

## West Suffolk Health & Safety Group

**DATE:** **31<sup>st</sup> August 2023** - MS Teams

**PRESENT:** Charlotte Fuller (CF), Sylvia Bayford (SB), Robert Cooper (RC), Lee Dingwall (LD), Richard King (RK), Gary Quilter (GQ).

**APOLOGIES:** Nigel Dulieu, Lance Alexander, Gary Quilter, Stephanie Grayling, Wendy Canham.

**ADDITIONAL DISTRIBUTION:** None

	<b>Item</b>	<b>Points Raised</b>	<b>Action</b>
<b>1.</b>	Apologies	1.1 Apologies as above	--
<b>2.</b>	Minutes of Last Meeting	<p>2.1 RK went through the minutes of last meeting, no issues were raised. All actions have been carried out.</p> <p>2.2 RK gave an update about the Warwick system. A point of entry form has been submitted as the current system is not deemed suitable for use.</p> <p>2.3. RK asked SB if there was any further update about claims for an incident back in Aug 2022. No further contact was made by the claimant.</p> <p>2.4 LD said a toolbox talk is being released for Violence at work and this will be circulated out to respective teams in due course by managers.</p>	-- -- -- --
<b>3.</b>	Health & Safety Statistics	<p>3.1 RK presented the accident statistics for employees and members of the public April to July 2023.</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>3.4 There is no significant correlations in the graphs presented for incidents. The Health and Safety Team will investigate any other patterns that can be found within the incident data.</p>	-- -- H&S team
<b>4.</b>	Legislation Update	<p>4.1 RK discussed the following legislation updates:</p> <ul style="list-style-type: none"> <li>• Retained EU Law (Revocation and reform Act 2023) There is no current law relating to Local Authority within this.</li> <li>• HSE statistics update for 2022/2023</li> <li>• Local Government update about access to bins since the Corrie McKeague incident.</li> <li>• Reinforced Autoclaved Aerated Concrete (RAAC) updates. Property Services have confirmed that we do not have this in our buildings.</li> <li>• Protect Duty (Martyn's Law), no further updates</li> </ul>	--

		issued out from government. Expected to start being implemented from 2025.	
<b>5.</b>	Training	<p>5.1 There are ongoing first aid training courses for annual refreshers and requalification's across the authority.</p> <p>5.2 RK reminded all to complete Health and Safety Modules on iLearn.</p>	--
<b>6.</b>	Health & Safety risks and opportunities - around the table	<p>6.1 The Warwick system is not being used correctly by all members of staff causing vital information and investigation to not be completed. Further training will be considered for staff. There are user guides available for staff to use if required.</p> <p>6.2 CF asked SB if a claim had been put in for an incident that happened in August 2022. SB confirmed that a claim form was requested however no further communication happened.</p> <p>6.3 RC asked about a risk assessment for lone working of waste operatives on the markets. The waste operatives do not have body worn cameras unlike the market officers. Staff numbers have been reduced to one market officer and one waste operative on market days. The H&amp;S team to contact manager/supervisors to check risk assessment is in place.</p> <p>6.4 RC discussed that iLearn was not accessible for operatives. WC stated that following the learning and development review that other options of training were being considered for operational staff to support a different way of learning that is less IT reliant. RC to contact Craig Masters (Waste and Street Scene Manager) to discuss options.</p> <p>6.5 LD raised that following a tour of West Suffolk House, fire signage was in complete with the necessary assembly point information. LD to discuss action with facilities management and H&amp;S team.</p>	<p>H&amp;S team</p> <p>--</p> <p>H&amp;S team</p> <p>RC</p> <p>LD</p>
<b>7.</b>	Any other Business	None raised.	

#### Next meetings

HSSC – 19<sup>th</sup> June 2023 – 4pm (MS Teams)

HSG – 16<sup>TH</sup> January 2024 – 10am (Teams TBC)