

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 February 2018 at 4.00 pm at the **Council Chamber, District
Offices**, College Heath Road, Mildenhall, Suffolk IP28 7EY

Present:

Chairman Patrick Chung (Vice-Chairman) (in the Chair)

Forest Heath District
Council

Chris Barker
Peter Ridgwell

St Edmundsbury
Borough Council

Frank Warby

Staff
Representatives

Nigel Dulieu
Gary Quilter

112. **Apologies for Absence**

Apologies for absence were received from Councillor Rona Burt (Forest Heath District Council – Employer’s Side) and Lance Alexander, Tony Edwards and Paul Goodspeed (Staff Representatives – Employees’ Side).

113. **Substitutes**

No substitutes were declared.

114. **Minutes**

The minutes of the meeting held on 16 October 2017 were confirmed as a correct record and signed by the Chairman.

115. **Minutes of the previous Joint Health and Safety Group**

The Panel received and noted Report No: HSP/JT/18/001 (previously circulated) which incorporated the notes of the Joint Health and Safety Group meeting held on 17 January 2018.

116. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2017 to 31 December 2017: Summary

The Panel received and noted Report No: HSP/JT/18/002 (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 2017 to 31 December 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 and compared them with statistics from the past three years.

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

117. Amendments to the Joint Health and Safety Policy

The Panel received and noted Report No: HSP/JT/18/003 which outlined amendments that were to be undertaken by the Service Manager (Health and Safety) to Issue 3, Instruction 24 of the Joint Health and Safety Policy. The amendments made related to a manager/supervisor's role in monitoring each member of staff's level of exposure to Hand Arm Vibration and the steps they should take to provide protection from over-exposure.

118. Christmas Fayre Update

The Service Manager (Health and Safety) gave a verbal report on the Bury St Edmunds Christmas Fayre that took place between 23 – 26 November 2017.

The Panel received a report on the preparation required to deliver the Christmas Fayre as well as details on the following subjects:

- Traffic Management Programme
- Park and Ride
- Coach Travel
- Steward recruitment and briefings
- Stewarding of the Christmas Fayre
- St Johns Ambulance
- Policing of the Christmas Fayre
- Methods of communication used at the Fayre
- CCTV and operations room

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

119. Health and Safety Training

The Service Manager (Health and Safety) informed Members that an Institute of Occupational Safety and Health (IOSH) Managing course ran on the 6 - 8 February 2018. 10 members of staff attended and all of them had passed.

120. Suffolk Workplace Wellbeing Charter

The Panel received and noted Report No: HSP/JT/18/004 which gave an update on the progress towards achieving the Suffolk Workplace Wellbeing Charter.

The Council was assessed by a Panel of representatives from Suffolk County Council Public Health, Norfolk County Council Public Health and Public Health England on 25 October 2017, following which the Council was advised that it had successfully achieved accreditation to the Charter. The Council achieved the standard of excellence in four of the eight categories and achievement with recommendations to reach excellence in the remaining four categories.

121. Health and Safety Update

The Service Manager (Health and Safety) gave a verbal report on recent cases relating to other organisations in the country that had received substantial penalties and fines for breaching Health and Safety regulations.

122. Any Other Business

No other business was discussed.

The Meeting concluded at 5.23 pm

Signed by:

Chairman
