

## West Suffolk Health and Safety Group

**DATE:** 4 January 2023 MS Teams

**PRESENT:** Martin Hosker (MH), John Eden (JE), Stephanie Grayling (SG), Charlotte Fuller (CF), Gary Quilter (GQ), Lance Alexander (LA)

**APOLOGIES:** Sylvia Bayford, Nigel Dulieu, Mark Liles, Richard Shipp, Robert Cooper, Natasha Holdgate, Andrew Samson

**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	<p>3.1 MH presented the accident statistics for employees and members of the public August 2022 to the end of November 2022.</p> <p>3.2 The Health and Safety Team continues to monitor, investigate, and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future.</p> <p>3.3 SG asked a question regarding one of the incidents involving physical abuse against a member of staff and the implications for the WSC member of staff who punched the member of the public, MH explained after investigation it was deemed that the staff member acted in self-defence and no further action was required.</p> <p>3.4 JE explained that there is an ongoing investigation into a recent incident involving the landscapes team vehicles.</p>	<p>MH</p> <p>H&amp;S team</p> <p>MH</p>
4.	Legislation Update	<p>4.1 No new legislation to discuss.</p> <p>4.2 The Protect Duty is going through Parliament; further details will be released in the coming months.</p>	All
5.	Training	<p>5.1 IOSH Managing Safely is booked for the 29, 30 and 31 March at West Suffolk House.</p> <p>5.2 There are ongoing first aid training courses for annual refreshers and requalification's across the authority.</p>	

<p><b>6.</b></p>	<p>Health and Safety issues around the table</p>	<p>6.1 SG reported that there may have been a recent incident of Violence at work in Environmental health and wanted to check if it had been reported on the Health and Safety portal, a check was carried out during the meeting, and nothing had been reported. SG will chase staff member/s to ensure they report the incident on the Health and Safety portal.</p> <p>6.2 GQ said that during team meeting Health and Safety training had been raised and this was being included in their up-coming training plan for 2023, this will include lone working and conflict resolution training. CF explained that recently bespoke courses have been arranged for teams to go on which directly relate to the job specific roles. GQ/CF to contact the Learning and Development team about the training.</p> <p>6.3 LA explained that the issues involving people getting onto the roof at the rear of Moyses Hall has significantly reduced since the gate was added, however there is still occasional issues.</p> <p>6.4 JE explained that the fire risk assessment for West Stow Country Park is due to be sent out by the contractor and JE will pass this onto LA for discussion and the implementation of an action plan.</p>	<p>SG/MH</p> <p>GQ</p> <p>JE</p>
<p><b>7.</b></p>	<p>H and Safety News</p>	<p>7.1 MH went through third party incidents and prosecutions of other Councils/Industries that have similar undertakings, outlining the potential lessons to be learnt.</p> <p>7.2 Following the prosecution involving a fallen tree, MH asked GQ to confirm all tree audits and inspections were up to date. GQ said as far as he was aware all audits and inspections were up to date but will double check.</p> <p>7.3 LA raised the concern that sometimes the trees on the other side of the river Lark fall onto WSC land.</p>	<p>All</p> <p>GQ</p>
<p><b>8.</b></p>	<p>Any other Business</p>	<p>8.1 JE raised the importance of safety around dust and fumes and wearing the correct PPE.</p> <p>8.2 SG informed the group of a successful prosecution from an investigation carried out by the Environmental Health Team. A West Suffolk Business had to pay costs of £50,000 due to a workplace injury.</p> <p>8.3 SG questioned the training availability for 2023. CF to send a list of Health and Safety training.</p> <p>8.4 SG asked if the Guardian Angel System was still available. MH confirmed that it is. CF explained the Skyguard system which can be considered if required. MH explained further details on this.</p>	<p>All</p> <p>CF</p> <p>All</p>

		8.5 JE asked SG if Environmental Health has had confined spaces training. SG confirmed that no formal training has taken place. SG to take this to Environmental Health team meeting.	SG
		8.1 There being no further business the meeting closed at 11.00 am.	All

Next meetings

HSSC – 13 February 2023 (MS Teams)

HSG – 3 May 2023 (Venue/Teams TBC)