

Joint Health & Safety Group

DATE: 4 September 2018 West Suffolk House

PRESENT: Martin Hosker, Andrew Catchpole, Tony Edwards, Nigel Dulieu, Paul Goodspeed, Lance Alexander.

APOLOGIES: Gary Quilter, Anne Cusack, Natasha Holdgate, David Green, Stephanie Grayling, Julie Dean.

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, no issues.	All
3.	Health & Safety Annual report	3.1 MH Presented a new draft annual report. Explained the reasons behind the report, its layout and giving updates on the annual statistics from April 2017- March 2018. 3.2 MH to review the draft report where relevant before presenting it to LT and then West Suffolk Joint Health and Safety Panel.	MH
4.	Health & Safety Statistics	4.1 MH Presented the accident statistics for employees and members of the public April – August 2018. 4.2 MH Will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	MH
5.	H & S Training	5.1 MH Went through the upcoming Health & Safety training events: <ul style="list-style-type: none"> • Event Safety Management 6th November in WSH, • IOSH Managing Safely 12-14th February 2019 FHDC. • Additional Event Safety training session April 2019 TBC. 	MH
6.	H&S Software	6.1 MH Gave an update on the progression of the software. <ul style="list-style-type: none"> • had two telephone conferences, • Sent flowcharts for COSHH, incident reporting, Audits, Risk Assessments and Fire Risk Assessment • Next is a site visit to confirm our requirements and build a trail data base 	MH

7.	Christmas Fayre	7.1 MH Gave an overview of the Christmas Fayre: <ul style="list-style-type: none"> • Event plan to go to the Safety Advisory Group (SAG) on 05 October 2018 • Table top exercise planned for 18 October 2018 to include all major players and emergency services (police to lead). 	MH
8.	Lockdown	8.1 MH Gave an overview of the planned lockdown exercise.	All
9.	ARP H&S issues	9.1 MH Gave an overview of the H&S issues raised by ARP. <ul style="list-style-type: none"> • 2 x Fire warden training sessions have been completed • New fire assembly location agreed • Evacuation chair training to be confirmed • Stab vests for enforcement debt collectors 	MH
10.	Around the Table	10.1 TE raised the issue of the lack of Emergency Controllers for the depot due to staff changes. 10.2 AC to review for the fire procedures for the depot.	AC
11.	H & S Updates	11.1 AC went through Company & Council Prosecutions outlining each case and potential lessons learnt.	All
12.	Any other Business	None. Meeting closed at 12.15 p.m.	

Dates of next meetings:

West Suffolk Joint Health and Safety Panel

15 October 2018 at 4pm – West Suffolk House

Joint Health & Safety Group

11 January 2019 FHDC Training Room