

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

**Minutes** of a meeting of the **West Suffolk Joint Health and Safety Panel** held  
on  
**Monday 20 February 2017** at **3.00 pm** at **The National Heritage Centre  
for Horseracing and Sporting Art**, Palace House, Palace Street, Newmarket CB8  
8EP

Present:

**Chairman** Chris Barker  
**Vice-Chairman** Nigel Dulieu

Forest Heath District  
Council

St Edmundsbury  
Borough Council  
Patrick Chung

Officers

Lance Alexander  
Tony Edwards  
Paul Goodspeed  
Stephanie Grayling

## 73. **Tour of National Heritage Centre for Horseracing and Sporting Art**

Prior to the start time of the meeting, the Panel had received a tour of The National Heritage Centre of Horseracing and Sporting Art by the Health and Safety Manager and the Centre's Operations Manager. Members received an explanation on the history of the site and the involvement the Council's Health and Safety team had during the construction and fitting out phases of the Centre.

## 74. **Apologies for Absence**

Apologies for absence were received from Councillors Rona Burt, Bob Cockle, Peter Ridgwell and Frank Warby.

## 75. **Substitutes**

No substitutions were declared.

76. **Minutes**

The minutes of the meeting held Monday 24 October 2016 were confirmed as a correct record and signed by the Chairman.

77. **Minutes of the meeting of the Joint Health and Safety Group held 18 January 2017**

The Panel received and noted Report No: HSP/JT/17/001 (previously circulated) which incorporated the minutes of the Joint Health and Safety Group Meeting held 18 January 2017.

78. **Accidents/ Incidents involving Employees and Members of the Public : 01 April 2016 to 30 November 2016**

The Panel received and noted Report No: HSP/JT/17/002 (previously circulated) which provided statistics relating to accidents/incidents involving Forest Heath District Council and St Edmundsbury Borough Council employees and members of the public from 1 April 2016 to 30 November 2016. The Health and Safety Manager drew relevant issues to the attention of the Panel, providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period.

The Health and Safety Manager advised Members that the Council's Winter Maintenance Programme had been reviewed with the aim to reduce slips in icy conditions on the Council's property.

The Compliance Officer brought to Members' attention the 'Tool Box Talk' tool that had been produced to promote Health and Safety Awareness among the Refuse staff following a number of incidents. Delivery of the Tool Box Talk to all Refuse staff was almost complete and the feedback had been positive.

The current statistics for both employee and members of the public accidents/incidents were compared with those of the last three financial years, as provided in a presentation. There were no significant trends to report on.

79. **Amendments to the Joint Health and Safety Policy**

The Panel received and noted Report No: HSP/JT/17/003 which outlined amendments which were to be undertaken by the Health and Safety Manager to Issue 3 of the Joint Health and Safety Policy. The following amendments were made:

- Instruction 19, Smoking at Work. The policy had been amended to include the prohibition of Vaping in the work place and in work vehicles by either employees or non-employees.
- Instruction 23, Driving at Work. The policy had been amended to reflect the recent changes made by the Driver and Vehicle Licensing Agency (DVLA). The amendments stated that permission should be given via the DVLA website for the Council to check the status of an

employee's licence online. Periodic checks would be taken for employee's who drove fleet vehicles, pool cars or lease cars.

In addition to the above amendments, the Joint Health and Safety Policy was updated to reflect the recent Leadership Team restructure whereby job titles were changed.

#### **80. Drugs and Alcohol Testing**

The Health and Safety Manager gave a verbal report to Members on the Suffolk Police's Drink Drive campaign that Forest Heath District Council and St Edmundsbury Borough Council support.

During the period 1 December 2016 – 19 December 2016, the Council undertook 33 random drug and alcohol tests over all sites including office staff. No traces of drugs or alcohol were found in any of the 33 tests.

There being no decision required, the Panel noted the verbal report.

#### **81. Christmas Fayre Update**

The Health and Safety Manager gave a verbal report to Members on the Christmas Fayre which took place 24 – 27 November 2016.

Members were given a report on the Build Up of the Christmas Fayre as well as a detailed Audience Profile. The Health and Safety Manager also reported on the following subjects:

- Steward recruitment and briefings
- Stewarding of the Christmas Fayre
- Fire Works
- Car Parks
- Park and Ride
- Road Closures
- Fire Safety
- First Aid

The Health and Safety Manager concluded by reporting to Members on the breakdown of the Fayre.

There being no decision required, the Panel noted the verbal report.

#### **82. Health and Safety Training**

The Health and Safety Manager informed Members that an Institute of Occupational Safety and Health (IOSH) Managing course ran on 1, 2 and 7 February 2017. 11 members of staff attended and all of them had passed.

#### **83. Health and Safety Updates**

The Health and Safety Manager gave a verbal update to Member's on recent Health and Safety cases and updates to Health and Safety law. In particular, the Health and Safety Manager drew Member's attention to a change in Road

Safety law whereby from the 1 March 2017, motorists caught using a mobile phone whilst driving would receive substantially higher fines and penalties.

**84. Dates of future meetings**

The Panel approved the following dates, venues and times for the next meetings:

- 19 June 2017 at 2.00pm at West Suffolk House
- 16 October 2017 at 2.00pm at West Stow Country Park

**85. Any Other Business**

The Chairman advised the Panel that this was the last meeting of the Committee Administrator, David Long, before his retirement. Members gave their thanks to all his contributions to this particular Panel as well as the work he had done for other Committees and Panels across the Council.

The Meeting concluded at 3.53 pm

**Signed by:**

**Chairman**

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