

West Suffolk Health & Safety Group

DATE: 27 August 2019 10am West Suffolk House, Conference room east

PRESENT: Martin Hosker, Tony Edwards, David Green, Paul Goodspeed, Andrew Catchpole, Nigel Dulieu, Anne Cusack.

APOLOGIES: Julie Dean, Stephanie Grayling, Natasha Holdgate, Gary Quilter, Lance Alexander & Oliver Ingwall King

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.	Round the table	3.1 DG gave an update on the West Suffolk Operational Hub – in summary running to schedule.	All
4.	Health & Safety Statistics	3.1 MH Presented the accident statistics for employees and members of the public from April 2019 through to July 2019 using the new management system. 3.2 MH along with the safety team will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	MH & H&S Team
5.	Health & Safety Policy updates	5.1 MH went through went through in detail the amendments to the Health and Safety Policy. <ul style="list-style-type: none"> • Health and Safety policy covering sheet • Instruction 6 - Violence at work • Annex C – Violence at work • Annex U – Customer alert list • Instruction 14 – Lone workers • Annex V – Lone worker guidance and example risk assessment 	MH
6.	Health & Wellbeing	6.1 MH went through the events that took place during April to July including NHS Health Checks, Sun awareness, Mental Health Week & know your numbers. 6.2 MH discussed the planned Health & Wellbeing Champion training.	MH

7.	Christmas Fayre	7.1 MH gave an update on the Christmas Fayre event plan.	MH
8.	Health & Safety updates	8.1 AC went through went through HSE annual stats, Company and other Council prosecutions outlining potential lessons that can be learnt.	All
7.	Any other business	7.1 There was no other business and the meeting closed at 11 am.	All

Dates of next meetings:

West Suffolk Health and Safety Sub Committee

4pm 21 October 19

WSH Conference Chamber East

West Suffolk Health & Safety Group

8th January 2020

College Heath Road Training Room