

West Suffolk Health & Safety Group

DATE: 16th January 2024 - MS Teams

PRESENT: Charlotte Fuller (CF), Sylvia Bayford (SB), Lee Dingwall (LD), Richard King (RK), Gary Quilter (GQ), Wendy Canham (WC), Oliver Loughton (OL), Nigel Dulieu (ND), Natasha Holdgate (NH), Charley West (CW), Nigel Yeates (NY), Logan Malpass (LP), Chloe Ramsey (CR), Amy Marshall (AM).

APOLOGIES: Robert Cooper, Lance Alexander, Stephanie Grayling, Teresa Claydon, Julie White.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies	1.1 Apologies as above	--
2.	Minutes of Last Meeting	2.1 RK went through the minutes of last meeting, no issues were raised. All actions have been carried out.	--
3.	Health & Safety Statistics	<p>3.1 RK presented the accident statistics for employees and members of the public August to November 2023 and explained all HSE reportable RIDDOR reports during this time.</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 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> <p>3.4 There has been an increase in the amount of employee lost days since April 2023. This is due to RIDDOR reports of staff being off work over 7 days.</p>	<p>--</p> <p>--</p> <p>H&S team</p> <p>--</p>
4.	Legislation Update	<p>4.1 RK discussed the following legislation updates:</p> <ul style="list-style-type: none"> • Protect Duty (Martyn's Law), no further updates issued out from government. Expected to start being implemented from 2025. • Fire Safety Guidance within section 156 of Building safety act 2022 now in force. 	--
5.	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, including additional job specific</p>	<p>--</p> <p>--</p>

		<p>modules that have been added – these are not part of essential modules.</p> <p>5.3 Event safety training was carried out with specific employees who are involved with events in West Suffolk.</p> <p>5.4 RK asked all representatives to send through a list of their current job specific training (internal and external) that they currently carry out.</p>	<p>--</p> <p>All</p>
6.	Health & Safety system and safety observations	<p>6.1 The new H&S system (Work Wallet) is now operational via the WSC intranet H&S page along with user guidance. Training has started to be delivered to the users of the system and guidance documents are available on the intranet H&S page.</p> <p>6.2 RK explained the reporting of Safety Observations. Please ensure you communicate and champion this proactive reporting through your departments.</p>	<p>H&S team</p> <p>All</p>
7.	Health and Safety risks and opportunities around the table	<p>7.1 AM raised that customer services have put a recommendation into facilities management to keep the current Perspex screens around reception area as those entering our offices can get frustrated and be aggressive towards employees. Customer services have requested that the screens do have the lower access cut away so employees can pass phone and documents to public without having to go other side of desk. AM to keep RK updated on progress with this.</p> <p>7.2 WC emphasised the importance of having a representative from each service as health and safety is everyone's responsibility.</p> <p>7.3 WC asked how the event safety training went to anyone on the call. GQ explained that one of his employees that went on the course found it very useful and had positive feedback.</p>	<p>RK AM</p> <p>--</p> <p>--</p>
8.	Any other business	N/A	--

Next meetings

HSSC – 26th February 2024

HSG – May 2024