.

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 4 January 2023.

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 2022 to 30 November 2022.

8. Background documents associated with this report

- 8.1 Not applicable.

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Incidents 22-23	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Grand Total
Near Miss/ Non-Reportable Dangerous Occurrence	1			1					2
Other	1			1					2
Non Reportable Injury	1	2	2	1	6	2	1	1	16
Animal bite/stings			1						1
Manual Handling					3	1	1		5
Other	1				1				2
Road traffic accident			1						1
Slip, trip, fall same level				1					1
Slips/Trips							1		1
Taken Ill or Unwell		1							1
Trapped by furniture/Equipment		1			1				2
Struck by falling/moving object						1			1
Cuts or Abrasions					1				1
Non-Injury Incident		3		1		1		2	7
Drunk/Intoxicated		1							1
Other		2				1	1		4
Struck by falling/moving object				1					1
Contact with moving vehicle								1	1
Reportable Injury		1	2						3
Lifting and handling injuries			1						1
Manual Handling		1							1
Slip, trip, fall same level			1						1
Violence at Work	4	3	1	13	3	3	5	1	33
Aggression	1			1	1	1	2		6
Drunk/Intoxicated	1								1
Mental Abuse	1					1			2
Threatening Behaviour		1		9			1		11
Verbal Abuse	1	2	1	3	1	1	2	1	12
Physical Abuse					1				1
Grand Total	6	9	5	16	9	6	6	4	61

Days lost due to Employee Incidents - 1 April 2022 – 30 November 2022

Days Lost	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2022-2023	0	11	33	15	5	5	0	3					72

Public/contractor incidents - 1 April 2022 – 30 November 2022

Incidents 2022-2023									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Grand Total
Near Miss/ Non-Reportable Dangerous Occurrence			2			2	1		5
Other			2			1	1		4
False Fire Alarm						1			1
Non Reportable Injury	1	1	1	2	3	2	3		13
Other	1					1	1		3
Slips/Trips			1	1	1		1		4
Taken Ill or Unwell		1							1
Trapped by furniture/Equipment				1					1
Struck by equipment/furniture					1	1			2
Fall on same level					1				1
Ill Health							1		1
Non-Injury Incident	2	1	1		1		1		6
Other	1	1	1		1		1		5
Taken Ill or Unwell	1								1
Reportable Injury					1				1
Fall from height					1				1
Grand Total	3	2	4	2	5	4	5	0	25