

Health & Safety Audit

Part A – General Information	
Site:	Lyme Regis Town Council
Site address:	Guildhall Cottage, Church St, Lyme Regis DT7 3BS
Site contact:	Mr Matt Adamson-Drage - Town Clerk,
Date of audit:	13/10/2021
Date of next audit:	October 2022

Part B – Overview
<p>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 2 workshops (cadet hut and cemetery mortuary). The council also lease property to business and beach huts to local residents.</p> <p>The council employ 26 staff to include operations admin and management, grounds staff, car park enforcement, cleaning, and a lengthsman.</p> <p>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.</p> <p>This is the first audit completed by Acorn Health & Safety Ltd at the council. The audit consisted of a question-and-answer session, review of documentation and a safety tour of the main areas of operation (Guildhall cottage, Guildhall, Cadet Hut, Pavilion, chalet park and amenities).</p>

Part C – Categories			
Category	Result	Number of current reports	Number of previous reports
A	Major non-compliance	0	0
B	Minor non-compliance	14	0
C	Observation	7	0
Total		21	0
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.		

Part D - Executive summary

As highlighted above this was the first 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.

There were no major non-conformances raised.

The minor non-conformances raised predominantly relate to the need for inclusion of additional risks in policy, detailed risk assessment for specific hazards and associated documented safe working procedures for key subjects such as Machinery, manual handling, homeworking, and vulnerable persons where specific risk assessment templates should be used to draw attention to specific hazards and prompt for appropriate controls. There are a couple of minor conformances that relate to more robust checking being required (Pre start checks on equipment and Legionella).

These assessments should be reviewed regularly, and it is recommended that a calendar approach be adopted to break this task down into bite size chunks.

The observations raised 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.

The previous audits completed have had a % score calculate so to allow an element of continued comparison the auditor has used the below method to allow a score to be calculated.

78 questions – 3 points per question = 234 points available

Deduct 3 for a major non-conformance, 2 for a minor non-conformance and 1 for a constructive observation. Note: No points were deducted or added in for positive observations.

14 minor x 2 = 28

7 observations = 7

Total deducted = 35

$234 - 35 = 199 / 234 = 85.04\%$

Part E – Compliance Audit

Guidance:

- A tick (✓) in the Audit Status column indicates conforming items.
- A cross (✖) in the Audit Status column indicates non-conforming items. Non-conformances are then graded by placing 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
1a	Accident reporting and investigation	<p>Is an accident book available on-site and are entries held in a secure location?</p> <p>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>	✓			
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?</p> <p>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?</p> <p>There is an accident investigation process with causal analysis – It would be a recommendation to add “Unsafe act” or “Unsafe condition” into the causal analysis</p>	✖			1
2a	Core documents	<p>Can access be made to the health and safety management system?</p> <p>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. Arrangements are missing for asbestos, Construction Design and Management regulations, vulnerable workers and infection control (other than pandemic). • Site & Office specific rules Included in employee handbook • Health, safety and environmental policy There is an environmental policy and a specific committee – Matt has completed a environment management course. • Core safety routines Includes a spreadsheet and white board to aid review and prompt awareness 	✖		1	

2c		Is there a company standard filing system in place?	✓			
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 2022 Company safety policy displayed 	✓			
4a	Management review	Are periodic health and safety reviews of policy & procedures being completed?	✓			
4b		Are safety committee meetings and consultation meetings held with employees? Quarterly – 2 staff nominated to attend	✓			
5	Inspections / audits	Is there an inspection / audit scheme in place? There is a monthly inspection and walkabouts completed and documented with actions.	✓			
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	✓			
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.	✓			
7	First Aid	Are the facilities adequate? First aid kits are held in each location and all vehicles. These are inspected routinely. Most staff are trained in First aid – last session Oct .2019 16 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? Risk assessments for general workshop activity and use of specific pieces of equipment have been completed. – the risk assessment form used is not specific to machinery risks and utilises a general risk assessment template – a revised template format to show mechanical and non-mechanical hazards was discussed and can be provided Lifts are subject to LOLER inspection – note one was out of use due to failed inspection	x			1
9c		Are pre-use or pre-start checks completed on equipment safety, guarding and safety controls? There is a prestart checklist in place, but prestart checks are not recorded.	x		1	
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 but not documented in separate Safe Systems of Work	x		1	
10d		Are both risk assessments and safe working practices regularly reviewed? Risk assessments are reviewed annually – most at the beginning of the year. It is recommended to implement a safety calendar approach prompting review of different subjects each month to ensure all are reviewed annually.	✓			1
10e		Are copies of risk assessments and safe working practices available to the workforce?	✓			
11	Display Screen Equipment	Are DSE hazards risk assessed, and controls implemented? DSE training has been completed and DSE assessments are regularly completed	✓			
12	Home Working	Are Home working hazards risk assessed and controls implemented? There is a general home working assessment but not specific individual homeworking assessments.	x		1	
13a	Manual Handling	Are Manual Handling hazards risk assessed and controls implemented?	✓			

13b		Were there any risks observed?	✓			
14	PPE	Is PPE provided, reviewed monitored and maintained? There is a separate PPE policy A PPE issue form is used, and PPE is replaced when required – There is a folder of checks maintained. Employees do not sign to acknowledge receipt of PPE and confirm their understanding of their responsibilities towards PPE.	x		1	
15a	COSHH	Has a product/substance list been prepared? There is a detailed register – Suggest review the use of the example register discussed to capture a summary hazard statements, exposure limits and storage incompatibilities.	✓			
15b		Are product data sheets held and have assessments been completed for all substances?	✓			
15c		Are COSHH information sheets explained and provided to each person for each product they encounter?	✓			
15d		Are all chemicals safely and securely stored? Not all storage incompatibilities have been checked.	x		1	
15e		Were there any risks observed?	✓			
16a	Fire Safety	Have all fire and explosive risks been identified by a mandatory fire risk assessment? Formal fire risk assessments are completed by a competent fire risk assessor to ensure risks are adequately assessed for all the main buildings	✓			
16b		Are the fire safety measures adequate and appropriate? Fire controls are implemented.	✓			
16c		Is the equipment regularly checked?	✓			
16d		Were there any risks observed? Fire blankets should be placed in each of the kitchen / welfare areas. Emergency exit signage and lighting had been removed from the cadet hut and this should be reconsidered.	x		1	
17	Emergency procedures	Have emergency procedures been prepared? A fire action notice is displayed at each location	✓			

18a	Asbestos	Has an asbestos survey been undertaken on the site? Completed for all buildings –	✓			
18b		Has an asbestos management plan been put into place?	✓			
18c		Is a site plan available showing locations of asbestos?	✓			
18d		Is asbestos clearly marked out on-site?	✓			
18e		Is there a good system for monitoring and review in place? There is a system for monitoring and review but there are no photographs to evidence this. Alternative sheet to be considered.	x			1
19	Driving / Transport	Are Driving and transport hazards risk assessed and controls implemented? Use checks, hazard perception tests, licence checks are in place. There are no vehicle checks when employees use their own vehicle and this should be implemented or own vehicle use should be discontinued – suggest reading revised guidance on driving for work from HSE.	x			1
20a	Control of contractors	Have contractors been fully inducted and authorised to work on site? Contractor safety brief and preferred contractors used.	✓			
20b		Have task/site specific risk assessments and method statements been made available by the contractor and approved prior to work commencing? Yes for major works but not minor maintenance tasks	✓			
20c		Do all contractors currently being used have adequate level of public liability insurance? Yes – Note checks are completed every 3 years so this may not identify insurance expiry	x			1
21	Health surveillance	Is regularly health surveillance monitoring undertaken? 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 – send template	x			1
22a	Infection risks	Is there a covid-19 risk assessment in place and controls implemented? Yes	✓			

22b		<p>Are Zoonosis / Biological hazards risk assessed and controls implemented?</p> <p>This is not included in a risk assessment – Risks include infection from soils, animals etc.</p> <p>There is some reference to sharps and dog waste in the refuse collection but not much on infection risks.</p>	x		1	
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</p> <p>Hearing defence is used when operating machinery.</p> <p>Exposure is likely to be low / intermittent</p>	✓			
24	Vibration	<p>Are Vibration hazards risk assessed and controls implemented?</p> <p>Similar to noise</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>	✓			
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</p> <p>Working at height training has been completed – is due for a refresher and is booked in</p> <p>There are separate RA for ladders, towers and MEWPS</p>	✓			
25b		<p>Is there a ladder register, with all ladders uniquely identified and inspected every 6 months? Is ladder use tightly controlled through the permit to work system?</p>	✓			
25c		<p>Access equipment. Is all access equipment maintained, inspected and controlled? Are all users trained and competent?</p> <p>PASMA and IPAF trained operators – Expiry 2023</p>	✓			
25d		<p>Were there any risks observed?</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.</p> <p>Enforcement staff have body cameras</p> <p>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>The Pavilion is being used as a general staff area and has been neglected whilst not in full use. Housekeeping could be better maintained in this area.</p>	✓			
29a	Lighting	Is internal and external lighting adequate?	✓			
29b		Is emergency lighting adequate?	✓			
30a	Electricity	Is there a scheme for examination and testing of fixed electrical system place?	✓			
30b		<p>Are all portable electrical equipment tests in date?</p> <p>Internal trained tester</p>	✓			
30c		Were there any risks observed?	✓			
31a	Legionella	<p>Has a Legionella risk assessment been completed?</p> <p>Legionella risk assessments have been completed but not to the frequency outlined in the policy. The policy should be amended to match the recommendations of the water specialist.</p>	x		1	
31b		<p>Are Legionella control routines implemented?</p> <p>There are routines in place but they do not include the checking of the hot water temperatures</p>	x		1	
32a	Material storage	Are materials stored safely and securely? Segregated where required	✓			
32b		Is any racking inspected and checked regularly?	NA			
33	Visitor management	<p>Is visitor safety protected and controlled?</p> <p>Access is controlled and visitors supervised</p>	✓			
34a	Vulnerable persons	<p>Are risks considered for vulnerable persons?</p> <p>Young persons Disabled employees or visitor New and expectant parents</p> <p>Not included in policy – suggest add a section into the arrangements. No new and expectant mothers RA template in place. Note _ there has not been a need for use of these assessments but they should be available should the need arise.</p>	x		1	

34b		Were there any risks observed? –	✓			
35	Permit to work systems	<p>Is a permit to work system used to control high risk activities?</p> <p>Hot works Electrical works Use of mobile plant Confined space entry Roof works or specific work at height Construction works</p> <p>There is a contractor briefing before activities take place which could be considered to be a general permit to work. A more robust permit to work system should be implemented for the above activities to prevent them being undertaken without the correct measures being implemented</p>	x		1	
36a	Safety with animals	<p>Are risks associated with working with animals assessed and controlled?</p> <p>There is no documented risk assessment for animals. Dog enforcement Bees / Snakes / Rats etc</p>	x		1	
36b		Are visitors reminded of potential risks and hygiene procedures?	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 not secured, or protected boundary fencing and poses a risk if children or others access the area.</p> <p>The leaseholder should be advised of their responsibilities, or the council should consider securing the boundary (passing the cost to the leaseholder if appropriate) to prevent injury risk to persons accessing this area.</p>	x		1	

Photographs of observed hazards or good practice



Visual aid for safety routines (Good practice)



No fire blankets in kitchen areas



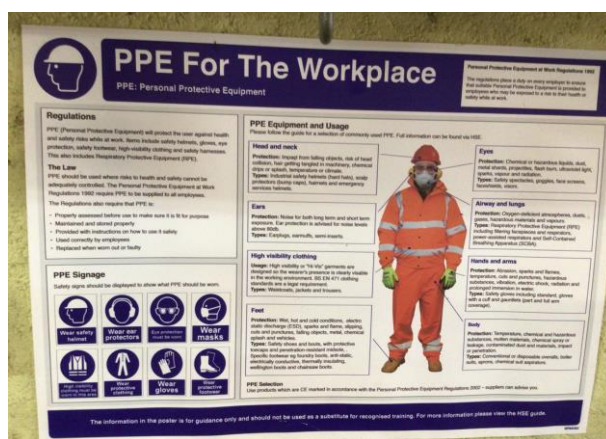
Decorating materials on microwave



Combustible materials in loft area – main office



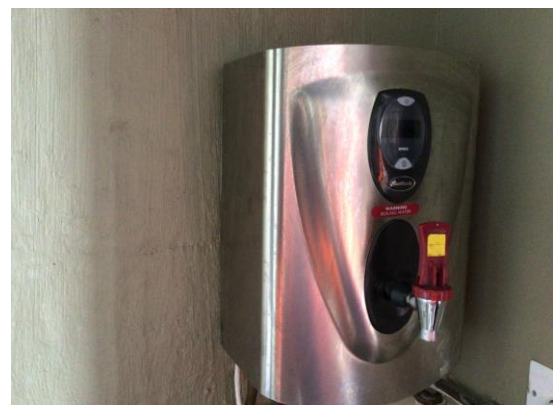
CoSHH items not in store



PPE signage in cadet hut (Good Practice)



Lift out of use due to failed inspection



Water boiler switched off / Faulty – Legionella risk!



Pavilion housekeeping



Unsafe chalet plot