

Health & Safety Audit

Part A – General Information

Site:	Lyme Regis Town Council (LRTC)
Site address:	Guildhall Cottage, Church St, Lyme Regis DT7 3BS
Site contact:	Pete Williams Acting Operations Manager (AOM) ,
Date of audit:	23/10/2023
Date of next audit:	October 2024

Part B – Overview

Lyme Regis town council provide the local services for Lyme Regis Town and occupy the Guildhall cottage office and the Guildhall next door. The council own and run both buildings. The council also have responsibility for managing 2 x car parks, 2 sets of public toilets, the cemetery maintenance, seafront gardens, a caravan / chalet park, 2 x play parks, skate park, amenities (crazy golf / ping pong), the beaches and a shared arrangement with Dorset Council for the seafront. There are workshops and storage (cadet hut, mini-golf gardener's rest room, and cemetery mortuary). The council also lease property to business and beach huts to local residents.

The council employ 26 staff to include operations admin and management, grounds staff, car park enforcement, cleaning, and a lengthsman.

The councillors have requested this audit be completed to review the current status of the safety management system, help identify any opportunities for improvements and to contribute information for safety strategy plans for the year ahead.

This is a re-audit and review of the previous audit completed by Acorn Health & Safety Ltd at the Council. The audit consisted of a question-and-answer session, and a review of documentation and received photos. It is based on an assumption, discussed and agreed with the AOM, that anything in place in 2022 could be taken as still in place in 2023, as long as there are no expiry dates normally associated with any item. For example, insurance certs were checked this year as they are normally only issued for 1 year.

Any notes made as part of this 2023 review are preceded/followed with "2023 Audit" or similar.

An additional category D has been added, that being for an observation for a potential improvement being made, where the Council was still compliant, as the organisation is displaying a good degree of H&S culture maturity.

Part C – Categories

Category	Result	Number of current reports	Number of previous reports
A	Major non-compliance	0	0
B	Minor non-compliance	0	13
C	Observation	2	7
Total		2	11
D	Compliant observation	9	
Category	Description		

A	Major: a non-compliance that may result in enforcement action due to breaches with health and safety legislation.
B	Minor: a non-compliance that is unlikely to result in enforcement action but highlights a failure within any health and safety management system.
C	Observation: a deviation from good practice which will not result in enforcement action but may improve current health and safety practices.
D	Compliant Observation: where the organisation is compliant but an observation is being made that could bring further improvements

Part D - Executive summary

As highlighted above this was a re-audit and review of the last audit completed by Acorn Health & Safety Ltd at the council and was completed to help identify any opportunities for improvements in the safety management systems and to contribute information for safety strategy plans for the year ahead.

The audit found that there was a good awareness of the requirements and a robust safety management system in place to ensure a regular review of risks and maintenance of safety routines. In general, good practical controls have been implemented and observations raised were to highlight further best practice opportunities.

The Acting OM had been in-post for just 1 month, yet had grasped the requirements very well, and was familiar with most of the Council's safety systems.

There were no major or minor non-conformances raised.

The 11 observations (9 of which are nevertheless in conformant circumstances) are aimed more at ensuring clarity in key areas and moving further towards best practice.

The auditor felt that good understanding and awareness was demonstrated throughout the audit and a robust systemised approach is in place for maintaining good routines.

% score to be calculated:

78 questions – 3 points per question = 234 points available

Deduct 3 – major, 2 – minor, 1 – observation

2 non-compliant observations = 2

Total deducted = 2

230 / 234 = 99%

Part D – Commentary

No	Item	Category
1a	<p>Is an accident book available on-site and are entries held in a secure location?</p> <p>Advise LRTC to keep a simple log of such NMs in case the Councillors would like an analysis</p>	D
2b	<p>Are up to date copies of the following available?</p> <ul style="list-style-type: none"> Safety policy <p>Conformant observation: advised that best practice is to display the signed statement.</p>	D
15a	<p>Has a product/substance list been prepared?</p> <p>Discussed: adding a copy of the COSHH inventory to the alarm panel packs.</p>	D
20c	<p>Do all contractors currently being used have an adequate level of public liability insurance?</p> <p>Note checks are completed every 3 years so this may not identify insurance expiry. Advise considering asking them yearly.</p>	D
21	<p>Is regularly health surveillance monitoring undertaken?</p> <p>Template mentions Mental Health, but not in the form of questions. Simple questions recommended for questions on stress/mental health.</p>	D
22b	<p>Are Zoonosis / Biological hazards risk assessed and controls implemented?</p> <p>20-30m of riverside with the potential for Giant Hogweed, this plant should be included and an awareness of it spread through the workers.</p> <p>2023 Audit, Asian hornets: this should be included and an awareness spread through the workers.</p>	D
30b	<p>Are all portable electrical equipment tests in date?</p> <p>Discussed 2023: the IET recommended of expansion of this provision to all electrical equipment not tested under the system in 30a.</p>	D
34a	<p>Are risks considered for vulnerable persons?</p> <p>Young persons Disabled employees or visitor New and expectant parents</p> <p>No new and expectant mothers RA template in place, Acorn version is offered for future consideration should it be needed</p>	D

35	<p>Is a permit to work system used to control high risk activities? Hot works Electrical works Use of mobile plant Confined space entry Roof works or specific works at height Construction works</p> <p>Acorn Permit forms are offered for future consideration.</p>	D
36a	<p>Are risks associated with working with animals assessed and controlled? Documented risk assessments for animals, dog enforcement, bees / snakes, September 2022, expired September 2023, annual review recommended.</p>	C
37	<p>Were other risks identified during the visit?</p> <p>There is one plot in the chalet park area that has been allowed to fall into significant disrepair by the leaseholder. This area is now secured, with boundary fencing, although the fencing needed adjustment when seen on the tour, as it was still possible for the public to climb onto the plot.</p> <p>2023, repossession is due, notice imminently being given. Ongoing vigilance recommended pending full ownership.</p>	C

Part E – Compliance Audit

Guidance:

- A Y or a tick (✓) in the Audit Status column indicates conforming items. Some conforming items may have an observation as well, either compliant (D) or non-compliant (C)
- A N or a cross (✖) in the Audit Status column indicates non-conforming items. Non-conformances are then graded by placing a Y or a '1' in the relevant CAT column.
- Any areas that are not audited are marked NA in the Audit Status column.

No.	Subject	Item	Audit Status	Cat A	Cat B	Cat C/D
1a	Accident reporting and investigation	<p>Is an accident book available on-site and are entries held in a secure location? There are 3 accident books and staff are briefed to complete and tear out the entries to return to the operations manager. The Operations manager reviews the books regularly to ensure awareness of any accidents that may have been logged but not reported.</p> <p>2023 audit: 4 accidents have taken place, 0 were Riddor reportable 1 was Manual Handling related, I/P had previously had MH training.</p> <p>Near misses are also recorded, Seen: 20th September</p>	✓			D

		<p>Monthly Inspection. September's included a report of a lawnmower in a walkway.</p> <p>Advise LRTC to keep a simple log of such NMs in case the Councillors would like an analysis</p>				
1b		<p>Are all personnel aware of the location of the accident book and do they have unrestricted access to its location?</p>	✓			
1c		<p>Does the company have a specific procedure for accident and incident reporting? Written into safety policy and communicated.</p>	✓			
1d		<p>Are all accidents and incidents fully investigated by competent people with remedial actions identified and implemented? There is an accident investigation process with causal analysis – "Unsafe act" or "Unsafe condition" also written into the causal analysis.</p>	✓			
2a	Core documents	<p>Can access be made to the health and safety management system? Some staff have access to the system and there is also a set of printed documents at the key locations, and safety notice boards at each location.</p>	✓			
2b		<p>Are up to date copies of the following available?</p> <ul style="list-style-type: none"> Safety policy Current policy has detailed arrangements and is next due for review in December 2023 (2023 audit). Arrangements are now in place for asbestos, Construction Design and Management Regulations, vulnerable workers and infection control (other than pandemic). Conformant observation: advised that best practice is to display the signed statement. Site & Office specific rules Included in employee handbook (2023 audit- updated copy issued to all, including new starters. Health, safety and environmental policy There is an environmental policy and a specific committee – Matt has completed an environment management course. 2023 audit. A 2030 carbon dioxide decree has been made. Core safety routines Includes a spreadsheet and white board to aid review and prompt awareness 	✓			D
2c		<p>Is there a company standard filing system in place?</p>	✓			

		Extensive hard copies in filing cabinets which appear to be well understood by AOM.				
3	Signs and notices	<ul style="list-style-type: none"> H & S law poster available and completed Yes – Office, cadet hut, mini golf, (not enforcement officers shed) Employer's liability insurance up to date Yes – Expires March 2024 Company safety policy displayed. 2023 Audit: Un-signed and undated full policy, but with 2023 statement of intent displayed 	✓			
4a	Management review	Are periodic health and safety reviews of policy & procedures being completed? H&S Committee with a quoracy of Councillors, next on 7/12	✓			
4b		Are safety committee meetings and consultation meetings held with employees? 2023 Audit: Quarterly – 2 staff nominated to attend, the last one was on September 7th. 2023 audit TBTs are performed weekly, in the style/spirit of a consultation. Monthly debrief with all staff.	✓			
5	Inspections / audits	Is there an inspection / audit scheme in place? There is a monthly inspection and walkabouts completed and documented with actions. September 2023 seen.	✓			
6a	Induction and training	Is there a formal induction process in place for employees? Induction policy and checklist, refreshed every 2 years	✓			
6b		Do employees sign to acknowledge their understanding of the induction? There is a staff handbook as well.	✓			
6c		Is there a record/matrix of general and specific training provided to employees including expiry dates, refresher dates, etc.? Detailed training matrix and toolbox talks matrix. Toolbox talks are completed most weeks with subjects in rotation. Induction training is refreshed bi-annually. 2023 audit- seen, includes councillors and previous dates.	✓			
7	First Aid	Are the facilities adequate? First aid kits are held in each location and all vehicles. These are inspected routinely. The last sessions were May and June 2022 The majority of people are trained	✓			

8	Welfare facilities	Are the welfare facilities on-site in compliance with the regulations?	✓			
9a	Machinery and equipment	Is there a register of all machinery and equipment? There is a detailed machinery and equipment register	✓			
9b		Are specific work equipment and machinery risk assessments completed? Lifts are subject to LOLER inspection – note one was out of use due to failed inspection. This lift would only be seldom used, no complaints received, and the problems are on-going.	✓			
9c		Are pre-use or pre-start checks completed on equipment safety, guarding and safety controls? There is a prestart checklist in place. 2023 audit, signing sheet on walls next to the machinery, seen.	✓			
9d		Is equipment routinely inspected?	✓			
9e		Were there any risks observed?	N/A			
10a	Risk assessment/ SWP	Has preliminary task identification been conducted for all tasks on-site and in the workplace?	✓			
10b		Have general risk assessments been carried out and recorded in respect of all significant hazards? There is a general risk assessment.	✓			
10c		Have safe working practices been prepared as a result of the risk assessment? Controls are documented in the risk assessment and documented in separate Safe Systems of Work	✓			
10d		Are both risk assessments and safe working practices regularly reviewed? Risk assessments are reviewed annually – most at the beginning of the year with a staggered calendar approach. 2023 audit- 2 examples seen. There is a RA signing sheet for operatives- seen	✓			
10e		Are copies of risk assessments and safe working practices available to the workforce? Hard copies and server copies seen.	✓			
11	Display Screen Equipment	Are DSE hazards risk assessed, and controls implemented?	✓			

		DSE training has been completed and DSE assessments are regularly completed. 2023 review: 2 are outstanding.				
12	Home Working	Are Home working hazards risk assessed and controls implemented? N/A	N/A			
13a	Manual Handling	Are Manual Handling hazards risk assessed and controls implemented?	✓			
13b		Were there any risks observed? No, albeit noting the accident above, behavioural in nature.	✓			
14	PPE	<p>Is PPE provided, reviewed monitored and maintained?</p> <p>There is a separate PPE policy A PPE issue form is used, and PPE is provided and replaced when required – There is a folder of monthly checks maintained. 2023 Audit- October 2023 1 seen. Employees sign to acknowledge receipt of PPE and confirm their understanding of their responsibilities towards PPE.</p> <p>2023 audit: A spreadsheet register if issues dates and PPE details was seen.</p> <p>There are no PPE Regs “limb B” workers</p>	✓			
15a	COSHH	<p>Has a product/substance list been prepared?</p> <p>Discussed: adding a copy of the COSHH inventory to the alarm panel packs.</p>	✓			D
15b		<p>Are product data sheets held and have assessments been completed for all substances?</p> <p>2023 audit- Calor Propane seen, ticked Y for further assessment. RA evidenced 2023-10</p>	✓			
15c		<p>Are COSHH information sheets explained and provided to each person for each product they encounter?</p> <p>2023 audit- sign off seen for 1 sample CoSSH user.</p>	✓			
15d		<p>Are all chemicals safely and securely stored?</p> <p>The storage incompatibilities have been checked.</p>	✓			
15e		Were there any risks observed?	✓			
16a	Fire Safety	Have all fire and explosive risks been identified by a mandatory fire risk assessment?	✓			

		<p>Formal fire risk assessments are completed by a competent fire risk assessor to ensure risks are adequately assessed for all the main buildings, seen, Feb 2022 with a 2-year review period.</p> <p>2023 Audit- no changes Quarterly Fire check seen including Fire doors.</p>				
16b		<p>Are the fire safety measures adequate and appropriate? Fire controls are implemented.</p>	✓			
16c		<p>Is the equipment regularly checked? The fire folder and evacuation drill notes are reviewed quarterly in a committee meeting. Sign-off sheet seen</p>	✓			
16d		<p>Were there any risks observed? Fire blankets are now placed in each of the kitchen / welfare areas.</p> <p>Emergency exit signage and lighting had been removed from the cadet hut with the recommendation of the Fire Risk Assessor.</p>	✓			
17	Emergency procedures	<p>Have emergency procedures been prepared? A fire action notice is displayed at each location</p>	✓			
18a	Asbestos	<p>Has an asbestos survey been undertaken on the site? Completed for all buildings –</p>	✓			
18b		<p>Has an asbestos management plan been put into place?</p>	✓			
18c		<p>Is a site plan available showing locations of asbestos?</p>	✓			
18d		<p>Is asbestos clearly marked out on-site?</p>	✓			
18e		<p>Is there a good system for monitoring and review in place? There is a system for monitoring and review. A sign-off sheet has been seen, dated March 2023.</p> <p>Photographs taken regularly , one seen, 2023 audit</p>	✓			
19	Driving / Transport	<p>Are Driving and transport hazards risk assessed and controls implemented? Use checks, hazard perception tests, likely to be every 3 years, licence checks are in place.</p> <p>2023 audit: Documented training completed 2019</p>	✓			

		<p>Own vehicle use is discontinued .</p> <p>Master spreadsheet per vehicle seen example Tipper had new brakes in April 2023.</p>				
20a	Control of contractors	<p>Have contractors been fully inducted and authorised to work on site?</p> <p>A contractor safety brief is in place, and preferred contractors are used.</p>	✓			
20b		<p>Have task/site specific risk assessments and method statements been made available by the contractor and approved prior to work commencing?</p> <p>Yes, for major works but not minor maintenance</p> <p>2023 Audit: APA Concrete Repairs RAMS seen, dated September 2023.</p>	✓			
20c		<p>Do all contractors currently being used have an adequate level of public liability insurance?</p> <p>Yes – Note checks are completed every 3 years so this may not identify insurance expiry. Advise considering asking them yearly.</p>	✓			D
21	Health surveillance	<p>Is regularly health surveillance monitoring undertaken?</p> <p>Noise, vibration and dust health surveillance medical requirements are in place – a general health surveillance could be considered for all other employees to capture mental health risks. The Regulations are indeed met, however. Template seen.</p> <p>2023 Review there are now Mental Health First Aiders in place. Seen template mentions Mental Health, but not in the form of questions. Simple questions recommended for questions on stress/mental health.</p> <p>Questionnaire is due 1/11/2023, all staff.</p>	✓			D
22a	Infection risks	<p>Is there a covid-19 risk assessment in place and controls implemented?</p> <p>Yes, last reviewed in 2021, noted to be non-extant. Government guidance is followed.</p>	✓			
22b		<p>Are Zoonosis / Biological hazards risk assessed and controls implemented?</p> <p>Risks noted in RAs includes infection from soils, animals seagull guano, snakes and stinging insects.</p> <p>1 European hornets' nest was checked.</p> <p>20-30m of riverside with the potential for Giant Hogweed, this plant should be included and an awareness of it spread through the workers.</p>	✓			D

		<p>2023 Audit, Asian hornets: this should be included and an awareness spread through the workers.</p> <p>2023 audit: none has grown yet</p> <p>2023 review- washed up marine life is contracted out for disease checking.</p>				
23	Noise	<p>Are Noise hazards risk assessed and controls implemented?</p> <p>There are noise measurements / assessments for each machine and a noise meter is used to monitor noise levels. Levels are noted on machinery register. Hearing defence is used when operating machinery. Exposure is likely to be low / intermittent.</p>	✓			
24	Vibration	<p>Are Vibration hazards risk assessed and controls implemented?</p> <p>Vibration is considered when purchasing equipment and there is an awareness and monitoring of risks.</p> <p>Exposure is likely to be low / intermittent.</p> <p>2023 Audit: Machine spreadsheet shows several pieces replaced. E.g. mowing machine no.4 is due and budgeted in 2024 for replacement</p>	✓			
25a	Working at Height	<p>Has there been any work at height? If yes was a specific risk assessment carried out and is it available on file? (i.e., roof work / Use of MEWP's etc.). Was the Permit to Work system used?</p> <p>Specific working at height risk assessments are completed working at height training has been completed, refreshers were October 2021 (all staff) and April 2022 (new starter) with a 3 year expiry.</p> <p>2023 Audit: There are separate RAs for ladders (monthly checks are documented by AOM), towers (last trained for in 2023 see 25c) and MEWPS (last trained for in 2023 see 25c) .</p> <p>Permits have not been necessary.</p>	✓			
25b		<p>Is there a ladder register, with all ladders uniquely identified and inspected every 6 months? Is ladder use tightly controlled through a permit to work system?</p> <p>Included in the machinery log,</p> <p>2023 Audit: Septembers 2023 inspections have taken place. Ladder 006 record seen.</p> <p>Included in electronic master spreadsheet</p>	✓			

		Permits have not been necessary.				
25c		<p>Access equipment. Is all access equipment maintained, inspected and controlled? Are all users trained and competent?</p> <p>Numerous PASMA and IPAF trained operators.</p> <p>2023 Audit, PASMA May, for 5 operatives. IPAF, 5/4/23 for 3 operatives</p>	✓			
25d		<p>Were there any risks observed?</p> <p>None</p>	✓			
26	Lone working	<p>Is there a procedure in place for lone working?</p> <p>There is a lone working policy, and a process is established - all staff have phones. Enforcement staff (Wardens) have body cameras (renewed 2023). 2023 audit: they have direct comms via Walkie Talkie to Dorset Police. Hut has CCTV</p>	✓			
27	Food Safety	Are food safety risks controlled?	NA			
28	House keeping	<p>Are there any obvious housekeeping issues that require immediate attention?</p> <p>Whereas the pedestrian routes are clear, rationalisation in the Cadet Hut is still recommended. It is noted that the Council is due to move this facility to a soon to be possessed building in the sea-front car park. Awaiting completion- 2023 audit.</p> <p>2023 Audit, now improved as it has been moved to Mini Golf (Gardeners rest), and Cemetery lodge. (Verbally assured).</p>	✓			
29a	Lighting	Is internal and external lighting adequate?	✓			
29b		Is emergency lighting adequate?	✓			
30a	Electricity	<p>Is there a scheme for examination and testing of fixed electrical system place?</p> <p>Some of the buildings are due for reinspection in Oct 2023. Includes e.g., extractor fans.</p> <p>2023 Audit: new cert valid until 2028, seen</p>	✓			
30b		Are all portable electrical equipment tests in date?	✓			D

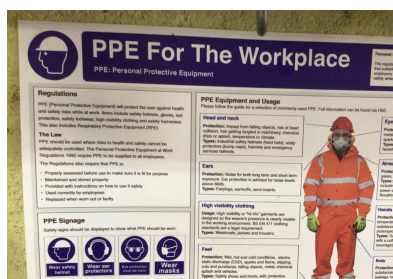
		<p>By an internal trained tester, noted in 2023 to be Topsparks Electrical, records seen, everything is done annually. Includes fridges and freezers.</p> <p>Discussed 2023: the IET recommended of expansion of this provision to all electrical equipment not tested under the system in 30a.</p> <p>2023 Audit. General template seen. Due December</p>				
30c		<p>Were there any risks observed? No, and the overhead fans not used.</p>	✓			
31a	Legionella	<p>Has a Legionella risk assessment been completed?</p> <p>June 2023</p>	✓			
31b		<p>Are Legionella control routines implemented?</p> <p>2023 audit- tests now expanded to hot water. October 2023 test sheet seen.</p>	✓			
32a	Material storage	<p>Are materials stored safely and securely? Segregated where required</p>	✓			
32b		<p>Is any racking inspected and checked regularly?</p>	NA			
33	Visitor management	<p>Is visitor safety protected and controlled? Access is controlled and visitors supervised</p>	✓			
34a	Vulnerable persons	<p>Are risks considered for vulnerable persons? Young persons Disabled employees or visitor New and expectant parents</p> <p>Not included in policy but added into Employee handbook (2023 Audit, evidence, Vulnerable Persons Policy seen.</p> <p>No new and expectant mothers RA template in place, Acorn version is offered for future consideration should it be needed</p>	✓			D
34b		<p>Were there any risks observed? – None</p>	✓			
35	Permit to work systems	<p>Is a permit to work system used to control high risk activities? Hot works Electrical works Use of mobile plant Confined space entry Roof works or specific works at height Construction works</p> <p>There is a contractor briefing before activities take place – consider robust permit to work – templates exist</p> <p>A permit to work system should and would be used for the above activities to prevent them being undertaken without</p>	✓			D

		<p>the correct measures being implemented, if they were to take place. In reality this rarely occurs and hasn't been needed since the 2021 audit.</p> <p>Acorn Permit forms are offered for future consideration.</p>				
36a	Safety with animals	<p>Are risks associated with working with animals assessed and controlled?</p> <p>There are documented risk assessments for animals. Dog enforcement, Bees / Snakes, September 2022, expired September 2023, annual review recommended.</p>	x			C
36b		<p>Are visitors reminded of potential risks and hygiene procedures?</p>	NA			
37	Other risks	<p>Were other risks identified during the visit?</p> <p>There is one plot in the chalet park area that has been allowed to fall into significant disrepair by the leaseholder. This area is now secured, with boundary fencing, although the fencing needed adjustment when seen on the tour, as it was still possible for the public to climb onto the plot.</p> <p>2023, repossession is due, notice imminently being given.</p>	x			C

Photographs of observed hazards or good practice



Visual aid for safety routines (Good practice)



PPE signage in cadet hut (Good Practice)



Lift out of use due to failed inspection



Previously unsafe chalet plot now fenced.