

**DATE:** 17 May 2016 WSH House.

**PRESENT:** Martin Hosker, Andrew Catchpole, Chloe Hunt, David Cowley, Anne Cusack, David Green, Nigel Dulieu, Natasha Brocket.

**APOLOGIES:** Lance Alexander, Paul Goodspeed, Phil Clifford, John Smithson. Julie Dean, Tony Edwards.

**ADDITIONAL DISTRIBUTION:** None

	<b>Item</b>	<b>Points Raised</b>	<b>Action</b>
<b>1.</b>	Apologies & Introductions	1.1 Apologies as above.	All
<b>2.</b>	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
<b>3.</b>	Around the table	3.1 DC raised concerns about the welfare animals at the Xmas Fayre, in particular "The Parrott stand".  3.2 DC requested that JS provides a list of internal events so Environmental Health can plan ahead.  3.3 MH gave an update on works at Haverhill Depot and the new procedures.	DC  JS  MH
<b>4.</b>	Health & Safety Statistics	4.1 MH went through statistics relating to accidents/incidents involving employees and members of the public from 1 April 2015 to 31 March 2016 for both Forest Heath District Council and St Edmundsbury Borough Council.  4.2 MH drew attention to relevant incidents, including providing details on the type and location of accidents/incidents experienced by employees and members of the public during the reporting period.  4.3 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	All  All
<b>5.</b>	Health & Safety Policy	5.1 MH went through the amendments to the Health and Safety Policy namely: <ul style="list-style-type: none"> <li>• Instruction 26, Work Experience Guidance</li> <li>• Annex P, Induction Checklist</li> <li>• Annex N Work experience Risk Assessment</li> </ul>	All

		<b>Recommendation:</b> that the amendments be tabled at the next West Suffolk Joint Health & Safety Panel meeting for formal approval.	
<b>6.</b>	Mental Health	6.1 MH discussed Mental Health Awareness Week which is from 16 to 20 May, with events that will be taking place throughout the week.  6.2 As part of the Mental Health Awareness Week activities MH invited the group to take part in a 10 minute activity exercise.	MH  All
<b>7</b>	Training	7.1 MH informed the group that an IOSH Managing Safely course had ran on 6 & 7 and 13 & 14 April 2016. 8 People attended, preliminary results are that all passed. Another course will be planned for next year.	All
<b>8</b>	H & S Updates	8.1 AC went through the H&S updates as follows: <ul style="list-style-type: none"> <li>• New CEO of HSE</li> <li>• New Muscular Skeletal Web site</li> <li>• Updated CDM entertainment industry Web Site</li> <li>• Changes to PPE Regulations</li> </ul>	All
<b>9</b>	Any other business	9.1 There was no other business and meeting closed at 3.00pm	All

### **Dates of next meetings:**

West Suffolk Joint Health and Safety Panel  
2pm 20 June 2016 (Apex)

West Suffolk Joint Health and Safety Group  
10pm Tuesday 6 September 2016  
(West Stow)