

# 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 19 June 2017 at 2.00 pm at Room GFR-14, West Suffolk House,**  
Western Way, Bury St Edmunds IP33 3YU

Present:

**Chairman** Paul Goodspeed  
**Vice Chairman** Patrick Chung

Forest Heath District  
Council

Chris Barker  
Rona Burt

St Edmundsbury  
Borough Council

Frank Warby

Officers

Lara Drury  
Nigel Dulieu  
Tony Edwards  
Gary Quilter

**Substitutes attending:**

Stephanie Grayling

## 86. **Changes to Employees' Side Membership**

It was announced at the start of the meeting that Gary Quilter had replaced John Smithson as a Full Member of the Employees' side of the Panel.

## 87. **Election of Chairman for 2017/2018**

It was proposed, seconded and

RESOLVED – That Paul Goodspeed be elected  
Chairman of the Panel for 2017/2018.

88. **Appointment of Vice-Chairman for 2017/2018**

It was proposed, seconded and

RESOLVED – That Councillor Patrick Chung be appointed  
Vice-Chairman of the Panel for 2017/2018.

89. **Apologies for Absence**

Apologies for absence were received from Councillor Bob Cockle from the Employer's Side and Natasha Brockett from the Employees' Side.

90. **Substitutes**

Stephanie Grayling declared that she would be substituting for Natasha Brockett from the Employees' Side.

91. **Minutes**

The minutes of the meeting held Monday 20 February 2017 were confirmed as a correct record and signed by the Chairman.

92. **Notes of the previous Joint Health and Safety Group held on 10 May 2017**

The Panel received and noted Report No: HSP/JT/17/004 (previously circulated) which incorporated the notes of the Joint Health and Safety Group Meeting held 10 May 2017.

93. **Accidents/ Incidents involving Employees and Members of the Public from 1 April 2016 to 31 March 2017: Summary**

The Panel received and noted Report No: HSP/JT/17/005 (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 31 March 2017.

The Service Manager (Health and Safety) drew relevant issues to the attention of the Panel, including providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period. He then reported the amount of days lost due to workplace accidents/incidents during the months December 2016 to March 2017.

The Service Manager (Health and Safety) also brought attention to a new safety device that was being trialled by visiting staff, known as a 'Skyguard'. He explained that the Skyguard had been introduced to provide greater protection to lone workers by using Global Positioning System (GPS) technology that could track a member of staff's location. In an emergency situation staff could activate the device to track their location and open up a two way communication channel between themselves and the monitoring station. If required the monitoring station could then contact the police and direct them to the location of the member of staff in need of assistance. Once

the device had been activated, all communication would be recorded and could be used as evidence at a later stage if necessary.

**94. Revised Lockdown Procedures**

The Panel received and noted a verbal report on the amended dynamic lockdown procedures at West Suffolk House.

The Service Manager gave an explanation on the procedure that had been put in place to lockdown the building in the event of an external threat. The Panel were advised that the procedure would be tested across West Suffolk House with the relevant Officers involved and were informed that once the procedure had been tested successfully, it would be rolled out to all other Council buildings.

The Panel held a brief discussion and asked questions of the Service Manager to which responses were provided.

**95. Health and Wellbeing**

The Panel received and noted a verbal report on the Workplace Wellbeing Charter that the Council had been working towards achieving in the last 18 months.

The Service Manager (Health and Safety) explained the initiative behind the Workplace Wellbeing Charter and provided examples of events the Council had supported and highlighted those that had been particularly successful.

**96. Health and Safety Updates**

The Service Manager (Health and Safety) gave a verbal update on recent cases that had received coverage for breaching Health and Safety regulations and assured that no breaches of a similar nature had occurred at the West Suffolk councils. An update on Health and Safety legislation relating to the United Kingdom's exit from the European Union was also provided.

**97. Dates of Future Meetings**

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

- 16 October 2017 at 2.00pm at West Stow Country Park
- 19 February 2018 at 4.00pm at Forest Heath District Council Offices

The Meeting concluded at 2.48 pm

**Signed by:**

**Chairman**

---