

Health and Safety Council

Sub-Committee

Title	Agenda														
Date	Monday 26 February 2024														
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 Councillor Phil Wittam Vice Chair Stephanie Grayling</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 (2)</td> <td>Mike Chester Ian Houlder</td> <td>Lance Alexander Sylvia Bayford</td> </tr> <tr> <td>Independents (2)</td> <td>Andy Neal Phil Wittam</td> <td>Nigel Dulieu Stephanie Grayling</td> </tr> <tr> <td>Progressive Alliance Grouping (2)</td> <td>Peter Armitage Janne Jarvis</td> <td>Gary Quilter Vacancy</td> </tr> </table>				West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)	Conservative Group (2)	Mike Chester Ian Houlder	Lance Alexander Sylvia Bayford	Independents (2)	Andy Neal Phil Wittam	Nigel Dulieu Stephanie Grayling	Progressive Alliance Grouping (2)	Peter Armitage Janne Jarvis	Gary Quilter Vacancy
	West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)													
Conservative Group (2)	Mike Chester Ian Houlder	Lance Alexander Sylvia Bayford													
Independents (2)	Andy Neal Phil Wittam	Nigel Dulieu Stephanie Grayling													
Progressive Alliance Grouping (2)	Peter Armitage Janne Jarvis	Gary Quilter Vacancy													
Substitutes	Conservative Group (1)	Vacancy	Natasha Holdgate												
	Independents (1)	Richard Alecock													
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, other registerable or non-registerable 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.														
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 16 October 2023 (copy attached.)

4. Declarations of interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable 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: 16 January 2024

7 - 12

Paper number: **HSS/WS/24/001**

6. Health and Safety Presentation (attached)

13 - 26

Report number: **HSS/WS/24/002** covers the following information:

- Health and Safety statistics
- Legislation updates and other news
- training

7. 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 2024
- October 2024
- February 2025

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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 16 October 2023** at **4.00pm**

Present: **Councillors**

Members (employer's side)

Peter Armitage
Mike Chester

Andy Neal
Phil Wittam

Staff representatives (employees' side)

Nigel Dulieu
Stephanie Grayling

Gary Quilter

In attendance

Gerald Kelly, Cabinet Member for Governance and Regulatory

130. **Substitutes**

No substitutions were declared.

131. **Appointment of Chair: 2023 to 2024**

It was proposed by Councillor Peter Armitage, seconded by Councillor Mike Chester and with the vote being unanimous, it was

RESOLVED:

That Councillor Phil Wittam be elected as Chair of the Health and Sub-Committee for 2023-2024.

Councillor Phil Wittam then took the Chair for the remainder of the meeting.

132. **Appointment of Vice-Chair: 2023 to 2024**

It was proposed by Nigel Dulieu, seconded by Gary Quilter and with the vote being unanimous, it was

RESOLVED:

That Stephanie Grayling be elected as Vice-Chair of the Health and Sub-Committee for 2023-2024.

133. **Apologies for absence**

Apologies for absence were received from Councillor Janne Jarvis and from Sylvia Bayford (staff representative).

Councillor Ian Houlder was also unable to attend the meeting, along with Lance Alexander (staff representative).

134. **Minutes**

The minutes of the meeting held on 13 February 2023 were confirmed as a correct record by the Chair.

135. **Declarations of interest**

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

136. **Minutes of the meeting of West Suffolk Health and Safety Group: 31 August 2023**

The Sub-Committee received and **noted** report number: HSS/WS/23/003, which were the minutes of the West Suffolk Health and Safety Group meeting held on 31 August 2023.

137. **Health and Safety Presentation**

[Councillor Andy Neal joined the meeting at 4.29pm during the consideration of this item].

The Sub-Committee received a presentation provided by the Health and Safety Manager, which covered the following areas:

- Introduction
- Health and safety statistics
- Legislation updates and other news
- Training.

Introduction:

This set out the purpose of the Health and Safety Sub-Committee and its role.

Health and safety statistics:

The presentation provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from April 2023 to July 2023.

The Health and Safety Manager drew relevant issues to the attention of the Sub-Committee, including providing details of the types and locations of accidents/incidents for employees; public and contractors 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.

Legislation updates:

The Health and Safety Manager advised that the Retained EU Law (Revocation and Reform) Act 2023 received Royal Assent on 29 June 2023. The Act would automatically revoke or "sunset" a list of around 600 Retained EU Laws by the end of 2023. However, there were a few pieces of legislation relating to health and safety in civil aviation; maritime; nuclear industry and football matches but nothing relation to mainstream health and safety. There was currently no immediate impact on the council regarding the future of health and safety law.

The Health and Safety Manager reported the council was compliant with all changes relating to the Building Safety Act 2022 (Section 156).

Also on 1 October 2023, new fire safety legislation in addition to the Fire Safety (England) Regulations 2022 and Fire Safety Act 2021 was introduced. The new fire safety legislation applied to:

- All non-domestic premises and non-domestic parts of multi-occupied residential buildings, for example communal corridors, stairways and plant rooms.
- Responsible person must record their fire risk assessment and fire safety arrangements for their premises.
- Responsible persons must co-operate/co-ordinate with other responsible persons in shared buildings.
- FRA's appointed by responsible person must be suitably trained and competent.

The council was complaint with the new changes to fire legislation.

Other news:

- Work related fatality figures for 2022 to 2023 had recently been published. The three most common causes of fatal injuries to workers were:
 - o Falls from heights (40)
 - o Being stuck by a moving object (29)
 - o Being stuck by a moving vehicle (20).

The highest number of deaths were found to be in the construction industry.

- Following the coroner's report over the missing Airman Corrie McKeague, the LGA had reminded local authorities of the guidance provided by the Waste Industry Safety and Health forum on managing access to large waste and recycling bins. As a reaction to this the

Operations Team had recently communicated a “look before you lift” procedure to all its operators.

- RAAC (reinforced autoclaved aerated concrete): Recent concerns of RAAC failing in school and NHS buildings had highlighted the likelihood of RAAC having a much wider presence in local authority premises. This was investigated by Property Services with specialist engineers over the past two years and confirmed that currently there was no RAAC materials in any of the council’s buildings.
- Protect Duty (Martyn’s Law): Still no guidance produced by Government and no regulator had been announced. The lead time for implementation now envisaged was 2025. The council would continue to attend regular official government update webinars.

Training:

The Health and Safety Manager updated the Sub-Committee on the following health and safety training updates:

- 1) First aid training was ongoing.
- 2) Health and safety mandatory modules had been added to the I-Learn training platform.
- 3) Additional job specific health and safety modules had been reviewed and were being added to I-Learn for specific departments, for example risk assessments; COSHH; working at height.
- 4) The Fire Risk Assessors training course had been completed by the Health and Safety Manager and Senior Advisor.
- 5) Event safety management training had been rescheduled from December to 2023 and would now take place in January 2024 to ensure specific employees who were involved with events on council property had suitable knowledge and training to carry out their supervisory roles and provide an internal support network.

The Sub-Committee considered the presentation and asked questions. In particular discussions were held on the various incident statistics and whether weather conditions were taken into consideration; fire risk assessments at parish councils; and whether alternative suitable work was offered to employees when they had sustained an injury to which comprehensive responses were provided.

At the conclusion of the meeting the Sub-Committee agreed for the presentation to continue to be attached to future agendas

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

138. **Dates of future meetings**

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

- 26 February 2024

The meeting concluded at 4.42 pm

Signed by:

Chair

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Minutes of the Meeting of the Health and Safety Group held on 16 January 2024

Report number:	HSS/WS/24/001	
Report to and date(s):	Health and Safety Sub Committee	26 February 2024
Cabinet member:	Councillor Gerald Kelly Cabinet Member for Governance and Regulatory Email: gerald.kelly@westsuffolk.gov.uk	
Lead officer:	Richard King Health and Safety Manager Tel: 01284 757010 Email: democratic.services@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 16 January 2024.

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 16 January 2024

8. Background documents associated with this report

8.1 Not applicable

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West Suffolk Health & Safety Group

DATE: 16th January 2024 - MS Teams

PRESENT: Charlotte Fuller (CF), Sylvia Bayford (SB), Lee Dingwall (LD), Richard King (RK), Gary Quilter (GQ), Wendy Canham (WC), Oliver Loughton (OL), Nigel Dulieu (ND), Natasha Holdgate (NH), Charley West (CW), Nigel Yeates (NY), Logan Malpass (LP), Chloe Ramsey (CR), Amy Marshall (AM).

APOLOGIES: Robert Cooper, Lance Alexander, Stephanie Grayling, Teresa Claydon, Julie White.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies	1.1 Apologies as above	--
2.	Minutes of Last Meeting	2.1 RK went through the minutes of last meeting, no issues were raised. All actions have been carried out.	--
3.	Health & Safety Statistics	<p>3.1 RK presented the accident statistics for employees and members of the public August to November 2023 and explained all HSE reportable RIDDOR reports during this time.</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 There is no significant correlations in the graphs presented for incidents. The Health and Safety Team will investigate any other patterns that can be found within the incident data.</p> <p>3.4 There has been an increase in the amount of employee lost days since April 2023. This is due to RIDDOR reports of staff being off work over 7 days.</p>	<p>--</p> <p>--</p> <p>H&S team</p> <p>--</p>
4.	Legislation Update	<p>4.1 RK discussed the following legislation updates:</p> <ul style="list-style-type: none"> • Protect Duty (Martyn's Law), no further updates issued out from government. Expected to start being implemented from 2025. • Fire Safety Guidance within section 156 of Building safety act 2022 now in force. 	--
5.	Training	<p>5.1 There are ongoing first aid training courses for annual refreshers and requalification's across the authority.</p> <p>5.2 RK reminded all to complete Health and Safety Modules on iLearn, including additional job specific</p>	<p>--</p> <p>--</p>

		<p>modules that have been added – these are not part of essential modules.</p> <p>5.3 Event safety training was carried out with specific employees who are involved with events in West Suffolk.</p> <p>5.4 RK asked all representatives to send through a list of their current job specific training (internal and external) that they currently carry out.</p>	<p>--</p> <p>All</p>
6.	Health & Safety system and safety observations	<p>6.1 The new H&S system (Work Wallet) is now operational via the WSC intranet H&S page along with user guidance. Training has started to be delivered to the users of the system and guidance documents are available on the intranet H&S page.</p> <p>6.2 RK explained the reporting of Safety Observations. Please ensure you communicate and champion this proactive reporting through your departments.</p>	<p>H&S team</p> <p>All</p>
7.	Health and Safety risks and opportunities around the table	<p>7.1 AM raised that customer services have put a recommendation into facilities management to keep the current Perspex screens around reception area as those entering our offices can get frustrated and be aggressive towards employees. Customer services have requested that the screens do have the lower access cut away so employees can pass phone and documents to public without having to go other side of desk. AM to keep RK updated on progress with this.</p> <p>7.2 WC emphasised the importance of having a representative from each service as health and safety is everyone's responsibility.</p> <p>7.3 WC asked how the event safety training went to anyone on the call. GQ explained that one of his employees that went on the course found it very useful and had positive feedback.</p>	<p>RK AM</p> <p>--</p> <p>--</p>
8.	Any other business	N/A	--

Next meetings

HSSC – 26th February 2024

HSG – May 2024

**West Suffolk Health and Safety
Sub Committee
26th February 2024**

Microsoft Teams

Agenda

Introduction

Health and Safety Statistics

Legislation updates and other news

Training

Introduction

Purpose of the Health and Safety Sub-Committee Meeting:


- To consider the Health and Safety arrangements and provide guidance to support the development of executive action by the Portfolio Holder with responsibility for health and safety and/or officers of the Council.

What does that mean:

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Monitor the Council's Health and Safety performance

Monitor the occurrence of Health and Safety related incidents / accidents, identifying any implications for the development of Health and Safety policies / procedures

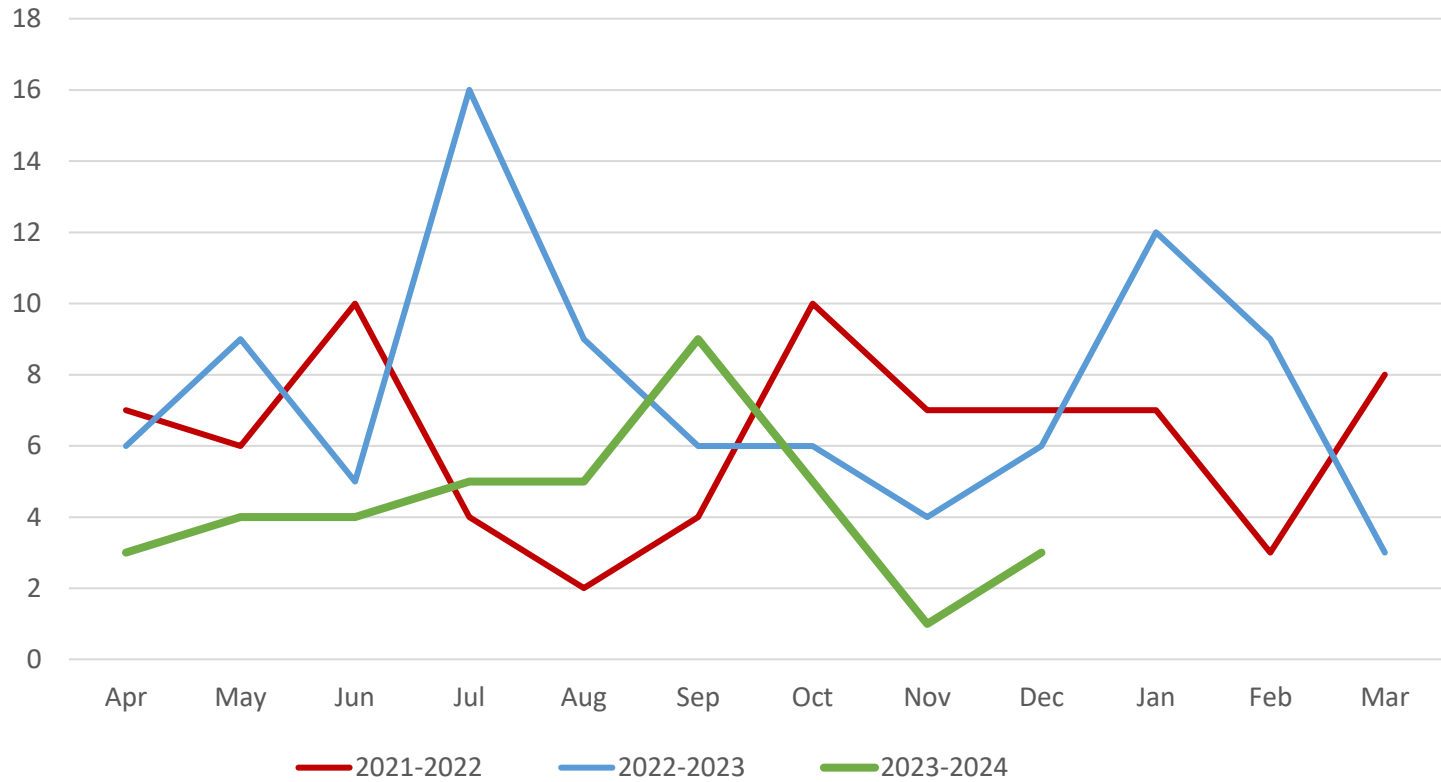
- Act as the formal consultative committee of the Council in relation to Health and Safety matters
 - To be kept informed of trends and developments in Health and Safety legislation and welfare standards
 - To consider and comment on projects and work that have significant Health and Safety implications across the Council.
- 
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Employee incidents

	2023										Grand Total
Row Labels	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Non Reportable Injury	2	1	2	1	1	3	3	1		14	
Cuts or Abrasions	1						3			4	
Lifting and handling injuries						1				1	
Machinery Contact								1		1	
Manual Handling						1				1	
Other		1								1	
Road traffic accident	1									1	
Slips/Trips			1			1				2	
Struck by equipment/furniture			1							1	
Taken Ill or Unwell				1						1	
Trapped by furniture/Equipment					1					1	
Non-Injury Incident	1	2			1	3			1	8	
Other	1	1			1	2			1	6	
Road traffic accident		1				1				2	
Reportable Disease			1							1	
Carpal tunnel Syndrome			1							1	
Reportable Injury				2	1	1			1	5	
Contact with machinery				1						1	
Manual Handling				1						1	
Slip, trip, fall same level					1	1				2	
Slips/Trips									1	1	
Violence at Work		1	1	2	2	2	2		1	11	
Aggression				1						1	
Physical Abuse							1			1	
Threatening Behaviour			1		1	2			1	5	
Verbal Abuse		1		1	1		1			4	
Grand Total	3	4	4	5	5	9	5	1	3	39	

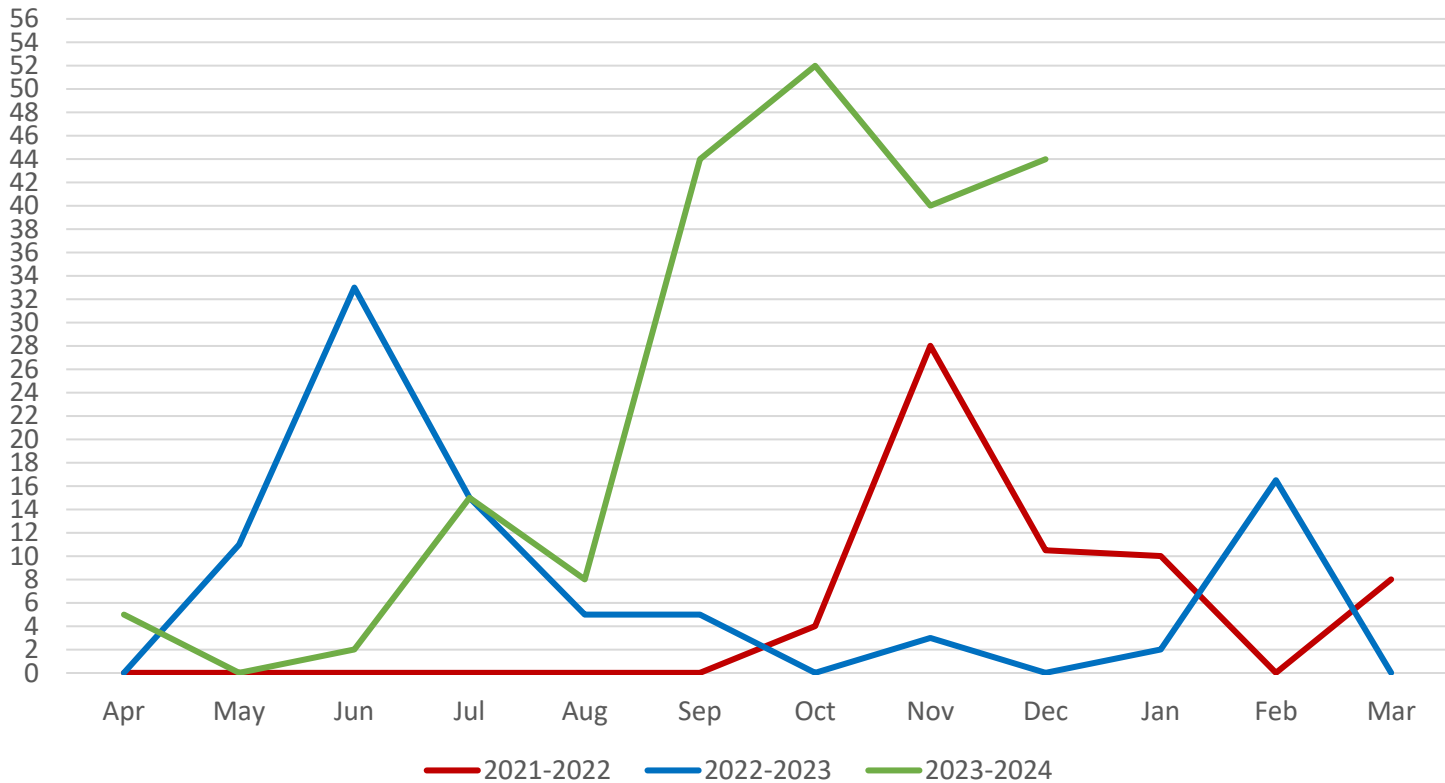
Employee incidents

Employee incidents



Total days lost for employees

Total lost days due to incidents

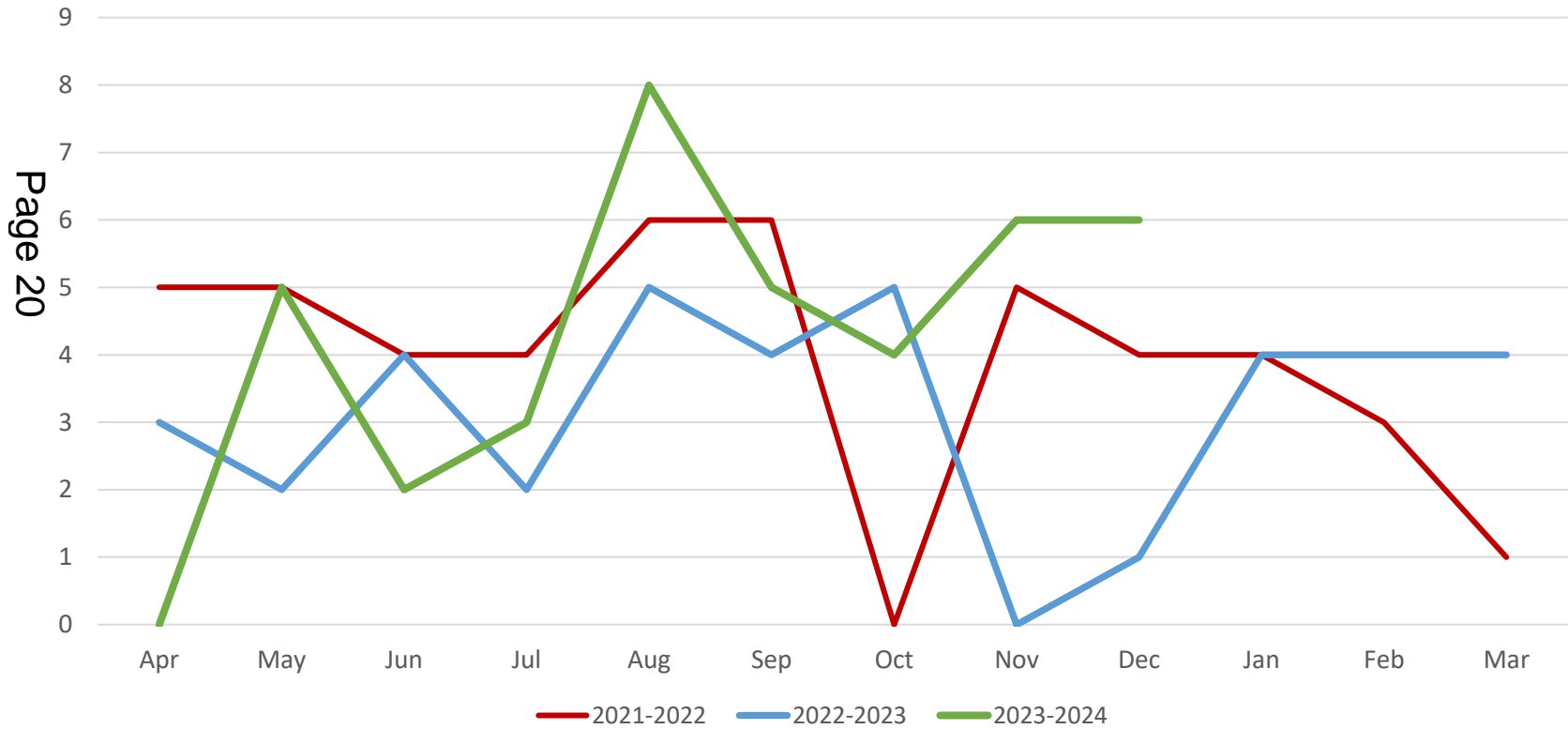


Days Lost	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2021-2022	0	0	0	0	0	0	4	28	10.5	10	0	8	60.5
2022-2023	0	11	33	15	5	5	0	3	0	16.5	0	0	90.5
2023-2024	5	0	2	15	8	44	52	40	44				210

	2023										Grand Total
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Non Reportable Injury		1	1	1	2		1	4	2		12
Cut by non-surgical or clean sharp		1									1
Cuts or Abrasions								1			1
Fall on same level			1				1	2	1		5
Other					1						1
Slip, trip, fall same level									1		1
Struck by equipment/furniture					1						1
Struck by falling/moving object				1							1
Taken Ill or Unwell									1		1
Non-Injury Incident		1		1	4	4	2	1	4		17
Fall on same level							1		2		3
Other		1		1	2	2	1		2		9
Slips/Trips					1			1			2
Taken Ill or Unwell					1	2					3
Reportable Injury				1	2	1	1				5
Cuts or Abrasions					1						1
Slip, trip, fall same level				1		1	1				3
Struck by object					1						1
Violence at Work		3	1						1		5
Threatening Behaviour		3									3
Verbal Abuse			1						1		2
Grand Total	0	5	2	3	8	5	4	6	6		39

Public and contractor incidents

Public incidents



Legislation

No updates to report on current Legislation.


Other News

- Page 21
Protect Duty (Martyn's Law) – Home Office have launched a further consultation period of 6 weeks. The consultation will close on Monday 18th March. Because of this there is still no guidance (ACOP) produced by government and currently no regulator has been announced. Lead time for implementation still envisaged is 2025.

The H&S team attend regular government update meetings with the National Protective Security Authority (NPSA) and will communicate any changes to ensure we remain compliant.

- Electric vehicle (EV) charging points in multi-storey car parks.

In response to recent government and Suffolk fire service safety guidance, we are in discussion to remove / relocate our current EV charging points within our multi-storey carparks in BSE (Parkway) and Newmarket (Guineas). This is in the interest of fire safety.

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Other News continued.

- RAAC (Reinforced Autoclaved Aerated Concrete) – Provincial House, Haverhill.

Intrusive investigations as part of the phase three refurb package have identified RAAC in two contained areas on the second floor. These areas are not occupied and have no public access.

Partners and AXA (main tenant) have been informed; access has been limited to all concerned.

Further investigations have been undertaken, with a full engineer's report on the condition of the RAAC panels expected in the next few days. A suitable action plan will be put in place following the report recommendations.

We are already carrying out extensive works on the site and any required remedial action will now form part of the project and it is not envisaged at this stage that our vision for the site is compromised.

A reactive statement has been prepared should we have any media interest.

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Other News continued.

- New H&S System now in operation.

A new H&S system (Work Wallet) is now operational via the WSC intranet H&S page along with user guidance.

Training has started to be delivered to the users of the system and has had positive reactions.

Positives of the system:

- Improved accessibility (App based / cloud system)
- Improved user experience – simple and straight forward
- Improved visibility of incidents reported, investigations and actions carried out
- Ability to grow the system for other aspects of the business, if required
- Reduced annual cost

Two new issue reporting categories have been added:

- Safety Observations - includes the subcategories of Safety Suggestions, Unsafe Acts and Unsafe Conditions. This is to encourage early reporting / actioning of any H&S issues before they become a near miss or accident / incident.
- Site Security Issue – includes Unauthorised Access, Social Media Auditor, Media News Concern, Protect and Other. This is to improve our visibility of any incidents and short falls

Training



- Continuation of First aid training – registers of first aiders have been reviewed / risk assessed to ensure that suitable cover is in place throughout our premises / workplaces following the introduction of agile working.
- Additional job specific H&S modules have been reviewed and added to I-Learn (risk assessments, COSHH, working at height etc). These are not part of the council wide mandatory modules.
- Event safety management training has been carried out – this was to ensure specific employees involved with events on our properties (such as Abbey Gardens, Nowton Park, BCC, Apex, Markets etc) have suitable knowledge and training to carry out their supervisory roles and provide an internal support network.
- The H&S Team will continue to work with individual services to ensure that suitable training (internal and external) is carried out and documented.



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