

Joint Health & Safety Group

DATE: 18 January 2017 Mildenhall Offices

PRESENT: Martin Hosker, Andrew Catchpole, Anne Cusack, Tony Edwards, Nigel Dulieu, John Smithson, Lance Alexander, Paul Goodspeed, David Green, Stephanie Grayling.

APOLOGIES: Natasha Brockett, Phil Clifford, Julie Dean.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	<p>1.1 Apologies as above.</p> <p>1.2 Stephanie Grayling introduced herself to the group, she has replaced David Cowley who has now left the authority.</p>	All
2.	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
3.	Around the table	<p>3.1 JS Had a meeting with English Heritage (EH) regarding the Abbey Garden's ruins. EH indicated that it could take 2 years before they could commission certain repairs.</p> <p>Action: MH to discuss issue with Damien Parker.</p> <p>3.2 JS Mentioned his role will be changing, moving to FHDC as the new senior ranger, on a part time basis – JS will remain on group until the new Parks Manager is appointed.</p> <p>3.3 TE Requested that group remembers remind staff to advise of any expected deliveries to Olding Road Depot as they are still receiving a lot of deliveries without knowing who the deliveries are for. Resulting in time being wasted trying to find who they are for and where they should go, also in some cases creating a storage issue.</p>	<p>MH</p> <p>All</p> <p>All</p>
4.	Health & Safety Statistics	<p>4.1 MH went through statistics relating to accidents/incidents involving employees and members of the public from 01 April 2016 to 30 November 2016 for both Forest Heath District Council and St Edmundsbury Borough Council. As a result of a few incidents AC & TE will be giving toolbox talks to staff.</p> <p>4.2 MH highlighted 2 cases of slips during the cold weather in our car parks – A review of the winter maintenance programme has been undertaken and improved.</p> <p>4.3 LA raised concerns about West Stow but will does outside the meeting.</p>	<p>All</p> <p>All</p> <p>LA/MH</p>

		<p>4.4 DG asked who should be gritting Abbeycroft paths/car parks.</p> <p>MH stated that the terms of the lease would need to be checked.</p> <p>4.5 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.</p>	<p>DG</p> <p>MH</p>
5.	H & S Policy	<p>5.1 MH went through the following policy amendments:</p> <ul style="list-style-type: none"> • Smoking at work policy – Instruction 19, vaping has now been including in the wording of the policy. • Driving at work - Instruction 23 • Structure, changes from Head of Service to Assistant Directors. 	MH
6.	Drugs and Alcohol	<p>6.1 MH explained to the group how we supported Suffolk Police's Christmas campaign on drink and drugs. AC & TE did 33 random tests at the offices and the depots during December all results were found to be no traces of alcohol were found.</p>	All
7.	Xmas Fayre	<p>7.1 MH gave an overview of the Christmas Fayre, which consisted of over 300 stalls with an estimated 125000 visitors over 3.5 days.</p>	MH
8.	H & S Updates	<p>8.1 AC went through the H & S updates as follows:</p> <ul style="list-style-type: none"> • Myth Buster Challenge. • Tougher penalties on drivers using mobile phones. • Thanet Council HAV case brought to court and fined after pleading guilty. • Teenager on work experience injured badly with several compound fractures. 	All
9.	Any other Business	<p>9.1 There was no further business and the meeting closed</p>	All

Dates of next meetings:

West Suffolk Joint Health and Safety Panel

20 February 2017 at 2pm - National Horse Heritage Centre for Horseracing and Sporting Art

19 June 2017 at 2pm - West Suffolk House

16 October 2017 at 2pm - West Stow Country Park

West Suffolk Joint Health and Safety Group

10 May 2017 at 10am - West Suffolk House

6 September 2017 at 10am - West Stow Country Park

17 January 2018 at 10am - Mildenhall Offices