

Title:	Health and Safety Visit
Date:	2 November 2021
Contact Officer:	Karen Slater, Office Administration Manager & RFO

Purpose of the Report

1. To note the outcomes of the Health and Safety visit on 3 August 2021.

Background

2. The Health & Safety Consultant from Ellis Whittam carried out her final visit on 3 August 2021 of the current three-year contract which was terminated on 13 October 2021.
3. The Consultant reviewed the Safety Action Plan that forms part of the General Risk Assessment which had been updated since her last visit in 2019. She was pleased to note that outstanding actions had all been completed.
4. Various other topics were discussed and in particular, the Consultant was pleased to note:
 - that Risk Assessments are now being filed into categories which she agreed was a simpler way to record them and a random check supported that all assessments are being reviewed annually
 - that the remedial work regarding Depot in respect of new mezzanine floor had been completed and meets H&S requirements
 - the Legionella Risk Assessment had been undertaken on 26 March 2021 at both the Depot & Town Hall
 - that the Stress Risk Assessment was up to date and all staff receive stress awareness literature annually via email
 - DSE (workstation assessments) have been done and include separate assessment for staff working at home
 - Fire drills are completed annually although one is slightly overdue because of the pandemic closures
 - Staff handbook and H&S manual have been updated (copy of revised H&S manual is attached)
5. The consultant recommended that TTC introduce the following to better protect the business:
 - Job work sheets for maintenance team that detail instructions on how to use each piece of equipment with signature area for employee to confirm they have read. This will prevent any claim due to accidental use from employee and them pursuing a claim saying that they were never shown how to use equipment properly.
 - Paint the stair nosing with a contrasting colour on mezzanine stairs at depot to emphasise edges – safety precaution (not a legal requirement)
 - Air quality in Town Hall – an initial assessment of bus stops has raised issue of whether smoking bins could be relocated away from office windows.
 - Due to number of staff complaints regarding headaches / smell / poor air ventilation we have purchased a CO2 monitor and appointed a contractor to undertake a professional internal /external air quality survey on grounds of health & safety for office staff. This has been arranged and will be done in December. The report findings will follow under separate cover.

6. Overall, the Consultant recognised the hard work and commitment that staff have towards health and safety in the workplace and that the Council's organisational standards remain high. The consultant advised that there has been a significant improvement and that TTC have a proactive approach to managing health & safety. The depot also showed a good standard of housekeeping for a warehouse/maintenance environment.

Resource Appraisal

7. Costs incurred to date to undertake the remedial works have been met within current budgets and the air quality survey will be funded via CIL monies based on the Town Hall's facilities being used by the public in addition to staff.

Risk Assessment

8. The Council would not be adhering to current Health and Safety legislation if General Risk Assessments 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 Health and Safety visit on 3 August 2021 be noted.***