

Policy & Resources Committee

Date:	30 July 2019
Title:	Health & Safety Visit Outcomes
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 26 June 2019.

Background

2. Steve Wood who is our designated H&S consultant from Ellis Whittam visited Thame Town Council on 26 June 2019 to discuss progress following the Health & Safety audit executed on 15 February 2019, as reported to the Policy & Resources Committee on 9 April 2019.
3. Steve Wood also wanted to demonstrate the new 'Zeus' software' which has been implemented by Ellis Whittam.
4. We are pleased to report that since the audit in February 2019 we have reduced the 57 medium risks to 17. The remaining 17 medium risks are all in progress and are being dealt with as quickly as physically possible taking into account quotation requirements, repair works required, new policy processes and work restraints. Steve Wood was happy with the progress made.
5. The new 'Zeus' software has been introduced. This basically controls the audit reports on a dashboard to show exact progress on all H&S risk items raised. In addition, the software has a H&S knowledge section which details generic documents already prepared by Ellis Whittam e.g. risk assessments, policies, checklists and many other H&S related topics. This knowledge section will be useful to Thame Town Council as it could save us time / ground work (where applicable) when creating new risk assessments or policies in the future.
6. During the visit, Steve also brought to our attention that there is a new registry system within the software, which we were previously unaware of. This has flagged up 52 items outstanding for Thame Town Council. This registry system is in addition to the H&S cases reported above. For reference, the registry system is a database where we can store proof of all important documents / certificates e.g. MOT / gas / electrical / maintenance services & checklists / janitorial & waste transfer notices. This is a one stop shop for any HSE Executive who may attend. Going forward this is really positive because once all documents are uploaded, the system will generate reminders on expiry dates and we will therefore have reduced risk of any lapses. Since the meeting in June, 50 of the outstanding 52 registry tasks have been completed.
7. As part of Ellis Whittam's H&S service, Thame Town Council sign-up to a provided H&S Manual. This includes the Town Clerk signing a commitment to an "Environmental, Health And Safety Policy Statement". This has confusingly now been separated into a Health And Safety Policy Statement and an Environmental Policy Statement, which the Town Clerk will continue to sign, as a part of the H&S Manual. This is not to be confused with the wider Environmental Policy being separately finalised.
8. Steve Wood's next update visit is scheduled in October 2019, where it is expected that he will attend other sites, as well as the Town Hall and the Depot.

Resource Appraisal

9. Additional time is being spent understanding and conforming to the Zeus software, but in the longer term, this will improve how we manage all of our H&S responsibilities.
10. Some of the remaining 17 medium risks may require investment to resolve, which the Office Administration Manager and Town Clerk will manage in line with relevant procedures.

Risk Assessment

11. The Council would not be adhering to current Health and Safety legislation if a General H&S Audit were not undertaken.
12. The execution and follow-up of the audit, and the use of the supporting software, will continually reduce the risk exposure of the Town Council.

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.*