

Joint Health & Safety Group

DATE: 30 August 2017 West Suffolk House

PRESENT: Martin Hosker, Andrew Catchpole, Anne Cusack, Tony Edwards, Nigel Dulieu, Phil Clifford, Paul Goodspeed, David Green, Hanna Butters, Lance Alexander, Stephanie Grayling

APOLOGIES: Julie Dean, Gary Quilter, Natasha Brockett. Lara Drury

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	<p>1.1 Apologies as above.</p> <p>1.2 DG introduced Hannah Butters (Apprentice in Property) everyone introduced themselves around the table.</p>	All
2.	Constitution	2.1 MH proposed some minor alterations to the groups constitution - unanimously accepted	All
3.	Minutes of Last Meeting	2.1 MH went through the minutes of the last meeting, there were no other outstanding items.	All
4.	Health & Safety Statistics	<p>4.1 MH presented the accident statistics for employees and members of the public.</p> <p>4.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.</p>	MH
5.	Wellbeing	<p>5.1 MH informed the group about the extra NHS Health Check dates that we will be putting on from Sept – Jan 18.</p> <p>5.2 MH explained about a blood pressure initiative that would run during September called "Know your numbers".</p> <p>5.3 MH informed the group that our paperwork for the work place charter had been submitted and we are due to be assessed on 25 October.</p>	AC MH
6.	Health and Safety Management Software	6.1 MH informed the group that a business case for H & S Management Software had be written and it had been agreed by LT.	MH
7.	Drugs & Alcohol	<p>7.1 Random testing was carried out at Bury Depot and West Suffolk House everyone passed.</p> <p>7.2 We will be doing more random testing close to Christmas and will be supporting the Christmas drink & drive campaign.</p>	MH

8.	Christmas Fayre	8.1 A briefing note regarding HVM (Hostile Vehicle Mitigation) in light of the recent terrorist attacks went to LT and was agreed. We have arranged barriers in the high risk areas of The Athenaeum, Abbeygate St & Mustow St.	All
9.	Skyguard	<p>9.1 MH explained to the group about this lone worker device. It has been issued to Housing team on a 6 week trial, it is hoped if successful it will be purchased and issued to the relevant staff.</p> <p>LA asked if it could be used a West Stow, MH said it could be looked at.</p> <p>PC queried costs. MH said that this would be discussed on conclusion of the trial.</p>	All
10.	HSE Visit	<p>10.1 MH informed the group that HSE had come in to gather information on how we manage Hand Arm Vibration. This inspection initiative is directed at all local authorities undertaking landscaping tasks.</p> <p>We were in the process of changing from our old monitoring system to a new one that is 50% rolled out, PC explained briefly the old and new system.</p> <p>Following this visit we have received written confirmation confirming they will not be investigating the authority any further, file closed.</p>	MH/PC
11.	H&S Training	11.1 An Asbestos Cat 2 Course will run in September mainly for Property Service staff.	All
12.	H&S News and updates	<p>12.1 AC highlighted the following:</p> <ul style="list-style-type: none"> • New sentencing guideline- reduction on sentence if you please guilty at the earliest opportunity. • New consultation in October on Corporate Manslaughter guidelines. • Aldi fined £1million when man lost half his foot after using a pallet truck on which he received no formal training. • Safe Use of Ladders New European Standard (EM 131). • As members of West Suffolk Council staff are entitled to attend MESH & SNEOSG meetings, check website for details. 	AC
13.	Any other Business	<p>13.1 TE said that he had found that some staff are entering incorrect information on the e-learning DSE risk assessment module, which in turn raises an action for the manager to address.</p> <p>MH response was that at the end of the assessment staff can close down any issues themselves or correct any mistakes - AC will do a quick refresher.</p>	All

13.	Any other Business	<p>13.2 SG asked if the current staff car parking permits are going to be amended as currently they show the name of the car user, which may lead to VAW issues or vehicle damage.</p> <p>MH will confirm with Parking Services</p> <p>13.3 SG asked if the HAV is it set to size of persons frame.</p> <p>PC stated that it is set up to the equipment.</p>	
14.	Close of Meeting	Meeting closed at 14.45.	All

Dates of next meetings:

West Suffolk Joint Health and Safety Panel

16 October 2017 at 2pm - West Stow Country Park

West Suffolk Joint Health and Safety Group

17 January 2018 at 10am - Mildenhall Offices