

Policy & Resources Committee

Date:	9 April 2019
Title:	Health and Safety Visit Outcome
Contact Officer:	Karen Slater, Office Administration Manager

Purpose of the Report

1. To note the outcomes of the Health & Safety visit by Ellis Whittam on Friday 15 February 2019.

Background

2. A new Health & Safety Consultant, Steve Wood, carried out his first annual General Risk Assessment Inspection & full Health & Safety Audit at the Town Hall & Depot on 15 February 2019 as part of our three year contract with Ellis Whittam. Other sites will be visited at the second visit in October 2019.
3. A full 102 page report was received at the end of February with an overall score of 74%.
4. The report identified that 181 of 216 risk areas are all in order, and raised 57 observations in the 35 risk areas identified as needing further work.
5. All the observations are “medium risk” – which means action is suggested within 3 months.
6. There are zero critical (action within 48 hours), zero high (action in 7 days) and zero low (action in 6 months).
7. The Town Clerk, Asset Manager and Office Administration Manager have met to discuss the report in detail and the 57 observations in particular.
8. It appears that a combination of:
 - a. A new assessor from Ellis Whittam
 - b. An updated computerised compliance audit system, with less flexibility
 - c. A new Health and Safety Contract
 - d. A new Office Administration Manager.has meant that the report is questionable in some areas.
9. Some of the observations relate to areas that were reported to be all OK in the February 2018 / October 2018 reports to the Policy & Resources Committee and have possibly been erroneously rolled forward without update. Procedural evidence for these will be re-presented.
10. Some of the observations relate to items that were not discussed in the visit / areas not visited and can be resolved by providing procedural evidence that wasn't requested.
11. Some of the observations are clear areas where improvement in risk management will be beneficial.
12. All remedial action required will be executed by 29 May 2019.

Resource Appraisal

13. There may be a cost to undertake the remedial works/actions identified but these will be reported to Council if they cannot be undertaken within current budgets.

Risk Assessment

14. The Council would not be adhering to current Health and Safety legislation if a General Risk Assessment were not undertaken.

Legal Powers: Local Government Act 1972 s 111
: Management of Health & Safety at Work Regulations 1999

Recommendation:

It is recommended that:

- i) The contents of this report are noted.***
- ii) A follow up regarding safety action plan & appropriate action taken will be presented under separate cover in due course.***