

West Suffolk Health and Safety Group

DATE: 6 January 2021 MS Teams

PRESENT: Martin Hosker, Andrew Catchpole, Stephanie Grayling, Paul Goodspeed, Nigel Dulieu, Charlotte Fuller, Gary Quilter, Julie Dean and Anne Cusack.

APOLOGIES: Lance Alexander, Natasha Holdgate, Oliver Ingwall-King.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies	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 and Safety Statistics	3.1 MH Presented the accident statistics for employees and members of the public Aug-Nov 2020 3.2 The Health and Safety Team will continue to monitor, investigate and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future	MH/CF
4.	Covid-19 Health and Safety update	4.1 MH Back into Tier 5 Fewer people in the office. Guidance and risk assessments updated 4.2 Current stock of Personal Protective Equipment (PPE) good no issues in procuring products 4.3 MH First aiders-HR reinstating Home not alone and family groups on the intranet 4.4 Staff may be redeployment where necessary 4.5 Working from home still in place and actively encouraged, again those that are cryptically vulnerable will have be asked to shield	All
5.	Policy	5.1 MH – An addition to the Apex Manager Checklist – “During inclement weather additional checks must be conducted in the foyer area and action taken to warn customers of slip hazards due to slippery floor signage Appropriate action also needs to be taken to remove access water as far as reasonably practicable”	MH

6.	Health and Safety Issues – around the table	<p>6.1 SG highlighted that Food Standards Agency have recommended that inspections be suspended, unless it is a matter of Public Safety and then this will be down to local assessment</p> <p>6.2 JD (ARP) About 11 ARP staff are in the office at Breckland House, spread over 2 floors (socially distanced as per the plan) reason mostly for their mental health or lack of space at home</p> <p>6.3 MH Health and Safety Team will be looking at Elections in May – checking polling stations/count venues can be run in a COVID secure way</p>	All
7.	Health and Safety updates	8.1 AC went through went through HSE annual stats, Company and other Council prosecutions outlining potential lessons to be learnt	MH
8.	Any other Business	<p>JD Asking whether the IOSH Course booked for February would still be taking place. MH will look into it</p> <p>AC Was asked by other members of staff as to whether College Health road would be kept open- MH said yes but any member of staff who wished to work there should seek permission from either Health and Safety or HR</p> <p>SG Asked if everyone knew that they needed to clear out their workspace at College Heath Road</p> <p>GQ Mentioned that the number of people using the parks was rising in the run up to Christmas and was expected to rise further. There might be a need to amend the RA to avoid Hot Spots. Will furnish figures when he gets them</p> <p>MH wanted it recorded in the minutes that David Green one of our group members had retired recently and wanted to formally thank him for all that he had done within the group and wish him a long and happy retirement</p> <p>There being no further business the meeting closed at 11.20 am</p>	<p>MH</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

Next meetings

WSHSSC – 8 February 2021 (MS Teams)

JHSG – 4 May 2021 (MS Teams)