



*Together we'll stop accidents **at work***

# **Risk Management Report For Lyme Regis Town Council November 2025**

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## **INTRODUCTION**

This report provides the results of your Health and Safety Consultant's inspection that was carried out at your premises on the **20<sup>th</sup> November 2025**. The visit included a review of your current health and safety documentation, where made available. The content of the report is subdivided with the requirements of the appropriate legislation, what was observed on the day, and the action required for you to comply with the relevant section. The actions are also prioritised so as to enable you to address the higher priority issues first. Therefore, when a particular action has been addressed you can "tick" the appropriate box. You may also wish to write the date next to the box as further evidence of the completion date for that action.

## **TERMS OF REFERENCE**

The inspection should be carried out by your Health and Safety Consultant and a detailed report will be produced on a six or **twelve monthly** basis or as agreed under your agreement. This will ensure that you are provided with the necessary information, enabling you to comply with your health and safety legal duties. It will also provide you with best practice information that will reduce the risk of injury, ill health and litigation.

You must consider the report is based on the information/evidence you provided and the observations that the consultant identified on the day of the inspection. There may be observations that were not evident or indicated to the consultant during the inspection. However, accuracy is of paramount importance to our profession and we will endeavour to provide you a comprehensive detailed report.

When previous reports have been compiled following earlier visits then you must consider this report as 'in addition' to the issues previously identified and address them accordingly.

## **PROCEDURE**

The following criteria has been utilised by your professional Health and Safety Consultant in order to obtain the information within this report:

The visit.	Walk round.	Professional opinion.
The meeting.	Questions/Answers.	Documentation review

The report is therefore based on the informed and subjective judgement of the Health and Safety Consultant, based on the information made available on the day of the visit by J Webber SAAW Health and Safety Consultants. Whilst every effort has been made to provide a full and thorough assessment it should not be considered exhaustive.

The results of your inspection are as follows.

### **LEGAL DUTY, OBSERVATIONS AND ACTION REQUIRED**

This section of your report indicates the areas where you are either totally non-compliant with the legal duty or you are not addressing the requirements as would be expected by the enforcing authorities. The actions identified are prioritised into grades, which will enable you to take the necessary action required in an order of priority.

The grades identified indicate the level of priority that should be delivered on actioning non-compliance. The priority is based on either a serious or imminent risk of injury/harm of which will have been pointed out to you on the day of inspection or level of ease in addressing the issue.

Grade 1	Immediate attention required
Grade 2	within One month
Grade 3	within Two months
Grade 4	within Four months
Grade 5	within Six months
Grade 6	Review yearly or when circumstances change

## **1. Health and Safety Policy**

Under the ***Health and Safety at Work etc Act 1974*** you are required to have a written Health and Safety Policy in place if you employ 5 or more persons. This policy must contain a general statement of intent that must be signed by the most senior person within the company, dated and reviewed each year, or sooner if there is a significant change in the company. This health and safety policy must identify the persons who have responsibility in order for you to deliver the requirements of the policy and indicate the arrangements to deal with specific health and safety issues.

<b>Observation</b>	<p><b>A health and safety policy has been written and adopted by the council. The policy is split into three parts (Statement of intent, organisation and procedures) with the policy being signed by John Wright and an expiry date of October 2025.</b></p> <p><b>A signed statement of intent has been made available via "T" drive and also at the main noticeboard positioned in the reception of the council office.</b></p>
<b>Action Required</b>	<p><u><i>The health and safety policy is due for review. Once reviewed the policy is to then be distributed and displayed in the relevant areas</i></u></p>
<b>Agreed By</b> <b>Grade</b> <b>Completed by</b>	<p><u><i>Sam O'Connell</i></u></p> <p><u><i>2</i></u></p>

<b>Observation</b>	<p><b>Specific tasks have been assigned to roles within the health and safety policy. These tasks might not be reflective within the skills or job function of that individual. An example of this is reference to the operations manager will issue PTW, when at closer inspection this is not the case.</b></p>
<b>Action Required</b>	<p><u><i>A systematic approach to ensuring alignment with the task described within the health and safety policy to specific job roles must be reflective within their job descriptions.</i></u></p> <p><u><i>Once completed then all team members who have been assigned a duty within the health and safety policy to be made aware of the expectation and the resource to complete that role</i></u></p>
<b>Agreed By</b> <b>Grade</b> <b>Completed by</b>	<p><u><i>Sam O'Connell</i></u></p> <p><u><i>3</i></u></p>

<b>Observation</b>	<p><b>The policy has been structured in part to be all incumbering with regards to procedures, yet several separate policies / procedures have also been adopted such as PAT.</b></p>
<b>Action Required</b>	<p><u><i>The main policy must be written to either contain all the information required to outline the procedure or to simply make reference to an additional policy / procedure. Running double documentation hampers the ability to manage controlled documents, demonstrate which policy or procedure was followed and the foreseeable risk of duplicated documentation not being fully reflective</i></u></p>
<b>Agreed By</b> <b>Grade</b> <b>Completed by</b>	<p><u><i>Sam O'Connell</i></u></p> <p><u><i>3</i></u></p>

Observation	Within the policy timescales have been mentioned or made reference to. Adding time scales is a means to measure performance against the policy. In some cases, the time scales mentioned are not reflective with the actual outcome. An example of this would be periodic testing and PAT, both within the policy mention 3 years, yet when looking at a physical plug or distribution board, these policy timescales are not being enforced. A recent periodic test had a retest of 5 years.
Action Required	<i>Both clarification and alignment of policy and practises must be completed. If as an example the distribution has a retest of 5 years, what date is actually being entered into your PPM and how is this then reflected within the health and safety policy</i>
Agreed By	<u>Sam O'Connell</u>
Grade	<u>3</u>
Completed by	

## 2. Access to competent advice

Under the Management of Health and Safety at Work Regulations 1999, employers are legally required to have access to competent health and safety advice

Observation	Currently access to competent advice regarding health, safety, welfare and wellbeing is managed internally with those seen as competent having completed ,as a minimum the IOSH managing safety course
Action Required	<i>Consideration to upskilling those who are to give advice to undertake as a minimum the NEBOSH General Certificate course</i>
Agreed By	<u>5</u>
Grade	<u>Sam O'Connell</u>
Completed by	

## 3. Health and Safety Information (Law Poster/Accident Book)

Under ***The Health and Safety Information for Employees (Amendment) Regulations 2009***, employers are required to provide information regarding health and safety duties and identify which enforcement body they fall under. This can be completed by providing leaflets and / or putting up a “Health and Safety Law – What you need to know” poster in a prominent position. The poster must be on view to all employees. The information boxes must be completed on the poster.

Observation	A completed safety law poster is displayed at a prominent place within each work setting showing who to contact if a safety concern should arise.
Action Required	<i>No further actions</i>
Agreed By	<u>6</u>
Grade	<u>Sam O'Connell</u>
Completed by	

#### **4. Employers' Liability Insurance**

Under ***The Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008***, all employers must purchase sufficient insurance cover before their business can operate. You must be insured for at least £5 million. However, you should look carefully at your risks and liabilities and consider whether you need insurance cover of more than £5 million. In practice, most insurers offer cover of at least £10 million. One or more copies of the certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. Since 1st October 2008 you have been allowed to display your certificate electronically. Employers choosing this method need to ensure their employees know how and where to find the certificate and have reasonable access to it. Factors to consider include the availability of the chosen format and ensuring employees understand how to use it. For example, this arrangement may be suitable where all employees have access to a computer as part of their job.

<b>Observation</b>	<b>Both employers and public liability insurance is held by the organisation and is on an auto renew schedule. A current employer's certificate is on display within a prominent place at the Council office within the main reception with an expiry date of April 2026.</b>
<b>Action Required</b>	<i>No further actions</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>6</u>
<b>Completed by</b>	

#### **5. Safe Systems of Work**

When carrying specific risk assessments you will be looking towards a means controlling the risk of injury. One of these control measures will be to implement a safe system of work or method statement or safety procedure for the task. It is advisable to have a safe system of work in place so that employees do not devise their own, increasing the risk of an accident.

<b>Observation</b>	<b>SSW currently have not been fully adopted as part of the RA process. 'My Compliance' software has been purchased, and the organisation is currently within the process of moving over to this system.</b>
<b>Action Required</b>	<i>Within the software there is the ability to generate a set of instructions that would fulfil the definition of SSW, method statement or SOP. By using the software, areas of increased risk can then be captured within the instruction document.</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>5</u>
<b>Completed by</b>	

## **6. Risk Assessments**

Under the ***Management of Health and Safety at Work Regulations 1999 (Regulation 3)***, the employer must carry out suitable and sufficient risk assessments to protect the health, safety and welfare of his/her employees. The employer must also consider the health and safety risks to others that may come into contact with their business activities and premises. Where there are five or more employees the assessments must be recorded and a written copy made available to employees. These assessments must be reviewed periodically or when there is a significant change (e.g. employee changes, new equipment or due to an accident).

<b>Observation</b>	<p>Generic risk assessments have been written for both equipment and tasks. These risk assessments within the safety policy are to be reviewed every three months or sooner if significant change. The sample evidence that has been produced shows that this process is not happening.</p>
<b>Action Required</b>	<p><u>A time scale of three months for review does not seem reasonable based on the number of RA versus the number of persons available to complete this review.</u> <u>With the current system a 12-month review would be more achievable.</u> <u>With the introduction of 'My Compliance' this process will become easier and theoretically a review will happen every time the person accesses the RA.</u> <u>With the introduction of 'My Compliance' dynamic assessments will be introduced, give ownership to those undertaking the task or operating the equipment and move the current RA from generic to live.</u> <u>The deadline for this process is April 2026.</u></p>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>4</u>
<b>Completed by</b>	

## **7. Monitoring & Supervision**

Managing safety at work requires more than merely signing policies, producing risk assessments and displaying notices: it requires that organisations manage their employees to ensure that they are following the established rules. If a manager fails to intervene when work is being carried out unsafely then the employee could assume that the technique was satisfactory – the employer having given their consent. Therefore supervision and monitoring are essential components of the safety management system – they provide employers with the confidence that employees are working safely. Many employers focus their management effort on addressing failings but to have some records to show that an employee works safely can be vital in the event of an incident so that the employer can show that the incident was a 'one-off' rather than common practice.

Remember; if you see it, you accept it.

<b>Observation</b>	<p>The supervising / managing of team members has been considered and implemented. All departments have a form of supervisor / manager who has received an appropriate level of safety training based on their departments risk and the type of task undertaken.</p>
<b>Action Required</b>	<p><u>Consideration to move from IOSH to NEBOSH would be beneficial not just for the individual but also based on cost due to the frequency that IOSH needs to be refreshed.</u></p>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>6</u>
<b>Completed by</b>	

## **8. Workplace Health, Safety and Welfare**

Under the ***Workplace (Health, Safety and Welfare) Regulations 1992, Maintenance of Workplace (Regulation 5)***: The employer is required to maintain the workplace, equipment and devices on a periodic basis. You must ensure that the premises do not fall into disrepair. This includes the general structure of the building as well as any services provided within it (heating, ventilation, water, electricity, etc). Smoking shall not be allowed in any enclosed areas of the workplace or in company vehicles.

<b>Observation</b>	All buildings that have been visited (occupied) are in a good state of repair with PPM being adopted and works being completed both planned and if required emergency works. Where buildings are showing signs of fabrication fatigue (guildhall) the office space is this area has been closed but the chambers and registry office remain open with works being planned to enable occupation.
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	6
<b>Completed by</b>	

***Ventilation (Regulation 6):*** The employer must ensure there is a sufficient quantity of fresh or purified air. If ventilation equipment is necessary for health and safety reasons it must give warning of failure.

<b>Observation</b>	Ventilation within the buildings is achieved by localised ventilation (windows and doors). With team members having the ability to open or close these when required.
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	6
<b>Completed by</b>	

***Temperature (Regulation 7):*** The employer is required to ensure that the temperature of the workplace is reasonable during working hours. Workplace temperatures should be maintained to enable employees to work and visit the sanitary conveniences in reasonable comfort.

<b>Observation</b>	Within the main council office, temperate is controlled by a thermostat and a wet heating system. At the time of the audit the temperature was comfortable with the thermostat set at 18c with a dedicated thermometer showing the minimum temperature for office working on display. The other buildings visited do not have an office function so "comfortable" temperature is achieved.
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	5
<b>Completed by</b>	

**Lighting (Regulation 8):** The employer is required to ensure that the lighting within the workplace is, so far as reasonably practicable, of a natural source. Where this is not a reasonable option then there must be sufficient artificial lighting to ensure that people can move around the workplace safely. Emergency lighting must also be provided where necessary. You must also consider outside areas such as car parks and walkways.

Observation	Within the office of the main council building lighting is controlled with a temperature close to natural and a LUX level above 300LUX. Team members report any defects. Emergency lighting is tested monthly, and a yearly drop test is also completed by team members.
Action Required	<u>No further actions</u>
Agreed By	<u>Sam O'Connell</u>
Grade	<u>6</u>
Completed by	

**Cleanliness (Regulation 9):** The employer must ensure that the workplace is kept sufficiently clean and tidy. Floor, wall and ceiling surfaces must be capable of being kept sufficiently clean. Waste materials must not be allowed to accumulate other than in waste receptacles. Reasonable standards of housekeeping must be maintained.

Observation	Housekeeping is maintained and well managed. With contract cleaners being employed to assist with these duties.
Action Required	<u>No further actions</u>
Agreed By	<u>Sam O'Connell</u>
Grade	<u>6</u>
Completed by	

**Condition of floors and traffic routes (Regulation 12):** All floors used in a workplace as a traffic route must be suitable for the purpose that it is intended, so far as reasonably practicable. Routes should be kept clear of obstructions such as any article or substance that is likely to cause somebody to slip, trip or fall.

Observation	Traffic routes both internally and externally are clear from obstruction, clearly marked where needed, and in good condition. Internally nonslip floor coverings have been fitted with external walkways being a combination of textured concrete and tarmac.
Action Required	<u>No further actions</u>
Agreed By	<u>Sam O'Connell</u>
Grade	<u>6</u>
Completed by	

**Sanitary Conveniences (Regulation 20):** Employers must provide readily available, suitable and sufficient toilet facilities. These must be adequately ventilated, heated and well lit. Facilities must be kept in a clean and hygienic condition. Separate rooms must be provided for men and women except where the convenience can be locked from the inside.

Observation	Sanitary conveniences have been provided with the ratio adequate for those who will be using the facility. The facilities are well maintained, have running hot and cold water, a means to dry the hands and a door that locks. Within the council office one toilet has been designed to also accommodate DDA (Equality Act).
Action Required	<u>No further actions</u>
Agreed By	<u>Sam O'Connell</u>
Grade	<u>6</u>
Completed by	

**Rest and Eating Facilities (Regulation 25):** Employers must provide facilities to rest and eat meals away from their normal place of work. The facilities must be heated and well ventilated. If arrangements are to be in place for smokers then the facilities must be 50% open to the environment and smoke must not enter the workplace.

<b>Observation</b>	<b>Within the buildings that are occupied by team members of the council a dedicated rest room has been provided to allow for team members to take a break away from their workstation. This is in a clean state. Provision has been provided that includes water that is drinkable, a means to heat water and food and an area to store and chill consumables.</b>
<b>Action Required</b>	<i>No further actions</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<b>6</b>
<b>Completed by</b>	

## **9. Fire Safety Arrangements**

**The Regulatory Reform (Fire Safety) Order 2005** places responsibility for managing fire risk on those responsible for the premises (the employers). At the centre of the Order is a requirement for a suitable and sufficient Fire Risk Assessment to be undertaken. The assessment must consider: means to prevent fire; fire detection; alarm raising; evacuation/response; ensuring the means of escape. The assessment must also consider unusual and specific circumstances of the premises – e.g. people asleep; those with mobility impairments; potential for arson.

<b>Observation</b>	<b>Evidence can be seen that fire safety is being practised with weekly testing of any fire alarm system, regular fire drills and training. Fire extinguishers are in position and serviced. When a request to see the recent FRA's for all buildings was made, this could not be actioned and only the FRA for the main council office could be produced which was based on PAS 79.</b>
<b>Action Required</b>	<i>Being able to demonstrate that you have fulfilled your statutory duties in the undertaking of FRAs must be made easier. Files that are stored electronically are not kept in a manner that allows for easy access and transparency. The move to 'My Compliance' will streamline this process</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<b>4</b>
<b>Completed by</b>	

## 10. First Aid

**The Health and Safety (First Aid) Regulations 1981** stipulate that the employer must provide suitably trained personnel to deal with first aid situations in the event of an emergency. You must carry out an assessment of your first aid needs and action the findings. You must have suitably trained individuals at your premises. This will involve having a fully trained first aider (somebody who has completed an HSE recognised, three day, first aid at work training course) or an Emergency First Aid at Work at your premises.

You must hold your first aid kits in close proximity to the areas of significant risk. The kit must be restocked when necessary and kept in a clean hygienic state. All accidents must be recorded in a current Data Protection Compliant accident book. Any entries in the accident book must be torn out and secured in compliance with the legislation.

<b>Observation</b>	<b>First aid is managed within all departments of the council. First aiders are always present including transient workers.</b> <b>Stocked first aid kits are stored at each work location and works vehicle.</b> <b>These kits are reflective to the types of injuries that might be sustained.</b> <b>Whilst the audit was being completed a 1<sup>st</sup> aid course was being undertaken.</b>
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<b>6</b>
<b>Completed by</b>	

## 11. Substances Hazardous to Health (CoSHH)

Under the requirements of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**, employers are required to identify the hazards present as a result of exposure to hazardous substances that are used, handled and stored within their business undertaking. The person responsible for ensuring CoSHH assessments are completed must compile an inventory of all the hazardous substances that are present. These can either be purchased products or those that arise as a result of the business activities (e.g. fumes, dusts, vapours, biological hazards, etc). Material safety data sheets must be obtained from the manufacturers or suppliers; these will provide the necessary information to assist you with the completion of CoSHH assessments. The findings of your CoSHH assessments must be communicated to all your employees involved in the use, handling and disposal of the substances.

<b>Observation</b>	<b>The organisation is proactive with obtaining MSDS for substances used.</b> <b>Central purchasing has been implemented so non recognised substances can not be purchased if an MSDS is not available. In this instance an MSDS would then be obtained prior to its use.</b> <b>CoSHH assessments are completed using an internal CoSHH assessment form, the form is quite complicated, long and does not give relevant information that the user of the substance or those administering first aid would need to know.</b> <b>Small amounts of substances are stored following information from the MSDS.</b>
<b>Action Required</b>	<u>The current CoSHH assessment form needs to be looked at and a consideration for its replacement found to make it more user friendly.</u> <u>Within 'My Compliance' there is the ability to add an MSDS and for that information to be captured to form a CoSHH assessment also allowing for this assessment to be attached to a specific task allowing for better management of substances.</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<b>4</b>
<b>Completed by</b>	

**Health Surveillance (Regulation 11):** Where it is appropriate suitable health surveillance must be provided, to ensure that where employees are liable to be exposed to particular hazardous situations, or tasks then the health of the employee is monitored.

Observation	Team members depending on role complete a health questionnaire to bring to the attention of the council any changes to health since the last report was undertaken. If any changes or negative responses are brought to the attention of the council through this process HR arrange for occupational health screening. Team members are aware and have the ability to raise any concerns throughout their employment and solutions are then introduced.
Action Required	<u>No further actions</u>
Agreed By	<u>Sam O'Connell</u>
Grade	6
Completed by	

## 12. Dangerous Substance and Explosive Atmospheres

Under ***The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)*** employers are required to assess the level of risk of fire and explosion that our work processes and substance use and storage may cause.

Observation	To remove the foreseeable risk of dangerous atmosphere or dangerous substances an internal RA has been conducted. From these findings actions have been completed to mitigate the risk such as reducing or removing stored fuel within beach store and the introduction of intrinsically safe lights.
Action Required	<u>If there becomes a need to store larger quantities of fuel, then a DSEAR assessment must be completed.</u>
Agreed By	<u>Sam O'Connell</u>
Grade	6
Completed by	

## 13. Gas Installations

Under the ***Gas Safety (Installation and Use) Regulations 1998*** employers and landlords have a duty to insure that any installations within their premises are installed and maintained by a competent person (Gas Safe Registered Engineer). The annual checks should include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

Observation	Gas installations are present in some of the facilities occupied by the council. Maintenance is being undertaken, but when asked for the service certificate this could not be produced.
Action Required	<u>Being able to demonstrate that you have fulfilled your statutory duties in the undertaking of providing safe plant and equipment that is maintained must be made easier. Files that are stored electronically are not kept in a manner that allows for easy access and transparency.</u> <u>The move to 'My Compliance' will streamline this process</u>
Agreed By	<u>Sam O'Connell</u>
Grade	4
Completed by	

#### 14. Electrical Safety

Under the *Electricity at Work Regulations 1989*, the employer is required to install, maintain and prevent any dangers from electrical items to employees and others that may be affected. Portable appliances may require periodic inspection and testing dependant on the environment that the equipment is used in, as well as the frequency of its use. However, Portable Appliance Testing (PAT) is not a legal requirement; indeed the HSE confirm that in many low risk environments PAT is not necessary and that the vast majority of electrical defects can be identified by the user (e.g. heat, damage, cuts to cables etc.). If PAT testing is undertaken then records must be retained and the items should be labelled. Residual Current Devices are designed to 'trip' the supply to an electrical item faster than a heartbeat and, though not foolproof, provide a substantial degree of permanent protection from electric shock. RCD's can be incorporated into the distribution boards, incorporated into socket outlets or as plug-in devices. All trailing power cables should be managed to reduce the risk of slips, trips and falls. Employers and business premises owners are required to ensure that the fixed electrical installations within their premises are safe. The Institution of Electrical Engineers recommends that the installation is subject to an inspection by a competent person every 3 to 5 years.

<b>Observation</b>	<b>Electrical installations are present in all of the facilities occupied by the council.</b> <b>Maintenance is being undertaken, but when asked for the periodic test certificate this could not be produced.</b>
<b>Action Required</b>	<i>Being able to demonstrate that you have fulfilled your statutory duties in the undertaking of providing safe plant and equipment that is maintained must be made easier. Files that are stored electronically are not kept in a manner that allows for easy access and transparency</i> <i>The move to 'My Compliance' will streamline this process.</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	4
<b>Completed by</b>	

#### 15. Use of Work Equipment - Provision and use of Work Equipment Regulations (PUWER 98)

**Suitability (Regulation 4):** Employers must ensure that equipment provided is suitably constructed or adapted for the task it has been provided for.

<b>Observation</b>	<b>PUWER assessments have not been completed on equipment due to either this equipment being classed as hand tools or mobile transport.</b> <b>Internal management of PUWER in part is being completed such as training, prestart inspections, PPM</b>
<b>Action Required</b>	<i>PUWER assessments to be completed on plant and equipment that are not hand tools.</i> <i>The findings from the PUWER assessments are then to be completed.</i> <i>If any plant or equipment is modified after the assessments have been completed, then a new assessment must be undertaken.</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	4
<b>Completed by</b>	

**Maintenance (Regulation 5):** Every employer shall ensure that all work equipment is maintained in a safe efficient state in good working order and in a good repair. Equipment maintenance records must be retained and any maintenance tasks carried out are recorded. Planned preventative maintenance will prevent equipment deteriorating to an unsafe condition and it will enable you to produce evidence that the maintenance is being provided.

<b>Observation</b>	Maintenance and upkeep of equipment is good with management controls being implemented. The move to 'My Compliance' will assist with PPM process and remove the foreseeable risk of human error.
<b>Action Required</b>	<i>When diarising PPM please ensure that this is in line with any statute requirements.</i>
<b>Agreed By</b> <b>Grade</b>	<i>Sam O'Connell</i>
<b>Completed by</b>	4

**Information, training and instruction (Regulations 8 & 9):** Every employer shall ensure that all persons required to use work equipment shall be provided with sufficient information, instruction and training to enable them to use the equipment in a safe and healthy manner. This may be delivered by issuing simple written instructions or information sheets that may have been provided by the equipment supplier or something more comprehensive that you have developed yourselves.

<b>Observation</b>	Team engagement and culture change is apparent with information, instruction and training being completed. Safety noticeboards are being introduced to assist team members with the obligations under section 7. Posters / signage is minimal as to ensure the "wallpaper effect" does not take away from any severity.
<b>Action Required</b>	<i>The FRA for the main council office needs to be revisited as Wayfinder signage is lacking and could cause confusion to any visitors. This is apparent depending on what emergency escape you leave the building by as no direction is given to the location of the assembly point.</i>
<b>Agreed By</b> <b>Grade</b>	<i>Sam O'Connell</i>
<b>Completed by</b>	4

## 16. Lifting Equipment

Under ***The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 (as amended 2002)*** and in conjunction with **PUWER**, employers have a duty to ensure that lifting equipment is subject to thorough examination by a competent engineer. The inspection engineer should be independent from the maintenance provider. This inspection must be carried out prior to any use of the equipment and continually on a six monthly or twelve monthly basis (dependant on the use of the equipment). Any failure of lifting equipment must be reported to your Enforcing Authority under the requirements of RIDDOR (see Policy for reporting procedure).

<b>Observation</b>	A matrix for LOLER has been adopted with all equipment under these regulations being captured. At the time of the inspection the pedestrian lift was nearing its statutory inspection date and the Operations Manager was proactive in organising a retest.
<b>Action Required</b>	<i>No further actions</i>
<b>Agreed By</b>	<i>Sam O'Connell</i>
<b>Grade</b>	6
<b>Completed by</b>	

## 17. Manual Handling

Under ***The Manual Handling Operations Regulations 1992 (as amended)***, Employers must ensure that tasks that are likely to involve manual handling are suitably and sufficiently assessed. Manual handling can be described as the movement of an object by bodily force e.g. pushing, pulling, lifting of objects or persons etc.

<b>Observation</b>	Specific T.I.L.E assessments are not being completed but are shown with generic RAs. Team members receive manual handling training every three years or sooner if significant change. Toolbox talks are also completed throughout the year.
<b>Action Required</b>	<i>T.I.L.E assessments / information to be added to 'My Compliance' as part of the RA process.</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>4</u>
<b>Completed by</b>	

## 18. Display Screen Equipment

Under the ***Health and Safety (Display Screen Equipment) Regulations 1992***, the employer shall ensure that any workstation which may be used for the purpose of the business meets the requirements of these regulations. When an employee uses the computer workstation as an inherent part of their work activity for one hour or more, you must carry out a display screen use assessment. Training must be provided for computer users, so as to give them sufficient information to adopt a good posture and reduce exposure. If you employ DSE users, or those about to become DSE users, they can request an eye and eyesight test that you have to pay for.

If the test shows they need glasses specifically for their DSE work, you have to pay for a basic pair of frames and lenses. Users are entitled to further tests at regular intervals after the first test, and in between if they are having visual difficulties which may reasonably be considered to be caused by their DSE work.

<b>Observation</b>	Self-assessments for DSE users are being completed and any findings actioned.  A provision under occupational health is provided for free eye tests every two years. Within the health and safety policy a provision for corrective glasses is also mentioned if needed for DSE use.
<b>Action Required</b>	<i>No further actions</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>6</u>
<b>Completed by</b>	

## **19. Personal Protective Equipment**

Under the ***Personal Protective Equipment at Work Regulations 1992***, every employer shall ensure that suitable personal protective equipment (PPE) is provided to employees who may be exposed to a risk to their health and/or safety whilst at work. It is important to understand that PPE must only be used as a last resort, when all other controls have been exhausted. You must ensure that the PPE is comfortable for the user and you must consider situations where two or more forms of protection are required that may interfere with each other. Your risk assessment will establish whether or not PPE is required. The PPE must be suitable and sufficient to provide the protection required. PPE must be provided free of charge to employees.

<b>Observation</b>	<b>Team members who require PPE for their job function are provided with PPE. The organisation is very proactive with the issuing and replacement of PPE. Specialist PPE receives appropriate training and where needed specific storage areas. The wearing of PPE is enforced, and this was apparent during the inspection.</b>
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>6</u>
<b>Completed by</b>	

## **20. Safety Signage and Signals**

Under the ***Health and Safety (Signs and Signals) Regulations 1996***, employers must indicate areas of risk by displaying signage, which incorporates a pictorial sign. There are four main types of safety signage under these regulations these are;



**Red** prohibition signage e.g. 'No Smoking'



**Yellow** hazard signage - 'Caution High Voltage'



**Blue** mandatory or must do signage – e.g. 'Wear Gloves'



**Green** safe haven signage e.g. 'First Aid Point'.

<b>Observation</b>	<b>All signs that are displayed throughout the buildings that make reference to health, safety, welfare or wellbeing conform to the safety signs and signals regulations.</b>
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>6</u>
<b>Completed by</b>	

## **21. Children and Young People**

Under the ***Management of Health and Safety at Work Regulations 1999***, employers are required to carry out a specific risk assessment to take into account the risks to children and young persons. (Children are aged below the minimum school leaving age – typically under 16. Young persons are aged between minimum school leaving age and 18 years). The risk assessment must take into account the individual's lack of experience, lack of risk awareness, physical limitations, mental capabilities and the increased supervisory requirements.

While a child (below minimum school leaving age) is at work, the requirements to provide information are the same as for other employees. There is, however, an extra requirement on the employer to provide the parents or guardians of children at work (including those on work experiences) with information on the key findings of the risk assessment and the control measures taken, before the child starts work. This information can be provided in any appropriate form, including verbally or directly to the parents or guardians, or in the case of work experience, via an organisation such as the school, the work experience agency, or, if agreed with the parents, via the child him or herself, as long as this is considered a reliable method.

<b>Observation</b>	<b>On occasion visits by the young are arranged. If this is a school or charity visit, then RAs are obtained prior to commencement.</b> <b>If work experience is undertaken, then a specific RA will be completed for the individual for the tasks they will be completing.</b>
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<b>6</b>
<b>Completed by</b>	

## **22. New and Expectant Mothers**

Under the ***Management of Health and Safety at Work Regulations 1999***, employers are required to carry out a specific risk assessment to take into account the risks and needs of new and expectant mothers. Not only do you need to consider the effect the work may have on the woman (e.g. long periods of standing, manual handling, working with hazardous substances, night working, etc) but also whether there need to be special arrangements made for the employee (e.g. access to rest/welfare facilities, change in work tasks, change in working hours, etc).

<b>Observation</b>	<b>Within the health and safety policy there is a section dedicated to vulnerable persons.</b> <b>The policy identifies that should a person be classed as vulnerable then a specific RA based on their needs will be undertaken and any findings actioned.</b> <b>Within the main council office, it was established that either the DDA toilet or CAB room could be used if a new or expectant mother needed an area to rest.</b>
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<b>6</b>
<b>Completed by</b>	

### 23. Vulnerable People

Employers have a duty to carry out a specific risk assessment to take into account any specific hazards and risks that the work may pose to an employee/clients with an existing learning, mental or physical condition. These can include poor standards of literacy, English as a second language, long-term injuries (bad back), and etc. as well as physical limitations.

<b>Observation</b>	<b>Within the health and safety policy there is a section dedicated to vulnerable persons.</b> <b>The policy identifies that should a person be classed as vulnerable then a specific RA based on their needs will be undertaken and any findings actioned.</b>
<b>Action Required</b>	<u>No further actions</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	6
<b>Completed by</b>	

### 24. Noise

***The Control of Noise at Work Regulations 2005*** set out two levels where action must be taken to ensure employees and others are not exposed to the short and long-term ill-health effects of noise exposure. The lower exposure action value is set at 80dB (A). This is where hearing protection (ear plugs or ear defenders) must be supplied and those likely to be affected by the noise exposure must be advised to wear the protection. The upper exposure action value is set at 85dB (A). At this level the wearing of hearing protection becomes mandatory and noise protection zones must be set up. When employees are likely to be exposed to noise levels that rise and fall markedly throughout the working day then the exposure action value is set at 87dB(A). Employers are required to assess the level of noise exposure that their business activities may cause. Then take appropriate action to reduce the exposure levels to as a lower a level as possible. Where employees are likely to be exposed to noise levels above the upper level health surveillance may be required

<b>Observation</b>	<b>It has been identified that certain processes or equipment generates noise above the first action level.</b> <b>The process or equipment that has been identified as being above the first action level have been assessed using an internal noise meter.</b> <b>Hearing protection is provided, and the offset rating is greater than 24dB</b> <b>Toolbox talks are also provided at regular intervals throughout the year.</b>
<b>Action Required</b>	<u>Persons who are identified as working in raised noise levels must receive a hearing test every two years to ensure that the controls are working.</u>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	3
<b>Completed by</b>	

## 25. Vibration

**The Control of Vibration at Work Regulations 2005** set out the requirements to control vibration exposure within the workplace. The regulations cover both whole body vibration and hand-arm vibration.

<b>Observation</b>	<p><b>It has been identified that certain processes or equipment generates vibration.</b></p> <p><b>The process or equipment that has been identified as vibrating have been assessed using an internal vibrometer.</b></p> <p><b>Anti-vibration gloves and task rotation have been adopted.</b></p> <p><b>Yearly testing of equipment has also been implemented.</b></p> <p><b>Toolbox talks are also provided at regular intervals throughout the year.</b></p>
<b>Action Required</b>	<p><i><b>The monitoring of 'trigger time' must be undertaken and equipment with a vibration factor must be identified and a rating using the HSE tool applied to allow for the operative to self-monitor their exposure during a working day.</b></i></p>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>3</u>
<b>Completed by</b>	

## 26. Asbestos

**The Control of Asbestos Regulations 2006** requires you to manage the asbestos found in your workplace. This may require a survey of all buildings to be carried out. This is to identify any materials that are suspected of being asbestos. If a material is suspect of being asbestos then it must be considered to be, until confirmed. A competent person with experience of asbestos removal and building materials must carry out the survey; it must take into consideration the condition, position and the likelihood of it being disturbed.

A risk assessment has then to be carried out to determine the level of risk from the asbestos. A record of any asbestos must be kept and the material must be regularly monitored to ensure that it is not deteriorating or becoming damaged.

Your duty is to ensure that, until you can confirm that these products don't contain asbestos, it is not allowed to deteriorate to a fibrous condition presenting a significant health risk.

<b>Observation</b>	<p><b>An asbestos survey has been completed for the guildhall in March 2025 with areas being identified and the type. A management plan has been applied for its monitoring and eventually its removal.</b></p> <p><b>Warning signage has been applied in the affected areas.</b></p>
<b>Action Required</b>	<p><i><b>Considerations for its removal from the areas or encapsulation.</b></i></p>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>5</u>
<b>Completed by</b>	

## **27. Management of Contractors**

Most organisations engage contractors either to undertake specialist work that is outside the core capabilities of existing employees or to provide additional capacity. Because of the hazards and risks they introduce to the organisation the selection and control of contractors is a key issue for all organisations. Contractors must not be selected purely on the basis of the lowest price as that could lead to contractors with the poorest safety performance being awarded the work. Dependant on the nature and scale of the work being undertaken contractors should be required to provide:

1. Copies of their current Employer and Public liability insurance.
2. Copies of the method statements for the task they are to carry out.
3. Copies of the risk assessments relevant to the job
4. A description of the arrangements to protect other people in the area, and
5. Details of their emergency and first aid arrangements.

Contractors must also be given information about hazards of the premises e.g. traffic, asbestos, buried services. The management of contractors should also involve systems to monitor their performance so that decisions can be made on their suitability for continued or further work. Monitoring should also check that they are using the systems for which you have been charged e.g. priced to use a tower scaffold but using a ladder.

<b>Observation</b>	<b>Contractors who are to be engaged with the organisation must first be vetted. This is completed using a PQQ and all relevant information and documentation is obtained.</b> <b>If satisfactory then engagement will proceed.</b> <b>Monitoring and supervision are maintained throughout any working time at the councils works locations.</b>
<b>Action Required</b>	<i>No further actions</i>
<b>Agreed By</b>	<u>Sam O'Connell</u>
<b>Grade</b>	<u>6</u>
<b>Completed by</b>	

### **% of compliance based on findings**



### **Management Summary: Health and Safety Audit Report**

*Evaluation of Compliance with UK Legislation and Recommendations for System Improvement  
Executive Summary*

This report presents the outcomes of a recent health and safety audit, focusing on the organisation's compliance with UK statutory and civil law—principally the Health and Safety at Work etc. Act 1974 and related regulations.

The audit assessed operational controls, documentation practices, and overall management of safety, health, welfare, and wellbeing. The findings provide a clear indication of the organisation's general understanding of its legislative duties and the effectiveness of its current arrangements.

## **Audit Findings**

Evidence from the audit demonstrates that physical health and safety controls are established and can be effectively demonstrated by responsible staff. These individuals display a high degree of competence and commitment, aligning with the requirements for competent persons under the Management of Health and Safety at Work Regulations 1999. The audit further highlights the significant effort invested in compiling supporting documentation, including pre-start inspections, Hand-Arm Vibration (HAV) assessments, and noise monitoring results, evidencing compliance with the Control of Vibration at Work Regulations 2005 and the Control of Noise at Work Regulations 2005.

## **Identified Weaknesses**

Despite these strengths, the audit identified several areas of concern. Notably, there is insufficient allocation of time and resources to health and safety roles, with the administrative workload proving burdensome. This shortfall risks undermining the effectiveness of the management system and does not fully meet the requirements for adequate resources as set out in Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

Documentation practices also present weaknesses. The existence of overlapping main and micro-policies—such as for Portable Appliance Testing (PAT), risk management, and legionella control, this results in unnecessary duplication and fragmentation. This lack of alignment could create difficulties in demonstrating compliance and employee understanding during audits or legal scrutiny, as required by Regulation 10. Such fragmentation may also hinder the organisation's ability to provide clear evidence that policies have been read and understood by all staff.

## **Recommendations**

- **Policy Consolidation:** Consolidate health and safety documentation into a single comprehensive policy or ensure that the main policy clearly references all satellite policies, to improve clarity, consistency, and legal compliance.
- **Improved Access and Understanding:** Establish processes confirming that staff are both aware of and have understood all relevant policies, supporting legal requirements for instruction, training, and supervision.
- **Digital System Implementation:** The transition to the 'My Compliance' system is a positive development, enabling real-time assessments and reducing reliance on outdated or fragmented procedures.

## **Conclusion**

The audit confirms that a safety management system is in place, with evidence of effective controls and staff competence. However, the current system is fragmented, and documentation practices require restructuring to ensure robust compliance and readiness for both internal and external audits. Senior management should prioritise a clear vision for system consolidation and rollout, ensuring that the organisation's approach to safety, health, welfare, and wellbeing remains both legally compliant and operationally effective.