

Policy & Resources Committee

Title:	Health and Safety Visit
Date:	27 February 2024
Contact Officer:	Karen Slater, Corporate Services Manager & RFO Andrea Oughton, Operations Manager

Purpose of the Report

1. To note the outcomes of the Health and Safety visit on 14TH August 2023

Background

2. The Health & Safety Consultant from Moorepay carried out her first visit of the current three-year contract which commenced November 2022.
3. The Consultant reviewed the Safety Action Plan that forms part of the General Risk Assessment which had been updated since Ellis Whittam's last visit in 2020. She was pleased to note that outstanding actions had all been completed.
4. Various topics were discussed and, the Consultant was pleased to note:

All 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 bi-annually.

TOWN HALL

TTC scored 100% in all areas except Fire Procedures, our current fire procedures are covered under various risk assessments (job roles, staff welfare) As we do have a standalone fire procedures risk assessment in place the score assigned is 85.7%, once an additional fire risk assessment is created our score will increase to 100%

During the audit it was noted that an employee had asked about 'emergency means of escape' from their office (top floor). During the day the hall where meetings are held is locked to prevent members of the public wandering in so in the event of an emergency there would only be one route for the employee or any other persons in these areas if a fire was to occur. It was recommended that the lock on the doors to this area to be adapted by a qualified and competent person to ensure that in an event of an emergency an alternative escape route is available.

DEPOT

ASBESTOS (score 83.3%)

Ensure suitable warning signs are displayed where asbestos material is present and may be disturbed.

WORKING WITH HAZARDOUS SUBSTANCES (score 83.3%)

MEANS OF ESCAPE (Score 83.34%)

At the time of the audit next to the fire door it was noted that there were a number of fence panels which could cause an obstruction to staff in the event of an emergency evacuation. It is recommended that these are placed elsewhere.

OCCUPATIONAL HEALTH_(score 62.5%)

- (1) Hand arm vibration - where employees are potentially exposed to a risk of HAV's then you should ensure that a Health Surveillance programme is in place
- (2) Noise - Noise levels are likely to approach or exceed the exposure action value for prolonged periods of time. A specialist Noise Consultant should be engaged to carry out a detailed Noise Assessment. The recommendations which follow this assessment should be fully implemented. Employees likely to be exposed to Noise at levels which could be detrimental to their health should be subject to Health Surveillance to measure the effect on their hearing.

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.

Resource Appraisal

5. Costs incurred to date to undertake the remedial works will be met within current budgets.

Risk Assessment

6. 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 visits on 14 August 2023 be noted.***