

# Health & Safety Audit



## Part A – General Information

<b>Site:</b>	Lyme Regis Town Council
<b>Site address:</b>	Guildhall Cottage, Church St, Lyme Regis DT7 3BS
<b>Site contact:</b>	Mr Matt Adamson-Drage – Operations Manager
<b>Date of audit:</b>	13/10/2022
<b>Date of next audit:</b>	October 2023

## 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 2 workshops (cadet hut 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 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, Cadet Hut, chalet park and amenities).

## Part C – Categories

Category	Result	Number of current reports	Number of previous reports
A	Major non-compliance	0	0
B	Minor non-compliance	1	13
C	Observation	10	7
<b>Total</b>		<b>11</b>	<b>20</b>

Category	Description
A	<b>Major:</b> a non-compliance that may result in enforcement action due to breaches with health and safety legislation.
B	<b>Minor:</b> a non-compliance that is unlikely to result in enforcement action but highlights a failure within any health and safety management system.
C	<b>Observation:</b> a deviation from good practice which will not result in enforcement action but may improve current health and safety practices.

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## Part D - Executive summary

As highlighted above this was a re-audit and review of 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-conformance raised relates to pre-start checks completed on equipment safety, guarding and safety controls.

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

The 10 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.

% score to be calculated

78 questions – 3 points per question = 234 points available

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

1 minor x 2 = 2

10 observations = 10

Total deducted = 12

222 / 234 = 95%

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## Part D – Commentary

No	Item	Category
9c	<p><b>Are pre-use or pre-start checks completed on equipment safety, guarding and safety controls?</b> There is a prestart checklist in place, but prestart checks are not recorded.</p> <p>Action advised: record the pre-start checks</p>	B
15a	<p><b>Has a product/substance list been prepared?</b> Action advised: add a copy of the COSHH inventory to the alarm panel packs.</p>	C
18e	<p><b>Is there a good system for monitoring and review in place?</b> There is a system for monitoring and review. A sign-off sheet has been seen, dated March 2022.</p> <p>Action advised: photographs taken regularly are recommended.</p>	C
20c	<p><b>Do all contractors currently being used have an adequate level of public liability insurance?</b> Yes – Note checks are completed every 3 years so this may not identify insurance expiry.</p> <p>Action advised: consider asking them yearly.</p>	C
21	<p><b>Is regularly health surveillance monitoring undertaken?</b> Noise, vibration and dust health surveillance medical requirements are in place,</p> <p>Action advised: a general health surveillance could be considered to capture mental health risks</p>	C
22b	<p><b>Are Zoonosis / Biological hazards risk assessed and controls implemented?</b> Risks noted in RAs includes infection from soils, animals seagull guano, snakes and stinging insects.</p> <p>20-30m of riverside with the potential for Giant Hogweed.</p> <p>Action advised: this plant should be included in the RAs, and an awareness of it spread through the workers</p>	C
28	<p><b>Are there any obvious housekeeping issues that require immediate attention?</b> 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</p>	C

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	<p>Action advised: rationalise the Cadet Hut floor storage as much as possible as soon as possible.</p>	
30a	<p><b>Is there a scheme for examination and testing of fixed electrical system place?</b></p> <p>Some of the buildings are due for reinspection in Oct 2023. Includes e.g., extractor fans. The inclusion of the storage heaters was yet tbc.</p> <p>Action advised: storage heaters being check-documented in 2023 if not already.</p>	C
30b	<p><b>Are all portable electrical equipment tests in date?</b></p> <p>By an internal trained tester, everything is done annually. Includes fridges and freezers.</p> <p>Action advised: expansion of PAT testing to all electrical equipment not tested under the EICR.</p>	C
34a	<p><b>Are risks considered for vulnerable persons?</b></p> <p><b>Young persons</b>  <b>Disabled employees or visitor</b>  <b>New and expectant parents</b></p> <p>Not included in policy.</p> <p>Action advised: adding a section for the above into the arrangements.</p>	C
37	<p><b>Were other risks identified during the visit?</b></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>Action advised: double check the fencing and secure better.</p>	C

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## 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.
- 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
1a	Accident reporting and investigation	<p><b>Is an accident book available on-site and are entries held in a secure location?</b></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><b>Are all personnel aware of the location of the accident book and do they have unrestricted access to its location?</b></p>	✓			
1c		<p><b>Does the company have a specific procedure for accident and incident reporting?</b></p> <p>Written into safety policy and communicated.</p>	✓			
1d		<p><b>Are all accidents and incidents fully investigated by competent people with remedial actions identified and implemented?</b></p> <p>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><b>Can access be made to the health and safety management system?</b></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>	✓			

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2b		<p><b>Are up to date copies of the following available?</b></p> <ul style="list-style-type: none"> <li>• <b>Safety policy</b> Current policy has detailed arrangements and is next due for review in December 2022. Arrangements are now in place for asbestos, Construction Design and Management Regulations, vulnerable workers and infection control (other than pandemic).</li> <li>• <b>Site &amp; Office specific rules</b> Included in employee handbook</li> <li>• <b>Health, safety and environmental policy</b> There is an environmental policy and a specific committee – Matt has completed an environment management course.</li> <li>• <b>Core safety routines</b> Includes a spreadsheet and white board to aid review and prompt awareness</li> </ul>	Y			
2c		<p><b>Is there a company standard filing system in place?</b></p>	✓			
3	<p><b>Signs and notices</b></p>	<ul style="list-style-type: none"> <li>• <b>H &amp; S law poster available and completed</b> Yes – Office, cadet hut, mini golf, (not enforcement officers shed)</li> <li>• <b>Employer's liability insurance up to date</b> Yes – Expires March 2023</li> <li>• <b>Company safety policy displayed</b></li> </ul>	✓			
4a	<p><b>Management review</b></p>	<p><b>Are periodic health and safety reviews of policy &amp; procedures being completed?</b></p>	✓			
4b		<p><b>Are safety committee meetings and consultation meetings held with employees?</b> Quarterly – 2 staff nominated to attend, the last one was on 22/09</p>	✓			
5	<p><b>Inspections / audits</b></p>	<p><b>Is there an inspection / audit scheme in place?</b> There is a monthly inspection and walkabouts completed and documented with actions. October 2022 seen.</p>	✓			
6a	<p><b>Induction and training</b></p>	<p><b>Is there a formal induction process in place for employees?</b> Induction policy and checklist, refreshed every 2 years</p>	✓			
6b		<p><b>Do employees sign to acknowledge their understanding of the induction?</b> There is a staff handbook as well.</p>	✓			

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6c		<p><b>Is there a record/matrix of general and specific training provided to employees including expiry dates, refresher dates, etc.?</b> Detailed training matrix and toolbox talks matrix. Toolbox talks are completed most weeks with subjects in rotation. Induction training is refreshed bi-annually.</p>	✓			
7	First Aid	<p><b>Are the facilities adequate?</b> 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</p>	✓			
8	Welfare facilities	<p><b>Are the welfare facilities on-site in compliance with the regulations?</b></p>	✓			
9a	Machinery and equipment	<p><b>Is there a register of all machinery and equipment?</b> There is a detailed machinery and equipment register</p>	✓			
9b		<p><b>Are specific work equipment and machinery risk assessments completed?</b> 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.</p>	✓			
9c		<p><b>Are pre-use or pre-start checks completed on equipment safety, guarding and safety controls?</b> There is a prestart checklist in place, but prestart checks are not recorded.</p>	x		1	
9d		<p><b>Is equipment routinely inspected?</b></p>	✓			
9e		<p><b>Were there any risks observed?</b></p>	N/A			
10a	Risk assessment/ SWP	<p><b>Has preliminary task identification been conducted for all tasks on-site and in the workplace?</b></p>	✓			
10b		<p><b>Have general risk assessments been carried out and recorded in respect of all significant hazards?</b> There is a general risk assessment.</p>	✓			
10c		<p><b>Have safe working practices been prepared as a result of the risk assessment?</b> Controls are documented in the risk assessment and documented in separate Safe Systems of Work</p>	Y			

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10d		<p><b>Are both risk assessments and safe working practices regularly reviewed?</b> Risk assessments are reviewed annually – most at the beginning of the year with a calendar approach.</p>	✓			
10e		<p><b>Are copies of risk assessments and safe working practices available to the workforce?</b></p>	✓			
11	Display Screen Equipment	<p><b>Are DSE hazards risk assessed, and controls implemented?</b> DSE training has been completed and DSE assessments are regularly completed</p>	✓			
12	Home Working	<p><b>Are Home working hazards risk assessed and controls implemented?</b> There is a general home working assessment but not specific individual homeworking assessments.</p>	Y			
13a	Manual Handling	<p><b>Are Manual Handling hazards risk assessed and controls implemented?</b></p>	✓			
13b		<p><b>Were there any risks observed? No</b></p>	Y			
14	PPE	<p><b>Is PPE provided, reviewed monitored and maintained?</b>  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 checks maintained. Employees sign to acknowledge receipt of PPE and confirm their understanding of their responsibilities towards PPE.</p>	Y			
15a	COSHH	<p><b>Has a product/substance list been prepared?</b>  Discussed: adding a copy of the COSHH inventory to the alarm panel packs.</p>	✓			1
15b		<p><b>Are product data sheets held and have assessments been completed for all substances?</b></p>	✓			
15c		<p><b>Are COSHH information sheets explained and provided to each person for each product they encounter?</b></p>	✓			



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15d		<b>Are all chemicals safely and securely stored?</b> The storage incompatibilities have been checked.	Y			
15e		<b>Were there any risks observed?</b>	✓			
16a	Fire Safety	<b>Have all fire and explosive risks been identified by a mandatory fire risk assessment?</b> Formal fire risk assessments are completed by a competent fire risk assessor to ensure risks are adequately assessed for all the main buildings, Feb 2022 with a 2-year review period.	✓			
16b		<b>Are the fire safety measures adequate and appropriate?</b> Fire controls are implemented.	✓			
16c		<b>Is the equipment regularly checked?</b> The fire folder and evacuation drill notes are reviewed quarterly in a committee meeting	✓			
16d		<b>Were there any risks observed?</b> Fire blankets are now placed in each of the kitchen / welfare areas.  Emergency exit signage and lighting had been removed from the cadet hut with the recommendation of the Fire Risk Assessor.	Y			
17	Emergency procedures	<b>Have emergency procedures been prepared?</b> A fire action notice is displayed at each location	Y			
18a	Asbestos	<b>Has an asbestos survey been undertaken on the site?</b> Completed for all buildings –	✓			
18b		<b>Has an asbestos management plan been put into place?</b>	✓			
18c		<b>Is a site plan available showing locations of asbestos?</b>	✓			
18d		<b>Is asbestos clearly marked out on-site?</b>	✓			

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18e		<p><b>Is there a good system for monitoring and review in place?</b>                  There is a system for monitoring and review. A sign-off sheet has been seen, dated March 2022. Photographs taken regularly are recommended.</p>	✓			1
19	Driving / Transport	<p><b>Are Driving and transport hazards risk assessed and controls implemented?</b>                  Use checks, hazard perception tests, licence checks are in place.                  Own vehicle use is discontinued.</p>	✓			
20a	Control of contractors	<p><b>Have contractors been fully inducted and authorised to work on site?</b>                  A contractor safety brief is in place, and preferred contractors are used.</p>	✓			
20b		<p><b>Have task/site specific risk assessments and method statements been made available by the contractor and approved prior to work commencing?</b>                  Yes, for major works but not minor maintenance tasks</p>	✓			
20c		<p><b>Do all contractors currently being used have an adequate level of public liability insurance?</b>                  Yes – Note checks are completed every 3 years so this may not identify insurance expiry. Advise considering asking them yearly.</p>	✓			1
21	Health surveillance	<p><b>Is regularly health surveillance monitoring undertaken?</b>                  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>	✓			1
22a	Infection risks	<p><b>Is there a covid-19 risk assessment in place and controls implemented?</b>                  Yes, last reviewed in 2021, noted to be non-extant. Government guidance is followed.</p>	✓			
22b		<p><b>Are Zoonosis / Biological hazards risk assessed and controls implemented?</b>                  Risks noted in RAs includes infection from soils, animals seagull guano, snakes and stinging insects.                   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>	Y			1

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23	Noise	<p><b>Are Noise hazards risk assessed and controls implemented?</b></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><b>Are Vibration hazards risk assessed and controls implemented?</b></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><b>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?</b></p> <p>Specific working at height risk assessments are completed Working at height training has been completed, refreshers were October 2021 and April 2022.</p> <p>There are separate RAs for ladders, towers and MEWPS.</p> <p>Permits have not been necessary.</p>	✓			
25b		<p><b>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?</b></p> <p>Included in the machinery log, November's inspections have taken place.</p> <p>Permits have not been necessary.</p>	✓			
25c		<p><b>Access equipment. Is all access equipment maintained, inspected and controlled? Are all users trained and competent?</b></p> <p>Numerous PASMA and IPAF trained operators – Expiry 2023</p>	✓			
25d		<p><b>Were there any risks observed?</b></p> <p>None</p>	✓			

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26	Lone working	<p><b>Is there a procedure in place for lone working?</b></p> <p>There is a lone working policy, and a process is established - all staff have phones. Enforcement staff have body cameras Hut has CCTV</p>	✓			
27	Food Safety	<p><b>Are food safety risks controlled?</b></p>	NA			
28	House keeping	<p><b>Are there any obvious housekeeping issues that require immediate attention?</b></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.</p>	✓			1
29a	Lighting	<p><b>Is internal and external lighting adequate?</b></p>	✓			
29b		<p><b>Is emergency lighting adequate?</b></p>	✓			
30a	Electricity	<p><b>Is there a scheme for examination and testing of fixed electrical system place?</b></p> <p>Some of the buildings are due for reinspection in Oct 2023. Includes e.g., extractor fans. The inclusion of the storage heaters was yet tbc, advise them being check-documented in 2023 if not already.</p>	✓			1
30b		<p><b>Are all portable electrical equipment tests in date?</b></p> <p>By an internal trained tester, everything is done annually. Includes fridges and freezers. Discussed: the IET recommended of expansion of this provision to all electrical equipment not tested under the system in 30a.</p>	✓			1
30c		<p><b>Were there any risks observed?</b> No, and the overhead fans not used.</p>				
31a	Legionella	<p><b>Has a Legionella risk assessment been completed?</b></p> <p>May 2022, with an initial review recommended in May 2023 before going every 2 years.</p>	Y			

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31b		<p><b>Are Legionella control routines implemented?</b></p> <p>Yes, the logs are in the Cadet Hut. RA recommendations are being carried out as an ongoing task.</p>	Y			
32a	Material storage	<p><b>Are materials stored safely and securely? Segregated where required</b></p>	✓			
32b		<p><b>Is any racking inspected and checked regularly?</b></p>	NA			
33	Visitor management	<p><b>Is visitor safety protected and controlled?</b> Access is controlled and visitors supervised</p>	✓			
34a	Vulnerable persons	<p><b>Are risks considered for vulnerable persons?</b>  <b>Young persons</b>  <b>Disabled employees or visitor</b>  <b>New and expectant parents</b>                      Not included in policy – suggest adding a section into the arrangements.                      No new and expectant mothers RA template in place.                      Observation note there has not been a need for the use of these assessments but they should be available should the need arise.</p>	N			Y
34b		<p><b>Were there any risks observed? – None</b></p>	✓			
35	Permit to work systems	<p><b>Is a permit to work system used to control high risk activities?</b>  <b>Hot works</b>  <b>Electrical works</b>  <b>Use of mobile plant</b>  <b>Confined space entry</b>  <b>Roof works or specific works at height</b>  <b>Construction works</b>                      There is a contractor briefing before activities take place – consider robust permit to work – templates exist                      .                      A permit to work system should and would be used for the above activities to prevent them being undertaken without 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>	✓			
36a	Safety with animals	<p><b>Are risks associated with working with animals assessed and controlled?</b>                      There are documented risk assessments for animals.                      Dog enforcement. September 2022                      Bees / Snakes. September 2022</p>	Y			

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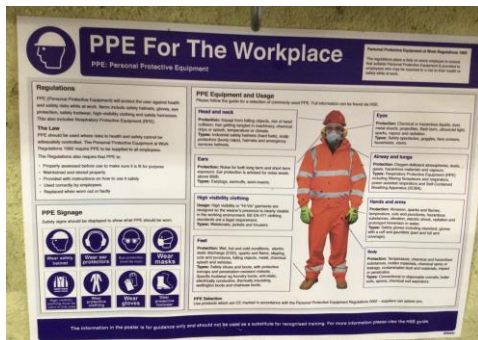
36b		<b>Are visitors reminded of potential risks and hygiene procedures?</b>	NA			
37	<b>Other risks</b>	<b>Were other risks identified during the visit?</b>  There is one plot in the chalet park area that has been allowed to fall into significant disrepair by the leaseholder. This area is now secured, 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. This was to be actioned on the day.	N			1

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## 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

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Subsidence at Cadet Hut noted



Accumulation of tools and materials- rationalisation recommended



Pedestrian route kept clear



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Previously unsafe chalet plot now fenced. On day of audit, fencing was not fully protected and needed repositioning.