



John Wright
Town Clerk

Lyme Regis Town Council

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Human Resources Committee

Core Membership: Cllr B. Larcombe (chairman), Cllr S. Williams (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 9 January 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
20.12.18

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 November 2018 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

6. Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 November 2018

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To update members on issues previously reported to this committee

8. To receive the minutes of the Health and Safety Committee meeting held on 3 December 2018

9. Health and Safety Audit Report

To inform members about the progress achieved in the council's health and safety between November 2017 to November 2018

10. Reception Team Reporting Line

To allow members to consider changing the reception team's reporting line from the deputy town clerk to the administrative officer

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

11. Gardener/Maintenance Person, Probation Review

To allow members to confirm the gardener/maintenance person's permanent appointment

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

12. Seafront Attendant, Six-Month Probation Review

To allow members to confirm the seafront attendant's permanent appointment

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

13. Sickness Absence

To update members on the sickness absence of post-holder 101

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

14. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006

- a) Agenda item 10 – Reception Team Reporting Line**
- b) Agenda item 11 – Gardener/Maintenance Person, Probation Review**
- c) Agenda item 12 – Seafront Attendant, Six-Month Probation Review**
- d) Agenda item 13 – Sickness Absence**

**LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE**

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 NOVEMBER 2018

Present

Chairman: Cllr B. Larcombe

Members: Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr
Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner,
Cllr S. Williams

Officers: Mrs A. Mullins (administrative officer), Mr J. Wright
(town clerk)

18/46/HR Public Forum

There were no members of the public present.

18/47/HR Apologies

Cllr J. Broom – holiday
Cllr O. Lovell

18/48/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 September 2018

Under minute 18/40/HR, Weed Spraying, Cllr S. Larcombe said he made the comment about waiting to see if the product was re-licensed, and he seconded the recommendation.

Under minute number 18/34/HR, Health and Safety Committee Minutes, Cllr B. Larcombe asked that his comment regarding the council office was added to the minutes as follows: "Cllr B. Larcombe expressed concern about the stairs to the council office and the potential speed of fire and evacuation of staff and less mobile members of the public."

Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, with the above amendments, the minutes of the meeting held on 26 September 2018 were **ADOPTED**.

18/49/HR Disclosable Pecuniary Interests

There were none.

18/50/HR Dispensations

There were none.

18/51/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 September 2018

Weed spraying

Cllr J. Scowen said he had researched this issue and now had serious concerns about staff using glyphosate products. He said he would support the external works' team not using it as safety was paramount, but he understood there was currently no real alternative.

Cllr Mrs M. Ellis said the council had already made the decision to sanction weed spraying with glyphosate-based products and continue to look for alternatives.

Cllr B. Larcombe said the operations manager would explore alternatives and suggested the concerns raised at this meeting were referred to the Town Management and Highways Committee.

The town clerk confirmed the product was licensed but if this changed, its use would be withdrawn immediately. He said there was no reason the Town Management and Highways Committee couldn't consider this issue in further detail, but the council was working on the best advice available, which stated it was a safe product.

Cllr S. Williams asked that the safety precautions were made clear to employees.

Operations supervisor/lengthsman

Cllr S. Williams asked if this employee could be tasked to work on the outskirts of the town to tidy up those areas.

The town clerk said discussions had taken place with Dorset County Council (DCC) about the lengthsman being able to move into the role historically undertaken by DCC highways. He said training had and would continue to take place and officers were also keen for the two lengthsman to work on the boundaries.

18/52/HR Update Report

The town clerk confirmed the new administrative assistant, Angela Hankin, would start on 19 November 2018.

Members supported the officers' proposal to enter into an agreement with Victoria Stocqueler to secure her employment as an amenities assistant for next year, with the option of covering shifts over the winter, when required.

18/53/HR Issues Arising from the Extraordinary Full Council on 7 August 2018

AGENDA ITEM 3

Members discussed whether the finance assistant would qualify for an incremental enhancement due to her level 3 qualification, with reference to the council's learning and development policy.

The town clerk said members could choose to retrospectively award an incremental enhancement, but this would set a precedent, as there were a number of other employees who had gained qualifications before joining the council and would therefore qualify.

Cllr B. Larcombe said if someone had a relevant qualification, this would help them secure the job in the first place. He said he knew of no other organisation which applied a retrospective added value.

The town clerk said the finance assistant had not made this request; it was made by another employee on her behalf. He added that the finance assistant was currently studying for a level 4 qualification, which would qualify her for an incremental enhancement.

Members acknowledged the extra work the finance assistant was currently undertaking but agreed an incremental enhancement was not the correct way to reward this.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pay the finance assistant an additional increment for a qualification obtained before she joined the council.

18/54/HR **Driving Licence Training**

Cllr S. Larcombe suggested paying for half of the costs for driving lessons and an examination.

Cllr S. Williams said a cap needed to be put on this to ensure the council's contribution was not open-ended, as it was not known how long it would take them to pass their tests.

The town clerk suggested the council could pay half of the intensive course, i.e. £225 per course, £450 in total for two employees, and if after the course they had not passed their test, they would pay for additional costs.

Cllr D. Hallett asked why they were employed if they couldn't drive. He was also concerned this would give the wrong message to other employees who had paid for their own driving lessons.

The town clerk said holding a driving licence was not considered 'essential' to these roles, as per the job descriptions. He added that one of the employees was too young to drive when he joined the council.

Members agreed each employee should be limited to one test each, and the lessons should not take place during work hours, unless the employee made up the time.

Members also discussed whether the employees would have to pay the council back if they left the organisation within 12 months.

The town clerk said the learning and development policy already covered this. He added if lessons took place during work hours, the employees would work additional hours to compensate. He said there would also be an expectation the employees would continue with lessons, at their own expense, if they did not pass after the intensive course.

Proposed by Cllr G. Turner and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to pay £225 each for the seafront attendant and a gardener to undertake a fast pass intensive driving course, subject to agreed conditions.

Cllr D. Hallett voted against this motion.

18/55/HR Christmas and New Year Working Arrangements

In response to a member question, the town clerk said working arrangements were in line with previous years and there had been no problems in the past.

Cllr S. Williams said managers should work on a rota on dedicated days to ensure someone could be contacted if necessary over the holiday period.

The town clerk said if the council wanted managers to be on-call, this would come at a premium. He said the existing arrangements, where each of the three managers could be contacted in an emergency when the office was closed, had worked well in the past. He added that his telephone number was provided on the office answer machine during the holiday period.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days of discretionary leave from midday to 5pm on Monday 24 December 2018 and all day on Monday 31 December 2018; to apply statutory leave on Thursday 27 December and Friday 28 December 2018; to agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who work over the Christmas and New Year period to be paid overtime and time-off-in-lieu for the day worked.

18/56/HR Finance Assistant Additional Payment

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/57/HR Sickness Absence

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/58/HR Exempt Business

a) Finance Assistant Additional Payment

Cllr B. Larcombe said there would come a point when the council would have to review the post anyway and that would be determined by job evaluation. He said when the temporary issues in the finance department had been resolved, the council should review the structure of the team.

Members agreed an additional payment should be made while the staffing issues in the finance team were ongoing and the finance assistant was carrying out work above her pay grade, and this payment should be re-evaluated when the temporary staffing issues were resolved.

The town clerk said the long-term aim was to develop the finance assistant so there would someone who could deputise for the finance manager in his absence and someone who could potentially move into that role if the opportunity arose.

Cllr Mrs C. Reynolds suggested a letter should also be sent on behalf of the council to thank the finance assistant for taking on additional duties. This was supported by members.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve an additional payment to the finance assistant of £230 per month, and for a letter to be sent to the employee from the council, thanking her for taking on additional duties.

b) Sickness Absence

Cllr D. Hallett was concerned sickness absence, in these cases, was being caused by the council or the management of the council. He was also concerned with the way some of the issues had been dealt with by officers and how sickness absence had been recorded.

The town clerk said there were triggers which determined whether sickness absence should be reported to the council, but officers were not passing

AGENDA ITEM 3

judgement or suggesting any absence was not legitimate. He clarified some of the issues regarding the recording of absence for post-holder 204.

Members discussed how the sickness absence of post-holder 101 was being managed and whether there was an opportunity to resolve the matter.

Cllr B. Larcombe said all the correct processes were being followed and everything the council would expect to be done, was being done, such as keeping-in-touch days and dialogue with the employee and trade union.

Cllr Mrs M. Ellis said it was important members did not know the details of this matter at this point, as it may be referred to this committee in the future.

Cllr B. Larcombe said it was important the committee could demonstrate it was in tune with any notes or recommendations in reports, so there was no reason a member could say at a later date they hadn't been kept informed.

The meeting ended at 8.36pm.

Committee: Human Resources

Date: 9 January 2019

Title: Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 November 2018

Purpose of the Report

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

Members note the report

Report

18/51/HR – Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 September 2018

Operations supervisor/lengthsman

The town clerk and operations manager met with Dorset County Council's (DCC) community highways manager on 18 December 2018.

The operations manager will be drafting a programme for the town council's lengthsman to take on the relevant DCC functions and will present this to the Town Management and Highways Committee on 27 February 2019.

18/55/HR – Christmas and New Year Working Arrangements

The office opening hours have been advertised on the website, social media and in the council's newspaper column, also referring people to the council's emergency procedure on the website.

The rota for the external works' team will be provided to members in the briefing on 21 December 2018.

John Wright
Town clerk
December 2018

Committee: Human Resources

Date: 9 January 2019

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Training Award Delay

Pete Williams, Kyle Knight and Callum Taylor have all completed training courses in 2018 but have not been awarded the qualifications because the training company, 'Slic Training' went into receivership, leaving around 900 other learners in the same position.

Callum Taylor's apprenticeship work (Level 2 in horticulture) was already quality assured and has been taken on by South Essex College, the main provider which Slic subcontracted to, and he is awaiting final awarding body approval. This may be forthcoming by the end of February 2019.

Pete Williams's (Level 3 in horticulture) and Kyle Knight's (Level 2 in facilities services) work had been completed but not quality assured when the firm went under. The ability for their work to be formally conferred as awards is less clear. PreVista, another company Slic subcontracted to, and South Essex College, are looking into gaining awarding body status for those awards to be able to confer the awards on the individuals.

The repercussions of this are that Kyle Knight is finding it difficult to go on to book Level 3 training without an official Level 2 award. For Pete Williams, however, this means he has not yet been awarded a pay increment from this council for achieving a Level 3 award.

The operations manager and the individuals continue to press the consortium of training organisations who Slic subcontracted to, to find a satisfactory conclusion to this wholly unsatisfactory situation.

Matt Adamson-Drage
Operations manager
January 2019

**LYME REGIS TOWN COUNCIL
HEALTH AND SAFETY COMMITTEE**

MINUTES OF THE MEETING HELD ON MONDAY 3 DECEMBER 2018

Present

Chairman: Cllr S. Williams

Members: Cllr J. Broom and Mr A. Jeffries

Officers: Mr M. Adamson-Drage (operations manager), Mrs E. Pawsey (senior administrative assistant)

Apologies

Cllr Mrs M. Ellis and Cllr S. Miller

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 3 September 2018

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, the minutes of the meeting held on 3 September 2018 were **ADOPTED**.

Matters Arising

The operations manager informed members there was still work to be done on the environment policy and it would go to a Strategy and Finance Committee next year.

The operations manager said the PAT testing policy would also go to a Strategy and Finance Committee next year.

Cllr S. Williams asked if the council had the certificates for the PAT testing that had taken place.

The operations manager said the items tested are given stickers and the legal requirements as to how often they must be tested differed according to the item. He showed a table created by the HSE from the PAT testing policy, which the council will follow.

The operations manager said PAT testing had been conducted in October.

The operations manager said the electrical testing of the buildings had been done by Evergreen Renewable Energy but some buildings had failed over minor issues, so they would come back. He also said the testing would be done every five years.

Regarding the issues with the play equipment and the surfacing in Anning Road play park, the operations manager said the works supervisor would be contacting Eibe Play to chase the works to be done under the guarantee.

The operations manager informed the members that the DSE checks were nearly complete, and that both himself and the senior administrative assistant were trained to do this. He also said that having done the checks, so far, the office chairs needed replacing and that by purchasing a good standard of chair they would come with a guarantee.

The operations manager said that having received a copy of the occupational health report with regards to a member of the outside team spraying, the report suggested that spraying could be introduced to him gradually, although his anxiety may preclude him from it altogether. A decision from the town clerk would be sought. The operations manager also informed the members that spraying couldn't be conducted if the winds were above 5mph. This was the case when he was doing training with the outside staff so they did dummy runs using water.

Accidents, Injuries and Near Misses

The operations manager informed members there had been none in the office or the amenities and only two minor injuries within the external works' team and that he would advise the staff how these could be prevented in future.

Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)

The operations manager informed members that all safety records were complete and were available for the members to see.

Audit Report (held on 17 Nov) and Inspections

The operations manager introduced the audit report and informed members that an overall grading of C had been given. He said this was a great improvement on last year with the percentage scored going up from 33% (a D grade) to 61%, although there was still more improvement to be made as the council needed 71% to be largely compliant.

The operations manager discussed the report with the members, explained the procedures he had implemented and highlighted the improvements that would be made.

The operations manager said he had introduced monthly management inspections for all equipment along monthly health and safety inspections. These documents were available for members to see.

Training

The operations manager said he had put together a record of all employee training undertaken, and this record would also show any training needed or out-of-date. The document was shown to the committee.

Legionella Flushing Policy - Draft

The operations manager introduced the draft Legionella flushing policy to the committee and said it would be taken to a Strategy and Finance Committee next year.

PAT Testing Policy - Draft

The operations manager introduced the PAT testing policy and reiterated that it would be taken to a Strategy and Finance Committee next year.

Management of PPE Policy - Draft

The operations manager introduced the management of PPE policy to the committee and said that it would be taken to a Strategy and Finance Committee next year.

Next meeting date

It was decided the next meeting date would be Monday 4 March at 2pm.

The meeting ended at 3pm.

Committee: Human Resources

Date: 9 January 2019

Title: Health and Safety Audit Report

Purpose of Report

To inform members about the progress achieved in the council's health and safety between November 2017 to November 2018.

Recommendation

Members note the report

Background

1. The operations manager employed Stuart Gilkinson, of Dorset Health and Safety (DHS) Ltd, to conduct a health and safety audit in November 2017. The 2017 health and safety audit report was presented to this committee on 10 January 2018.
2. Stuart Gilkinson was invited to return in November 2018 to conduct a further health and safety audit. The 2018 health and safety audit report is at **appendix 9A**.

Report

3. The progress made in health and safety over the previous 12 months have been significant enough to achieve a higher grading. The action plan produced in 2017 was substantial and the operations manager has worked through these issues methodically over the year to produce a much better audit result for 2018. However, there is still work to do.

- Grade D (below 60%) was awarded in the 2017 audit report with a score of 33%

“Major deficiencies found over a broad range of areas indicating significant lack of control and leaving the system open to system failure”

- Grade C (61-70%) was awarded in the 2018 audit report with a score of 61%.

“The health and safety system is placed at risk due to significant inadequacies of control in several critical areas, or over a wide range of control procedures”

(Note: Grade B (71-84%) is defined as “largely compliant” under DHS Ltd's grading system.)

AGENDA ITEM 9

4. A prioritised action plan was produced as part of the audit report and the operations manager is working through the issues highlighted to improve the health and safety culture and safety management systems of the council, with a view to increasing the overall score for 2019. Progress on the action plan will be reported to this committee via the health and safety committee.
5. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage
Operations manager
December 2018



HEALTH AND SAFETY AUDIT REPORT AND ACTION PLAN

16TH NOVEMBER 2018



Contents

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5. Materials Handling
6. Facilities
7. Special Risks
8. External Areas



*"Delivering customised, affordable and professional health and safety solutions
for small and medium sized businesses in Dorset"*

Dorset Health and Safety Limited is an established, independent risk management company, majoring in the field of occupational safety and health, fire safety and environmental protection. We are located in Weymouth, Dorset but also serve organisations in the surrounding counties.

We are able to provide a wide range of skills and experience to meet the ever-changing demands of our customers and we guarantee the provision of cost-effective auditing, consulting and training to the highest of standards.

We pride ourselves on our ability to take a less prescriptive approach in managing projects, by working in close partnership with clients to ensure that all work is completed to the customers' satisfaction.

Under the direction of the Managing Director (Stuart Gilkinson CMIOSH), Dorset Health and Safety Limited has established an excellent reputation as 'the go to company in the south west of England.'

We can provide bespoke training as well as a wide range of accredited training, including:

- NEBOSH National General Certificate (11 days)
- NEBOSH Fire Safety and Risk Management (10 days or as a 5-day bolt-on to the NGC)
- NEBOSH Constructions Certificate (13 days or as an 8-day bolt-on to the NGC)
- IOSH Managing Safely (3 days)
- IOSH managing Safely Refresher (1 day)
- IOSH Working Safely (1 day)
- Level 2 Emergency First Aid at Work Course (1 day)
- Level 3 First Aid at Work Course (3 days)
- Level 2 Award in Health and Safety in the Workplace (1 day)
- Level 1 Award in Fire Safety Awareness (1/2 day)
- Level 2 Award in Fire Safety – Including Duties of a Fire Warden (3/4 day)
- Level 3 Award in Principles of Risk Assessment (3/4 day)
- Level 3 Award in Risk Assessment (1 ½ days)
- Level 2 Award in principles of COSHH)
- QA Level 2 Award in Safe Moving and Handling (1/2 day)

Stuart Gilkinson
Dorset Health and Safety Limited

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AUDIT DETAILS

Council: Lyme Regis Town Council

Location: Lyme Regis, Dorset

Address: Guild Hall Cottage
Church Street
Lyme Regis
DT7 3BS

Responsible Person: John Wright
Job Title: Proper Officer (Chief Executive)

Audit Facilitator: Matt Adamson-Drage
Job Title: Operations Manager
Tel:
Email: operationsmanager@lymeregistowncouncil.gov.uk

Outline Description of the Organisation:

Lyme Regis Town Council is the Local Authority for the town of Lyme Regis. The Council currently consists of fourteen elected representatives of the residents of the town, from which a Mayor is elected annually, and the Councillors are elected to serve for a four-year term. The Council employs several members of staff to enact Council decisions and run day-to-day operations in the town. These include the Officers and staff: consisting of a Proper Officer and Responsible Financial Officer; the Town Clerk, the Deputy Town Clerk, Operations Manager, Finance Officer and Administrative Officer. The Council work collaboratively to enhance the town's distinctive heritage and culture in a way that best services the interests of the residents, traders and visitors that make up the community of Lyme Regis.

Date of Audit: 17th November 2018

Auditor Name: Stuart Gilkinson CMIOSH, MCMI, DipNEBOSH

Auditor Signature:



EXECUTIVE SUMMARY

An Occupational Safety and Health audit of the Town Council was undertaken by Dorset Health and Safety on the 17th November 2018.

The question set used covered the following subjects:

- | | |
|----------------------------------|-----------------------|
| 1. Administration and Procedures | 5. Materials Handling |
| 2. Legislative Compliance | 6. Facilities |
| 3. Working Environment | 7. Special Risks |
| 4. Equipment | 8. External Areas |

The Health and Safety Contact for the Council is Mr. Matt Adamson-Drage (Operations Manager) and the Duty Holder for Health and Safety and the Responsible Person for Fire Safety is Mr. John Wright. The Town Council holds no previous health and safety audit records; therefore, this report cannot be compared to any former comments, scores or rating categories. The audit process included a detailed tour of the premises and a desk top study of the Town Council's safety management and risk control systems and associated documentation.

Audit Methodology

Each of the 8 sections have been measured using a table of bulleted questions, associated guidance notes and a scoring matrix. Each section was scored separately and the marks for all sections added together and calculated to give an overall compliance percentage. The percentage score was then given a rating (A to D), which in turn corresponds to a statement on the overall level of compliance. Below each bulleted table is an Action Plan containing a synopsis of key observations and recommendations; where repeat issues were identified, they have only been entered and scored once with a reference being made as to Non-Applicable (N/A) or Not Checked N/C) in the far-right columns where the subject is covered for the second time.

Summary

The auditor would like to open this summary statement by mentioning how impressed he was with the work carried out since the previous audit, especially with regards to the assessment and control of risk, fire safety, staff training and the conditions previously observed at the 'Cadet Hut' Workshop.

That said, there are still some health and safety management and risk control systems at risk, this is due to there being several shortfalls over a few key areas. The Operations Manager should prioritise the actions listed in each of the tables below to address the remaining shortfalls, paying particular attention to Section 2 (Legislative Compliance) and any areas covering staff training and machinery/tools inspections in the short term.

Several serials are deemed to be 'quick fix' and therefore require the minimum allocation of resources. The higher range of scores (>7) will be achieved when the safety culture has been further developed; this can be enhanced and sustained by ensuring legislative compliance (by continuing to address the areas of risk assessment and training), effective policy implementation, routine health and safety management inspections and the regular review of policies.

The auditor would like to thank the Operations Manager, his enthusiasm and determination to continually improve the health and safety systems and procedures over the previous 12 months, significant 'headway' has been made from where the Town Council was back in November 2017, this can be wholly attributable to his hard work and dogged determination and real passion in addressing the issues raised during the previous audit.

Stuart Gilkinson CMIOSH
Managing Director and Lead Auditor
Dorset health and Safety Limited

OVERALL RATING CATEGORY

C

Rating Category	Comments
A 85% - 100%	There is a sound system of control in place to meet overall system objectives. This is to be maintained and reviewed as necessary to reflect changes in legislation.
B 71 - 84%	Control systems found to be largely compliant. A small number of important lapses found or some "fine tuning" across the board required. Concentrated action on specific problems required.
C 60% - 70%	The health and safety system is placed at risk due to significant inadequacies of control in several critical areas, or over a wide range of control procedures. Senior Management is required to prepare a prioritised action plan and to address any shortfalls.
D Below 60%	Major deficiencies found over a broad range of areas indicating significant lack of control and leaving the system open to system failure. Senior Management need to direct that these deficiencies are rectified as soon as practically possible.

The following marks are obtained from totalling the achieved marks and maximum obtainable marks from the audit checklist matrix for each section heading:

Section No.	Main Section Heading	Total Achieved Marks	Maximum Obtainable Marks	Percentage
1	Administration	78	140	56
2	Legislative Compliance	90	170	53
3	Working Environment	91	130	70
4	Equipment	27	50	54
5	Materials Handling	10	20	50
6	Facilities	63	90	70
7	Special Risks	14	20	70
8	External Areas	42	60	70
	Totals	415	680	61%

GEOGRAPHICAL LOCATION

The site is situated at the address on page 3 which can be seen on the map below.



A LIST OF EQUIPMENT OWN AND USED BY THE COUNCIL AT THE TIME OF AUDIT

Grounds Maintenance Equipment
Danarm Kaaz Honda GXV160 lawnmower LM5360HXA-157 Code 620157
Honda HRH536HX
Danarm Kaaz Honda GXV160 lawnmower LM5360HXA-157 Code 620157
Danarm Kaaz Honda GXV160 lawnmower LM5360hxa 620157
Danarm Kaaz Honda GXV160 lawnmower LM5360HXA-157 Code 620157
SARP Honda 4.0 OHV SLM4840HX lawnmower
SARP Honda GXV160 OHV lawnmower SLM5360HXA HSTPRO
Honda HRH536HX
Lawnmower Honda GXV160
Lawnmower Kawasaki
UM616 rough cut mower
UM616 rough cut mower
Long arm hedge trimmer ECHO HCA265ES
Long arm hedge trimmer ECHO HCA265ES
Echo SRM 265ES strimmer small handle
Echo SRM 360SL strimmer wide handle
Honda UMK435UE Brush cutter
Echo SRM420 TES brush cutter wide handle
Echo SRM420 TES strimmer wide handle (Crewkerne horticultural sticker)
Echo SRM420TES- Wide handle strimmer
Echo SRM420TES- Wide handle strimmer
Echo SRM 360 SL wide handled strimmer
Honda UMK435UE Brush cutter
Kawasaki BK45 Brush cutter
Backpack blower echo PB770
Backpack blower echo PB770
Echo Blower PB46LN
ECHO PB 251 Blower
Westwood T16 ride-on lawnmower Kawasaki FS481V engine
Echo HC331ES Hedge trimmer (broken for spares at Rob Perry - Jan 2018)
Honda Rotavator F510
Cement Mixer
Compressor by Stanley D200/8/24
Jet Wash - Clarke Jet 9000B
Bowser for hanging baskets 1150kg max laden weight
Pillar Drill Axminster Power Tools Model:ND16B
Hand Pallet Truck
Honda 4 stroke hedge trimmer HHH25S 75E
Chainsaw - large Echo CS510
Chainsaw - small Husqvarna 236 X-Torq
Chainsaw - small Husqvarna 236 X-Torq
Chainsaw - small Echo CS3050
Abrasive Wheel - Stihl TS410
HC2400 Hedge trimmer
Honda 4 stroke hedge trimmer HHH25D 75E

Echo PPT2400 Power Pruner
Bolens Tomahawk pro chipper
Titan TTB521GRB Bench Grinder
Ladders
Industrial Ladder 3-piece ladder aluminium wheels on top/flexible feet
Industrial Ladder 3-piece ladder aluminium wheels on top/flexible feet
Light industrial step ladder / yellow stiles - blue platform
Light industrial step ladder / yellow stiles - steel platform
Telescopic Ladder
Ladder - Pantomime Store - Cemetery
Hop up ladder
Hop up ladder
Hop up ladder
Bowser for jet wash
Cemetery Workshop Equipment
Honda WB20X Water Pump
Generator
Power Tools
Milwaukee Heavy Duty Drill
Makita Drill DHP453
Makita Torch
Makita Planer DKP180
Makita Drill HR2630 x2?
Makita Circular Saw x2
Titan Breaker
Black & Decker Router KW850E
Makita 9046 Sander
Titan Bench Grinder
De Walt Li Ion Charger
Bosch PHO 16-82 Planer
De Walt Chop Saw
AL 1820CV Charger
Bosch 3640CV Charger 1
Bosch 3640CV Charger 2
Bosch 1130CV Charger
Bosch 1860CV Charger 1
Bosch 1860CV Charger 2
Vehicles
Kawasaki Mule
Mitsubishi Pickup
Ford Courier Van
Ford Double-Cab Tipper
New Holland Tractor
Barber Surf Rake
Lifts
Guildhall - fitted by Wessex Lifts 2002
Seafront - fitted by Phoenix Lifting Systems 2011

AUDIT COMPLIANCE SCHEME

	Standard of Compliance	Auditors Guide
0	Control not determined	No survey of needs has been carried out to identify any requirements for controls.
1	No control	Organisational / managerial / individual failure to control some or all of an area or situation. The auditor has not been provided with clear evidence, for example, documentation and records to substantiate the existence of any controls, non-compliance is considered to exist.
2	Part controls exist	Evidence indicates that some progress has taken place and controls have been partly developed or established.
3	Controls inadequate	Controls are broadly well developed but significant discrepancies or shortfalls in controls exist. Documentation / controls provided are either out of date, not a true reflection on the organisation or not entirely suitable for the task or situation.
4	Controls not used	Although evidence of the existence of appropriate documentation / controls has been provided the auditor's findings indicate a total lack of their use.
5	Irregular use of controls	Although documentation / controls exist, the author's findings indicate that use and/or compliance with controls by users is irregular and not insisted upon by management.
6	Additional training / measures required	To ensure use and/or compliance with controls, additional refining measures and/or training are required.
7	Basic legal compliance	Minimum legal requirements (good practice) are achieved. Author's findings substantiate that documentation use and/or compliance with controls meets appropriate requirements.
8	Significant controls	The organisation shows that health and safety is being promoted beyond the necessity of legal compliance. Evidence shows that health and safety is part of the normal work routine and regarded as an equal partner to other management objectives, and that a "safety culture" is significantly developed / established.
9	Advanced controls	The organisation meets the requirements of serials 7 and 8 but also demonstrates additional improvements, for example, health and safety policy meetings, regularly reviewing documentation and checking documentation use.
10	Optimum controls	<p>A comprehensive and sustained approach aimed at a progressive and continuous improvement strategy which removes many of the factors which cause or influence the creation of unsafe/unhealthy conditions or acts.</p> <p>Off the job safety is an integral part of the corporate safety objectives.</p>

Section: 1 – Administration & Procedures

Ref No.	Section: 1 Administration & Procedures	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action				Within specified time			Monitor				
1/01	Management review	0	1	2	3	4	5	6	7	8	9	10	
1/02	Liability insurance certificate	0	1	2	3	4	5	6	7	8	9	10	
1/03	Fire arrangements	0	1	2	3	4	5	6	7	8	9	10	
1/04	Safety policy	0	1	2	3	4	5	6	7	8	9	10	
1/05	Statutory engineering inspections	0	1	2	3	4	5	6	7	8	9	10	
1/06	Statutory registers	0	1	2	3	4	5	6	7	8	9	10	
1/07	Accident procedures	0	1	2	3	4	5	6	7	8	9	10	
1/08	Emergency procedures	0	1	2	3	4	5	6	7	8	9	10	
1/09	Contractor/visitors procedures	0	1	2	3	4	5	6	7	8	9	10	
1/10	Waste management procedures	0	1	2	3	4	5	6	7	8	9	10	
1/11	Induction training	0	1	2	3	4	5	6	7	8	9	10	
1/12	Training general	0	1	2	3	4	5	6	7	8	9	10	
1/13	Management controls	0	1	2	3	4	5	6	7	8	9	10	
1/14	Safe systems of work	0	1	2	3	4	5	6	7	8	9	10	N/C
1/15	Permits to work	0	1	2	3	4	5	6	7	8	9	10	N/C
1/16	Communication	0	1	2	3	4	5	6	7	8	9	10	

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
					56					

Action Plan

Section: 1 - Administration and Procedures

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
1/03		Fire Safety Management	The Fire Safety 'Statement of Intent' would be better displayed on the health and safety notice board with a suitable block for the date, next review date and signature. There is an organisation chart in the Policy H&S but it is not clear who the RO or DH is.	This should be produced, reviewed, signed and dated and then placed on the health and safety notice board, a copy should also be placed in the fire safety file.	
1/04		Safety Policy		John Wright should have the words 'Responsible Person (Fire)' and 'Duty Holder (Health and Safety)' entered next to his name	
1/04		Safety Policy	At first sight it appears that some subject areas in the Arrangements section of the Policy (Part 3) may not have been included.	A review of the Arrangements section should be carried out to check that all relevant H&S subjects which are relevant to the Council's undertakings have been covered.	
1/05		Statutory Engineering Inspections.	At the time of audit the inspections for the lift in the Guild Hall were not available.	A copy of the inspections should be held in the new (when created) health and safety file (Buildings Maintenance).	
1/07		Accident Procedure	There are accident books in place but personal information about the injured persons is displayed within them.	A new book should be purchased and of a type that the section containing personal information can be detached and secured for data protection, it is also recommended that a single accident be held as oppose to multiple.	
1/09		Contractors/Visitors	There is currently no safety brief given to contractors.	A safety brief should be produced and read at the time of contractors booking into the premises. Consideration ought to be given for the introduction of a contractor's badge scheme although this isn't a legal requirement.	
1/09		Contractors/Visitors	There is no approved contractors list in place.	An approved contractors list should be created and all contractors on the list should complete a Pre-Qualification Questionnaire which should be scrutinised prior to the awarding of contracts.	

1/11	Induction Training	An induction process is carried out for members of the workforce but this does not cover many health and safety subjects.	<p>Review the induction/refresher brief and give to each current and future employee; this should be signed and dated by the individual giving the brief and the individual receiving the brief.</p> <p>Refresher training should be given every 24 months.</p> <p>Records should be retained for 3 years after an employee leaves the Town Council.</p>	
1/12	Training	No health and safety training has been given to any of the management team other than the Operations Manager (NEBOSH NGC).	It is recommended that at least the Town Clerk, Deputy Town Clerk and the nominated Employee Safety Representative attend the 3 day IOSH Managing Safety Course – Note; Dorset Health and Safety Ltd can provide this training; the next available course is being run over the 11 th – 13 th February 2019 at The Tank Museum in Bovington.	
1/12	Training	A competence register/skill matrix is in place but this requires additional date input once training has been completed.	Update as members of staff attend health and safety training courses and retain copies of their certificates for the purpose of audit/inspection/investigation.	
1/13	Training	At the time of audit, no abrasive wheels' register was in place.	<p>A record of training in the safe mounting of abrasive wheels (abrasive wheels register) is to be used, with the details listed below:</p> <ol style="list-style-type: none"> 1. Person appointed to mount abrasive wheels. 2. Class or description of abrasive wheels. 3. Date of appointment. 4. Signature. 5. Date of revocation of the appointment. 6. Signature. 	
1/13	Management Controls	No periodic safety inspections are being carried out.	A monthly inspection check sheet should be used and inspections carried out, recorded and retained for audit / inspection / investigation.	
1/13	Management Controls	Hard copy health and safety files should be produced and the contents of each one structured in a way for ease of reading/checking.	It would be practical to produce 5 files under the following headings and with sub headings such as those listed below, these could also match the electronic copies held and maintained by the Operations Manager:	
			Health and Safety General Health and Safety, Statement of intent	

				<p>Policy Organisation and Arrangements</p> <p>Employers Compulsory Liability Insurance Document</p> <p>Accident and Incident Reporting Policy</p> <p>Control of Substances Hazardous to Health Policy</p> <p>Management of PPE Policy</p> <p>Monthly Workplace H&S Inspection Sheets</p> <p>Minutes of Health and Safety Meetings</p> <p>Contractors Safety Brief</p> <p>Periodic Tasks Sheet</p> <p>Contractors Pre-Qualification Questionnaires</p> <p>Fire</p> <p>Fire Weekly Fire Panel and Call Point Testing Guide</p> <p>Fire Risk Assessment (infrastructure)</p> <p>Floor Plan Showing Fire Detection, Alarm and Fire Fighting Equipment</p> <p>Fire Risk Assessment (day-to-day activities)</p> <p>Spare Fire Assembly Point Staff Check List</p> <p>Fire Evacuation Reports</p> <p>Fire Drill Brief</p> <p>Fire Log Book, to include but not limited to:</p> <ul style="list-style-type: none">• Weekly call point testing• Extinguisher checks• Emergency lighting checks• Fire doors checks• Fire drills• Fire training <p>Spare Fire Log Book Inserts</p> <p>Fire Control Panel Information</p> <p>Training</p> <p>Induction & Refresher</p> <p>Management Training</p> <p>Fire Training</p> <p>Fire Warden</p> <p>Manual Handling</p> <p>Display Screen Equipment</p> <p>COSHH</p> <p>Job Specific (Tractor and Abrasive Wheels etc.)</p> <p>Risk Assessments</p>
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				<p>Risk Assessments covering, but not limited to:</p> <p>Offsite Job Specific as Required</p> <p>Workshops</p> <p>Machinery</p> <p>Workplace Transport</p> <p>Working at Heights (Use of Ladders)</p> <p>Use of Tower Scaffold</p> <p>Noise</p> <p>Vibration</p> <p>Lone Working</p> <p>Manual Handling</p> <p>COSHH</p> <p>Display Screen Equipment</p> <p>Fire</p> <p>First Aid Needs Assessment</p> <p>Buildings Maintenance</p> <p>Legionella</p> <p>Electrical Inspections</p> <p>Portable Appliance Testing</p> <p>Lifting Equipment Inspections</p> <p>Gas Safety Inspections</p> <p>Pressure Systems Inspections</p> <p>Asbestos Inspection and Annual Surveys</p> <p>Lift inspections</p> <p>Several posters covering different subjects should be purchased and displayed in locations such as the staff rest rooms, subjects could include: COSHH, first aid, manual handling, slips and trips and the use of DSE etc.</p>
1/16	Communication	Currently there is very little safety propaganda is used.		

Section: 2 – Legislative Compliance

	Section: 2 Legislative Compliance	0	1	2	3	4	5	6	7	8	9	10	
		Immediate action				Within specified time			Monitor				
2/01	Management of Health and Safety at Work 1999 (2006) - L21 withdrawn	0	1	2	3	4	5	6	7	8	9	10	
2/02	Workplace (Health, Safety and Welfare) Regs 1992 (2002) - L24	0	1	2	3	4	5	6	7	8	9	10	
2/03	Provision and Use of Work Equipment Regs 1998 (2002) - L22	0	1	2	3	4	5	6	7	8	9	10	
2/04	Manual Handling Operations Regs 1992 (2002) - L23	0	1	2	3	4	5	6	7	8	9	10	
2/05	Display Screen Equipment Regs 1992 (2002) - L26	0	1	2	3	4	5	6	7	8	9	10	
2/06	Personal Protective Equipment at Work Regs 1992 - (2002) - L25	0	1	2	3	4	5	6	7	8	9	10	
2/07	Control of Substances Hazardous to Health Regs 2002 - L5	0	1	2	3	4	5	6	7	8	9	10	
2/08	RIDDOR 2013 - INDG453	0	1	2	3	4	5	6	7	8	9	10	
2/09	Electricity at Work Regs 1989 - HSE Memorandum of Guidance	0	1	2	3	4	5	6	7	8	9	10	
2/10	Health and Safety (First Aid) Regs 1981 (2002) - L74	0	1	2	3	4	5	6	7	8	9	10	
2/11	Control of Noise at Work Regs 2005 - L108	0	1	2	3	4	5	6	7	8	9	10	
2/12	Dangerous Substances & Explosive Atmospheres 2002 - L138	0	1	2	3	4	5	6	7	8	9	10	N/A
2/13	Pressure Systems Safety Regs 2000 - L122	0	1	2	3	4	5	6	7	8	9	10	N/A
2/14	Control of Asbestos at Work Regs 2012 - L143	0	1	2	3	4	5	6	7	8	9	10	
2/15	Health and Safety & Safety Signs and Signals) Regs 1996 - L64	0	1	2	3	4	5	6	7	8	9	10	Covered in Other Serials
2/16	Health and Safety (Consultation with Employees) Regs 1996 - L146	0	1	2	3	4	5	6	7	8	9	10	
2/17	Safety Representatives and Safety Committees Regs 1977 - L146	0	1	2	3	4	5	6	7	8	9	10	
2/18	Confined Spaces Regs 1997 (2009) - L101	0	1	2	3	4	5	6	7	8	9	10	N/A
2/19	Regulatory Reform (Fire Safety) Order 2005 - Guidance	0	1	2	3	4	5	6	7	8	9	10	
2/20	Health and Safety (Information for Employees) Regs 1989 - INDG232	0	1	2	3	4	5	6	7	8	9	10	
2/21	Lifting Operations & Lifting Equipment Regs 1998 (2002) - L113	0	1	2	3	4	5	6	7	8	9	10	Covered in Other Serials
2/22	Working Time Regulations 1998 (2003) - BIS Guidance	0	1	2	3	4	5	6	7	8	9	10	N/C
2/23	Working at Height Regs 2005 - HSE Guide	0	1	2	3	4	5	6	7	8	9	10	Covered in Other Serials
2/24	Control of Vibrations at Work Regs 2005 - L140	0	1	2	3	4	5	6	7	8	9	10	

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
					53					

Action Plan

Section: 2 – Legislative Compliance

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
2/01		Management of Health and Safety at Work Regulations 1999 (2006) – Risk Assessments	There is no risk assessment register/index in place.	A register should be produced and placed at the front of each section in the newly created risk assessment file.	
2/01		Management of Health and Safety at Work Regulations 1999 (2006)	Not all taps (and fire hoses) that weren't being used on a weekly basis were being 'flushed though,' this is also the case for the taps inside and outside all the buildings on the Council's Estate.	A system should be put in place so that the flushing of all such water systems (when not in use) is carried out on a weekly basis and that temperature checks are carried out monthly so that the risk of Legionella bacteria proliferation is reduced. More information can be obtained from the HSE Leaflet L8. A Legionella awareness course is available on the Dorset Health and Safety Ltd eLearning page: http://www.dorsethealthandsafety.com/elearning.html	
2/01		Management of Health and Safety at Work Regulations 1999 (2006)	A review should be undertaken for all staff that require hazard awareness training.	Currently 11 people have attended the IOSH Working Safety course with 13 more still to complete it, this should be done as soon as possible.	
2/04		Manual Handling Operations Regulations 1992 (2002)	No manual handling risk assessments have been produced.	A list of manual handling operations requiring risk assessments should be produced, the HSE guidance table below has been inserted to assist with the identification of such operations.	

		<div> <div>Women</div> <div>Men</div> </div>	
2/04	Manual Handling Operations Regulations 1992 (2002)	Manual handling training has taken place for most staff but two people remain outstanding.	Training should be provided annually for all staff affected by MH operations. Until then, or alternatively, an eLearning course is available on the DHS website.
2/05	Display Screen Equipment Regulations 1992 (2002)	Some staff members are outstanding training with regards to the use of Display Screen Equipment (DSE).	Train individuals that use DSE for more than 1 hour per day, this should be repeated every year for constant users and every 2 years for less frequent users; an eLearning course is available on the DHS website.
2/05	Display Screen Equipment Regulations 1992 (2002)	Once DSE training has been carried out for all staff, they should retain a copy of their certificates with the DSE risk assessments.	Note; these should be completed by all those persons that use 'VDUs' for more than an hour a day.
2/06	Personal Protective Equipment Regulations 1999 (2002)	Personal protective equipment is issued to employees (safety shoes, helmets, goggles and hearing protection etc.) but there is no written procedure/policy for the issue, maintenance and storage of such equipment.	Produce a PPE Policy and communicate its contents to employees.
2/07	Control of Substances Hazardous to Health Regulations 2002	Some newly purchased COSHH substances are yet to be risk assessed.	This is to include check sheets which should be maintained and retained for a period of 5 years. MSDSs are to be obtained for those substances held and which have not yet had a risk assessment completed for them.

2/07	Control of Substances Hazardous to Health Regulations 2002	Staff members that use COSHH substances may not be aware of the controls required for safe use; currently control measures from receipt to final use aren't sufficiently effective to ensure that the often-complex information in the MSDSs is being read and understood. The producing of risk assessments will simplify this process.	A signing out register should be produced, stating that users have received the appropriate training, read the risk assessment and been issued with the correct PPE for the substance(s) being used.	
2/07	Control of Substances Hazardous to Health Regulations 2002	1 member of staff (Karl Sheldon) is yet to receive COSHH awareness training.	Until it is practical to send Karl on a COSHH course, an option might be to complete the eLearning course available of the DHS website.	
2/09	The Electricity at Work Regulations 1989	There was over-reliability on the use of an extension lead in the photocopier room.	Additional sockets 'should' be installed where required.	
2/10	Health and Safety (First Aid) Regulations 1981	The First Aid advice poster in the East Store is out of date, citing the older 15:2 compressions the breaths ration when conduction CPR.	This should be replaced or removed from the store.	
2/11	The Control of Noise at Work Regulations 2005	No measurements of noise levels have been undertaken on any of the equipment in use, including the Kawasaki Mule.	<p>Manufacturer's safety information should be consulted and where noise levels exceed those listed below, the details should be entered into the HSE Noise Exposure Calculator as explained at this link: http://www.hse.gov.uk/noise/calculator.htm. The attenuation values of the hearing protection will also be required in support of this.</p> <p>Suitable hearing protection should be worn or other controls measures put in place in line with the findings of the calculator.</p> <p><u>Exposure Action Values:</u></p> <p>Lower daily or weekly exposure of 80dB(A) and a peak action level of 135dB. This is a daily or weekly average noise exposure level of 80 dB, at which the Council has to provide information and training and make hearing protection available.</p> <p>Upper exposure action levels of 85dB(A) and a peak sound pressure of 137 dB. This is set at a daily or weekly average noise exposure of 85 dB, above</p>	

			<p>which the Council is required to take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures, or while these measures are being planned or carried out.</p> <p>Limit values. Daily or weekly exposure of 87dB (A) and a peak sound pressure of 140dB. 87 dB (A) is a figure whereby above which no worker can be exposed (taking hearing protection into account).</p> <p>Consideration ought to be given to providing refresher training, this should also be provided during workplace induction and refresher training and by having staff sign for their PPE, having stated that they have understood the manufactures information and limitations of its use.</p> <p>Implement the controls as stated in the risk assessments.</p> <p>These should be upgraded to conform to current BS or the signs denoting that it is a fire exit removed.</p> <p>A check of each building should be carried out and the signs fitted externally where required.</p> <p>Manufacturers data should be sought and usage times entered into the HSE ready reckoner and suitable controls implemented to reduce risks: http://www.hse.gov.uk/vibration/hav/readyreckoner.htm</p>	
2/11	The Control of Noise at Work Regulations 2005	Members of staff have received information, with regards to noise and hearing protection via a tool box talk but this is back in December 2017.		
2/13	Control of Asbestos at Work Regulations 2012.	Asbestos surveys and risk assessments have been carried out but the control measures in the risk assessments are yet to be implemented.		
2/19	The Regulatory Reform (Fire Safety) Order 2005	The door leading from the rest room in the Cadet Hut was signed as being a fire exit; this is despite there being two lockable doors and a door opening inwards.		
2/19	The Regulatory Reform (Fire Safety) Order 2005	'Fire Exit Keep Clear' signs are not on the external side to the fire doors in the Cadet Hut.		
2/24	Control of Vibrations at Work Regulations 2005	Machinery/tools which have elevated levels of vibration have not been assessed with regards to worker exposure.		

Section: 3 – Working Environment

Ref No.	Section: 3 Environment	Unsatisfactory						Satisfactory				N/A or N/C	
		0	1	2	3	4	5	6	7	8	9		10
		Immediate action			Within specified time			Monitor					
3/01	Housekeeping	0	1	2	3	4	5	6	7	8	9	10	
3/02	Gangways (identified and clear etc.)	0	1	2	3	4	5	6	7	8	9	10	See 3/01
3/03	Floors (clean, level and well maintained etc.)	0	1	2	3	4	5	6	7	8	9	10	See 3/01
3/04	Lighting (adequate, clean and all working etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/05	Walls (clean, washable and painted etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/06	Windows (clean, operable and not broken etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/07	Ceilings (clean, painted, operable skylights and free from dust etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/08	Stairs and staircases (clear and with handrails etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/09	Mezzanine floors (safe access, with handrails and edge protection etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/10	Access and egress (to and from workplace and in general)	0	1	2	3	4	5	6	7	8	9	10	
3/11	Safety signs (provided, correct and visible etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/12	Fire precautions (fire detection, firefighting and evacuation etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/19
3/13	Stacking and storage (tidy, safe heights and stable etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/14	Extraction systems, correctly sited, effective and maintained etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
3/15	Personal protective equipment (available and worn etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/16	Thermometers (displayed and visible)	0	1	2	3	4	5	6	7	8	9	10	
3/17	Temperature (adequate)	0	1	2	3	4	5	6	7	8	9	10	See 3/16

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
							70			

Action Plan

Section: 3 – Working Environment

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

Section: 4 – Equipment

Ref No.	Section: 4 Equipment	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action			Within specified time			Monitor					
4/01	Machine guarding (fitted, suitable and used etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/02	Hand tools (condition and suitable etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/03	Power tools (condition and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/04	Conveyor systems (guards and stops etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
4/05	Ladders (identified, registered, storage and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/06	Steps (identified, registered, storage and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	Inc with Above
4/07	Mobile towers (inspected, maintained storage & training etc.)	0	1	2	3	4	5	6	7	8	9	10	

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
					54					

Action Plan

Section: 4 – Equipment

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
4/01		Machine guarding (fitted, suitable and used etc.)	The Pillar drill in the Cadet Hut is not secured to the workbench	This machine should be put out of use until secured.	
4/03		Power tools (condition and inspected etc.)	A power tools register is in place but there are no records yet that checks have been carried out.	Records of periodic pre-planned inspections/maintenance should be carried out in line with manufacturer's recommendations.	

Section: 5 – Materials Handling

Ref No.	Section: 5 Materials Handling	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action			Within specified time			Monitor					
5/01	Overhead cranes (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/02	Pillar cranes (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/03	Vehicle mounted jib cranes (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/04	Chains, ropes and slings (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/05	Internal transport (inspected, SWL and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/C
5/06	Internal transport (training and refresher training)	0	1	2	3	4	5	6	7	8	9	10	N/C
5/07	Battery charging area (access and signs etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/08	Hand trucks (condition, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/09	Stillages/pallets (condition and suitability etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/10	Lifts and hoists (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	See 5/04
5/11	Manual handling (assessed and training etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/04

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
					50					

Action Plan

Section: 5 – Materials Handling

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
5/06		Internal transport (training and refresher training)	Currently there is no driver refresher training being conducted.	Consideration should be given to providing drivers with some kind of refresher training, perhaps this could take to form of an annual Hazard perception Test carried out online.	

Section: 6 – Facilities

Ref No.	Section: 6 Facilities	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action			Within specified time			Monitor					
6/01	Eating, drinking and cooking facilities (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/02
6/02	Toilets male (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/03	Toilets female (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/04	Cloakrooms/changing facilities (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/02
6/05	First aid boxes (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/10
6/06	First aid room (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
6/07	Drinking water (provided and identified etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/02
6/08	Washing facilities (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/02
6/09	First aiders (identified, trained, and refresher courses etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/10
6/10	Working pregnant women and nursing mothers	0	1	2	3	4	5	6	7	8	9	10	N/A

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
							70			

Action Plan

Section: 6 – Facilities

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

Section: 7 – Special Risks

Ref No.	Section: 7 Special Risks	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action			Within specified time			Monitor					
7/01	Welding area (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/02	Paint spraying (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/03	Powder coating (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/04	Plating operation (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/05	Gas bottle/cylinder storage (controlled and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
7/06	Highly flammable liquids (storage and use etc)	0	1	2	3	4	5	6	7	8	9	10	See 2/07
7/07	Noise (assessed and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/11
7/08	Electrics (visual only)	0	1	2	3	4	5	6	7	8	9	10	See 2/09
7/09	Chemicals (storage and use etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/07
7/10	Pressure systems (identified and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/13
7/11	Showers/eye baths (provided and condition etc.)	0	1	2	3	4	5	6	7	9	8	10	

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
							70			

Action Plan

Section: 7 – Special Risks

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

Section: 8 – External Areas

Ref No.	Section: 8 External Areas	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action				Within specified time			Monitor				
8/01	Structure (condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/02	Roof (condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/03	Fragile roof signs (displayed etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/04	Access and egress to roof (provided and condition)	0	1	2	3	4	5	6	7	8	9	10	No Direct Access
8/05	Fire escapes (provided, condition and protection etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/19
8/06	Yards (condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/07	Roadways and paths (condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/08	Car parking (provided, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/09	Loading bays/docks (condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/10	Direction signs (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/11	Speed limit signs (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/12	Storage tanks (identified and secure etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/13	Storage tanks bunded	0	1	2	3	4	5	6	7	8	9	10	N/A

Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100

Action Plan

Section: 8 – External Areas

Timeframes Corresponding to the Results of Each Section Question Set: *1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
8/02		Roofs for condition etc.	Consideration should be given to replacing the asbestos roof in the Cemetery Workshop as this is low and could be damaged when moving stores in and out of the facility.	Seek the services of a specialist asbestos removal company and replace with a roof with safer construction materials. This might also be an opportunity to raise the overall height of the roof and ceilings.	

Audit Report Acknowledgement

Name	Position	Signature	Date
John Wright	Responsible Person Proper Officer (Chief Executive)		