

Joint Health & Safety Group

DATE: 2 September 2014, 10.00pm at West Stow Country Park.

PRESENT: Nigel Dulieu, Martin Hosker, Tony Edwards, David Cowley, Andrew Catchpole, Paul Goodspeed, Chloe Hunt, David Green, John Smithson, Anne Cusack.

APOLOGIES: Philip King, Phil Clifford, Lance Alexander, Jason Baldwin, Natasha Brocket.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Apologies as above	All
2.	Minutes of Last Meeting	2.1 Now resolved YOS Complete point 4.1 of the previous minutes 2.2 There were no other outstanding items from the previous meeting.	All
3.	Health & Safety Statistics	3.1 MH went through statistics for the period of 1 April 14 to 31 July 14. (DG) Asked how we compare with other Councils (MH) Hard to compare our reporting of incidents is probably higher than others which are not a bad thing as this shows employees are reporting incidents. (MH) Highlighted the incident involving a failed tree at Mildenhall (Jubilee fields) and the tree management programme. 3.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents / accidents in the future.	All MH
4.	H & S Policy	4.1 MH informed the group that the West Suffolk Joint Health and Safety Panel had agreed issue 3 of the Health and Safety Policy, now waiting for it to be uploaded onto the intranet.	MH
5.	Emergency evacuation wardens	5.1 Emergency Evacuation Wardens at West Suffolk House have had their role re allocated post the move. 5.2 At Mildenhall offices there has been a complete review resulting in the introduction of new zones. There are now 7 Zones (4 of which will be dealt with by Customer Services), and the others are dealt with by the DWP, SCC and ACL.	MH/AC
6.	Drugs & Alcohol Testing	6.1 MH informed the group that over the last period Tony & Andrew had undertaken 18 tests drug and alcohol tests (pre-employment (Including agency workers), for cause & random).	AC/TE

