

West Suffolk Health and Safety Group

DATE: 4 May 2021 MS Teams

PRESENT: Martin Hosker, Andrew Catchpole, Sonia Power, Amy Way, Charlotte Fuller, Gary Quilter, and Anne Cusack.

APOLOGIES: Lance Alexander, Natasha Holdgate, Julie Dean, Nigel Dulieu, Stephanie Grayling, Paul Goodspeed.

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 January-March 2021. 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.	Health and Safety Training	4.1 MH IOSH Course took place 13, 14 and 15 April 2021 at West Suffolk House.	All
5.	Covid Update	5.1 Road Map what and when buildings can open. 5.2 Lateral flow tests staff encouraged to obtain from Gov web site. WSOH has mobile testing. 5.3 Elections polling stations have been looked at and on a rag rating of red, amber, green with site visits arranged/ and or communication with custodians and Presiding Officers. 5.4 Desk booking System short trial will be done before up and running so those who wish to return to the office can book a desk either for half a day or a full day 24 hours beforehand.	MH
6.	Mildenhall Hub	6.1 MH The Mildenhall Hub has been delayed by two weeks with the exception of Abbeycroft. Will be getting an independent person in to look at the Fire Risk assessment. Building will be divided into 3 areas, School, Abbeycroft and WS Council.	All

7.	Health and Safety issues	<p>8.1 MH went around the table. AW asked about incident forms – advised that we use online system should have access to- to contact CF for training.</p> <p>8.2 AW also mentioned IOSH training saying enjoyable and trainer Andre Castle extremely knowledgeable SP agreed.</p>	MH
8.	Health and Safety News	<p>8.1 AC went through the HSE annual stats, Company and other Council prosecutions outlining potential lessons to be learnt.</p> <p>There being no further business the meeting closed at 10.55 am.</p>	MH All

Next meetings

WSHSSC – 21 June 2021 (MS Teams)

JHSG – 01 September 2021 (MS Teams)