

Joint Health & Safety Group

DATE: 11 January 2019 College Heath Road

PRESENT: Martin Hosker, Andrew Catchpole, Tony Edwards, Nigel Dulieu, Gary Quilter, David Green, Stephanie Grayling, Julie Dean, Anne Cusack.

APOLOGIES: Natasha Holdgate, Lance Alexander & Paul Goodspeed.

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 were raised.	All
3.	Health & Safety Statistics	3.1 MH Presented the accident statistics for employees and members of the public April – November 2018. 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 Training	4.1 MH Went through the upcoming Health & Safety training events: <ul style="list-style-type: none"> • Event Safety Management 6th November in WSH all passed • IOSH Managing Safely 12-14th February 2019 FHDC. • TRiM 2 day course March – June 2019 TBC 	MH
5.	Mental Health First aiders	5.1 MH <ul style="list-style-type: none"> • Launch of Mental Health First Aiders, MHFA's are a point of contact if you, or someone you are concerned about are experiencing a mental health issue or emotional distress. 	MH
6.	H&S Software	6.1 MH Gave an update on the progression of the software. <ul style="list-style-type: none"> • Software training 17 & 18 January • UAT (User acceptance training) 21 Jan – 27 Feb • Go live 27 February 	MH
7.	Christmas Fayre	7.1 MH Gave an overview of the Christmas Fayre: <ul style="list-style-type: none"> • 19 – 21 November 18 - Build up went well • HVM was not supplied as per the contract due to key missing element 	MH

		<ul style="list-style-type: none"> 44 Medical incidents but none relating to Xmas fayre. Total of 9 missing children and 3 elderly vulnerable adults. 	
8.	Health & Safety updates	8.1 AC went through went through HSE annual stats, Company and other Council prosecutions outlining potential lessons to be learnt.	All
9.	ARP H&S issues	<p>9.1 MH Gave an overview of the H&S issues raised by ARP.</p> <ul style="list-style-type: none"> New Fire assembly point Evacuation chair training to be confirmed Stab vests for enforcement debt collectors MH to attend next tenants meeting at ARP 	MH
10.	Around the Table	<p>10.1 TE Restructure complete in Operations</p> <p>10.2 GQ asked if volunteer groups want to use machinery what equipment can they use. MH confirmed volunteers can only use machinery and tools that they have been trained on, and the appropriate risk assessments and safe system of work are adhered to on each task.</p> <p>10.3 JD Asked if there was a lockdown procedure at Breckland House for ARP? MH said it was for the building manager to put this into place and this has been raised with Breckland DC in the past.</p> <p>10.4 MH stated that we are looking at obtaining body cams for the use by our parking enforcement and market staff to help reduce the VAW incidents.</p>	All
12.	Any other Business	<p>None</p> <p>Meeting closed at 11.45am</p>	