

<b>Joint Health &amp; Safety Group</b>
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**DATE:** 17 January 2018 College Heath Road

**PRESENT:** Martin Hosker, Anne Cusack, Tony Edwards, Nigel Dulieu, Paul Goodspeed, David Green, Stephanie Grayling, Julie Dean

**APOLOGIES:** Gary Quilter, Natasha Brockett. Lance Alexander

**ADDITIONAL DISTRIBUTION:** None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Apologies as above.	All
2.	Minutes of Last Meeting	2.1 MH Went through the minutes of last meeting, giving updates where relevant.	All
3.	Health & Safety Statistics	3.1 MH presented the accident statistics for employees and members of the public August through to December.  3.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	MH
4.	H & S Policy	4.1 MH went through the amendment to the Health and Safety Policy, Instruction 24 Hand Arm Vibration.  4.2 All agreed for it to taken forward to West Suffolk Joint Health & Safety Panel.	MH
5.	Christmas Fayre	5.1 MH gave an overview of the Christmas Fayre which covered: <ul style="list-style-type: none"> <li>• Build up to the event, the event and the break down</li> <li>• Hostile Vehicle Mitigation (HVM)</li> <li>• Traffic Management Plan</li> <li>• Coaches</li> <li>• Stewarding</li> <li>• St John Ambulance</li> <li>• NHS Specialist Team</li> <li>• Police including Counterterrorism</li> <li>• Fire – drove around &amp; visited site they had no issues.</li> <li>• Communications (radios)</li> <li>• CCTV</li> <li>• Operations room</li> </ul> 5.2 MH informed everyone that there will be a review of the Christmas Fayre will be organised for the years 2019-2021.	AC  MH

<b>6.</b>	H & S Training	6.1 MH gave the dates of the forth coming IOSH Managing Safely Course:  6, 7 & 8 February 2018.	All
<b>7.</b>	Wellbeing Charter	7.1 MH – Informed the group that following our written submission and subsequent visit and interviews of a panel from the Local Government Association and Public Health England we were successful in achieving a "Certificate of Accreditation to Suffolk's Workplace Wellbeing Charter, Westsuffolk Councils being the first in Suffolk & Norfolk.  7.2 MH also thanked all those involved in the last 17 months that enabled us to achieve this accreditation.	MH
<b>8.</b>	ARP Issues	8.1 MH & JD outlined the current H&S issues being raised by ARP to Breckland District Council and the plan to resolve them.	MH/JD
<b>9.</b>	Around the Table	9.1 TE General Information – Chelmsford BC had a fatality where a refuge vehicle hit one of the loaders. It would appear although the HSE investigation is ongoing was the lack of recording of Person Protective Equipment (PPE) that had been issued.	All
<b>10.</b>	H & S Updates	10.1 MH went through Company Prosecutions of 2017 outlining each case and potential lesson learnt.	All
<b>11.</b>	Any other Business	None.  Meeting ends at 11.25am.	

### Dates of next meetings:

### West Suffolk Joint Health and Safety Panel

19 February 2018 at 4pm – Mildenhall Offices