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# Health, Safety and Welfare Inspection

**Thame Town Council**

Francesca Newell

22 September 2023

The audit report replaces all previously issued versions.

**Overall Audit Score: 99.5%**

(184 of a possible 185)

**moorepay**  
Payroll & HR Solutions

# Date

## Completed By

Question	Response
Name	Francesca-Newell
Date	14/08/23
Audit	Onsite-Audit

## Client

Question	Response
Company Name	Thame Town Council - Town Hall
Client Contact	Karen Slater
Location	Thame Town Council (Town Hall ) High Street, Thame, Oxon. OX9 3DP

# GENERAL POLICY, GENERAL ARRANGEMENTS AND IMPLEMENT

Section score 100% (13 of 13)

## Policy Statement

Subsection score 100% (13 of 13)

Question	Response
Has the Policy Statement been signed by the nominated person with overall responsibility for Health and Safety?	<b>YES</b>
Is a copy of the Health and Safety Policy Statement displayed on a notice board?	<b>Yes</b>
Is the Health and Safety Management Structure shown in the Policy current?	<b>Yes</b>
Are specific responsibilities for health and safety assigned correctly?	<b>Yes</b>

# PROCEDURES

Section score 100% (82 of 82)

## ACCIDENT /INCIDENT REPORTING

Subsection score 100% (7 of 7)

Question	Response
Are all accidents recorded in the accident book and / or on MOOREPAYHR?	<b>N-A---No-Accidents-to-record</b>
Do you know how many accidents there has been in the past 12 months?	<b>YES</b>
Have there been any significant incidents?	<b>N-A---No-Accidents-</b>
Have all accidents and dangerous occurrences been investigated?	<b>N-A---No-Accidents</b>
Where applicable have accidents been reported to the Incident Contact Centre as required by RIDDOR?	<b>N-A---No-Reportable-Incidents</b>
Where an accident has been investigated by a HSE Inspector or Environmental Health Officer- have the recommendations made by the investigating officer been reviewed and implemented?	<b>N-A---No-investigations-undertaken</b>
Are near miss incidents suitably recorded and investigated	<b>N-A</b>

## ASBESTOS

Subsection score 100% (6 of 6)

Question	Response
Is there an up to date Asbestos Register / Asbestos Free Certificate in Place?	<b>Yes</b>

Question	Response
Is the condition of all known ACMs monitored at least every 6 months?	Yes
Are all staff and contractors told of the location of these ACMs?	Yes
Have all damaged ACMs been removed, encapsulated by a competent suitably licensed contractor?	N-A
Have all field employees who may be exposed to Asbestos Containing Materials been provided with suitable Asbestos Training?	N-A
Where Asbestos Containing Materials are present, are there suitable warning signs to indicate Asbestos?	N-A

## CONSULTATION WITH EMPLOYEES

Subsection score 100% (8 of 8)

Question	Response
Have all staff been issued with a copy of the Safety Policy and / or Safety Handbook?	Yes
Have all staff signed the declaration at the back of the handbook and are copies on file?	N-A
Are staff able to raise safety concerns at team meetings or similar?	YES
Where concerns have been raised by employees have suitable actions been taken to address the employees concerns?	N-A---no-concerns-have-been-raised
Have Safety Representatives been appointed?	N-A
Is there a Safety Committee?	N-A

Question	Response
If there are no Safety Representatives, are there arrangements for consulting employees directly?	N-A

## FIRST AID

Subsection score 100% (7 of 7)

Question	Response
Has an assessment been completed to confirm the suitability of current first aid arrangements?	Yes
Are current First Aid Arrangements suitable?	Yes
Are there arrangements in place for first aid box contents to be checked regularly and replacements ordered?	YES
Are First Aiders provided with refresher training?	Yes
Are emergency wash stations provided at suitable locations?	N-A
Are there arrangements in place for eye wash bottles to be checked regularly and replacements obtained?	N-A-
If the assessment finds that a first-aid room is necessary, Is the room provided with the equipment described in the Approved Code of Practice?	N-A

## RISK ASSESSMENT

Subsection score 100% (11 of 11)

Question	Response

Have all tasks been suitably risk assessed within the last 12 months?



YES



Question	Response
When completing risk assessments were staff consulted?	YES
Have all staff been made aware of the findings of these risk assessments?	YES
Have risk assessments been completed for employees who fall into any vulnerable groups (e.g. new mothers, pregnant workers, employees under 18 etc.)	<b>N-A---It-was-agreed-that-there-are-no-employees-who-currently-require-an-individual-Risk-Assessment--</b>
Have all in house maintenance activities been subject to risk assessment and are safe systems of work in place?	Yes

## TRAINING

Subsection score 100% (6 of 6)

Question	Response
Have all staff received Induction training?	Yes
Are all employees properly trained to a level that enables them to undertake their duties in a safe manner?	Yes
Are all training and instruction recorded?	YES
Have training needs (including safety training) for all employees been identified	YES

## WELFARE

Subsection score 100% (16 of 16)

Question	Response
Are there sufficient toilets, are they working, clean & tidy?	Yes

Question	Response
Are soap and hand drying facilities available?	Yes
Is hot and cold water available?	Yes
Is drinking water available?	Yes
Means of making a hot drink?	Yes
Means of heating food?	Yes
Temperature: Is it reasonable?	Yes
Ventilation: Is it adequate?	Yes
Lighting: Is it suitable and sufficient?	Yes
Are employees able to take their rest breaks away from the workplace hazards?	Yes
Are toilets for use by women provided with sanitary disposal bins?	Yes
Where necessary, are changing rooms available?	Yes
Where necessary, are showers available?	Yes
Are there suitable rest facilities for new and expectant mothers?	Yes
Are offices free from clutter?	Yes
In offices, is there sufficient space between desks?	Yes

## SIGNS & NOTICES

Subsection score 100% (16 of 16)

Question	Response
Is a copy of the correct Health and Safety Law Poster displayed in a prominent position.	Yes-
Are First Aid notices located in areas which effectively communicate the First Aid arrangements to all employees.	Yes-

Question	Response
Are all Fire Exits suitably signed?	Yes
Are copies of the current Employers Liability Certificate displayed at suitable locations	Yes
Are Electric Shock Resuscitation Procedures Notices displayed in areas where there are risks of electric shock	N-A
Are Fire Action Notices displayed at suitable locations?	Yes
Are Fire Escape Routes and exits suitably signed?	Yes
Are copies of the Fire Emergency Evacuation Plan displayed at suitable locations?	Yes
Are signs explaining hazardous warning symbols displayed in areas where substances are used?	N-A
Are Safe Lifting Notices displayed in areas where persons are required to handle loads?	N-A
Are Personal Protective Equipment signs displayed in areas where equipment must be worn?	N-A
Are safety signs displayed, if there is a significant risk that can't be avoided or controlled in any other way?	N-A
Are fire assembly points clearly signed?	Yes
Are all fire doors suitably signed?	Yes
Are all fire escape routes suitably signed?	Yes
Are flammability zones suitably signed?	N-A

## Lone Working

Subsection score 100% (3 of 3)

Question	Response
Does the organisation have procedures in place for addressing lone working?	Yes
Have you clearly identified all those employees that lone work within your business?	Yes
Do you have a system in place to allow lone workers to communicate quickly and easily if in difficulty	Yes

## Work-Related Stress

Subsection score 100% (2 of 2)

Question	Response
Does the organisation have procedures in place for addressing work-related stress?	Yes
Has a risk assessment been undertaken to determine the level of risk from work related stress?	N-A

# ORGANISATION AND RESPONSIBILITIES

Section score 100% (1 of 1)

## INDIVIDUAL RESPONSIBILITIES

Subsection score 100% (1 of 1)

Question	Response
Are all Directors/ Managers/ Employees aware of their responsibilities as detailed within the Health and Safety Policy?	<b>YES</b>

# DRIVING

Section score 100% (6 of 6)

## DRIVING

Subsection score 100% (6 of 6)

Question	Response
Have all vehicles used by employees, whilst at work, been assessed for their suitability?	<b>Yes</b>
Are employees who are expected to drive for work in good health?	<b>Yes</b>
Are the driving licences, of employees required to drive for work, subject to annual inspection at least annually?	<b>Yes</b>
Are vehicles used by employees, whilst at work, properly maintained and MOT'd?	<b>Yes</b>
When employees are required to make use of their own vehicles for work do they have suitable insurance in place?	<b>Yes</b>
Does the organisation have a written Driving Policy	<b>Yes</b>

# WORK EQUIPMENT

Section score 100% (5 of 5)

## WORK EQUIPMENT

Subsection score 100% (5 of 5)

Question	Response
Are all work equipment suitable for the work being undertaken?	<b>Yes</b>
Where employees need specific training to operate any piece of work equipment, have all relevant employees had this training and refreshed where required?	<b>Yes</b>
When purchasing new equipment are employee consulted to ensure that the equipment is suitable for the task?	<b>Yes</b>
Is work equipment subject to regular inspection and has all defective equipment been removed from use?	<b>Yes</b>
Are storage areas secure, preventing unauthorised access to tools, chemical etc.?	<b>N-A</b>

# BUILDINGS AND WORK ENVIRONMENT

Section score 100% (25 of 25)

## General

Subsection score 100% (8 of 8)

Question	Response
Are buildings suitable for their intended purposes?	Yes
Are buildings in a satisfactory state of repair?	Yes
Are there arrangements in place for building defects to be repaired promptly?	Yes
Is there sufficient space for the tasks performed?	Yes
Is there sufficient light for the tasks performed?	Yes
Are adequate means of ventilation provided in all buildings?	Yes
Are adequate means of heating provided (minimum temperature 16 degrees)?	Yes
Has a no smoking / E- cigarettes policy been implemented?	Yes

## Floors

Subsection score 100% (9 of 9)

Question	Response
Are floor surfaces suitable for the intended purpose?	Yes



Question	Response
Are floor surfaces free from slipping and tripping hazards?	Yes
Are edges and holes where a person might fall provided with suitable barriers?	Yes
Where necessary, are floors provided with suitable means of drainage?	Yes
Are there arrangements in place to enable spillages to be cleaned up promptly?	Yes
Are floors cleaned at suitable intervals?	Yes
Are the edges of mezzanine floors provided with suitable barriers to prevent falls of persons and objects?	N-A
Are gaps in fences (e.g. where goods are received) provided with suitable gates?	N-A
Whilst on a mezzanine floor, is there sufficient head room?	N-A

## Stairs

Subsection score 100% (5 of 5)

Question	Response
Are stairs of sound construction and free from hazards that could cause a person to trip or fall?	Yes
Do all staircases have securely fixed handrails?	Yes
Is there sufficient headroom above all staircases?	Yes
Are all staircases adequately lit?	Yes
Are stair nosings secure to prevent slips	Yes

## Doors and Gates

Subsection score 100% (3 of 3)

Question	Response
Are doorways of sufficient width, where necessary to allow the passage of wheelchair users?	<b>Yes</b>
Are doors in corridors and doors that open out into corridors provided with vision panels?	<b>Yes</b>
Are upward opening doors provided with a mechanism to prevent them from falling back?	<b>N-A</b>

# FIRE SAFETY

Section score 95.2% (20 of 21)

## Fire Procedures

Subsection score 85.7% (6 of 7)

Question	Response
Has a fire evacuation plan been prepared and communicated to all employees?	<b>Yes</b>
Has a fire risk assessment been completed / reviewed in the last 12 months?	<b>No</b> <b>More info: To be reviewed</b> <b>Assigned User: Karen Slater</b> <b>Deadline: 22/10/23</b> <b>Assigned Task: Ensure a Fire Risk Assessment has been completed by a competent person and that the assessment is reviewed annually.</b>
Have fire wardens and deputies been appointed and trained?	<b>Yes</b>
Are there arrangements in place accounting for visitors and contractors in the event of a fire?	<b>Yes</b>
Where applicable, is there a process in place to ensure PEEPs evacuate safely in the event of an emergency?	<b>N-A</b>
Are all fire records up to date?	<b>Yes</b>
Are fire drills been carried out in the last 6 months?	<b>Yes</b>

## Fire Equipment

Subsection score 100% (8 of 8)

Question	Response
Is the fire alarm tested on a weekly basis and can this be heard in all areas of the building?	Yes
Is there a system for warning persons with hearing disabilities?	N-A
Is emergency lighting checked by a nominated employee, at least monthly, to ensure that the red or green LED is illuminated demonstrating that the battery is charging properly?	Yes
Are Fire Extinguishers checked by a nominated employee at least monthly?	Yes
Are Fire Extinguishers inspected and serviced by a competent engineer on an annual basis	Yes
Does a competent person complete an annual discharge test for the batteries in the Emergency Lighting system?	Yes
Is the Fire Alarm Control Panel checked daily for faults?	Yes
Are Fire Extinguishers located at suitable locations on each floor?	Yes

## Means of Escape

Subsection score 100% (6 of 6)

Question	Response
Are fire exits free to open and are these checked at least monthly by a nominated employee?	Yes

Question	Response
Do fire doors close properly without excessive gaps and are these checked on a regular basis by a competent employee?	<b>Yes</b>
Are all fire exits free from obstructions?	<b>Yes</b>
Are all fire doors kept closed?	<b>Yes</b>
Are all fire escape routes of sufficient width and free from obstructions?	<b>Yes</b>
Do all fire exits open easily from the inside?	<b>Yes</b>

# GAS SAFETY

Section score 100% (4 of 4)

## Gas Safety

Subsection score 100% (4 of 4)

Question	Response
Have all Gas Appliances been identified?	<b>Yes</b>
Are all Gas Appliances serviced by a competent (GAS SAFE Registered) engineer at least annually? If so when are appliances next due such a service?	<b>Yes</b>
Is the gas cut-off valve readily accessible?	<b>Yes</b>
Is a permit-to-work system operated for gas maintenance work?	<b>Yes</b>

# PERSONAL PROTECTIVE EQUIPMENT

Section score 100% (4 of 4)

## PERSONAL PROTECTIVE EQUIPMENT

Subsection score 100% (4 of 4)

Question	Response
Where Risk Assessments and or COSHH Assessments have identified the need for employees to wear PPE has the suitability of the PPE been assessed?	<b>Yes</b>
Have PPE risk assessments been reviewed in the last 2 years?	<b>Yes</b>
Is PPE issued to employees free of charge?	<b>Yes</b>
Where relevant PPE is issued to an employee, is this adequately recorded?	<b>Yes</b>

# ELECTRICAL SAFETY

Section score 100% (10 of 10)

## Electrical Safety

Subsection score 100% (10 of 10)

Question	Response
Has the fixed wiring been inspected by a competent (e.g. NICEIC registered) electrician with the last 5 years? ("Electrical Installation Condition Report")	<b>Yes</b>
Have all remedial works, identified in the inspection, been resolved or are plans in place to do so?	<b>Yes</b>
Are all Portable Appliances and transportable electrical appliances recorded on a suitable inventory?	<b>Yes</b>
Are pre use checks undertaken by all users to identify defective plugs, wires etc.?	<b>Yes</b>
Are formal visual inspections / Portable Appliance Testing undertaken by a competent employee?	<b>Yes</b>
Is all electrical maintenance work carried out by suitably qualified electricians?	<b>Yes</b>
Are switch rooms and control panels kept locked?	<b>Yes</b>
Is all electrical equipment isolated and locked off before electrical maintenance work commences?	<b>Yes</b>
Is a permit-to-work system operated for electrical maintenance work?	<b>Yes</b>
Is live electrical work carried out by trained and authorised persons only, with records available?	<b>N-A</b>



# DISPLAY SCREEN EQUIPMENT

Section score 100% (6 of 6)

## Display Screen Equipment

Subsection score 100% (6 of 6)

Question	Response
Have DSE users been identified and have they completed DSE User Self Assessments?	<b>Yes</b>
Have all issues identified in the self- assessments been reviewed and actions taken?	<b>Yes</b>
Are employees deemed to be DSE users able to request free eye tests? (	<b>Yes</b>
Do employees take regular breaks working away from DSE?	<b>Yes</b>
Does the organisation have procedures in place for employees working from home?	<b>Yes</b>
Have all employees carried out a home-working risk assessment?	<b>Yes</b>

# MANUAL HANDLING

Section score 100% (8 of 8)

## Manual Handling

Subsection score 100% (8 of 8)

Question	Response
Have all significant Manual Handling Activities been assessed?	<del>N-A---It-was-agreed-that-there-are-no-significant-Manual-Handling-Activities-</del>
Is there an Action Plan in place for the implementation of additional risk reduction measures?	N-A
Have manual handling assessments been reviewed within the last 12 months?	N-A
Have all reported manual tasks incidents, injuries and hazards been adequately investigated?	N-A
Are control measures to reduce the risk of injuries reviewed after accidents have occurred?	N-A
Have people involved in organising, implementing and performing manual tasks been provided with adequate instruction and training?	N-A
Have lifting or carrying heavy loads been eliminated or minimised by changing systems (eg mechanisation) or using different equipment (eg mechanical lifts and trolleys)?	N-A
Are jobs and tasks organised so that workers have adequate breaks from sustained postures, repetitive movement and manual handling?	N-A

# Other

## Other Actions not included elsewhere

Question	Response
<p>List any other actions identified that are not covered elsewhere in this report.</p>	<p>During the audit it was noted that an employee had asked about 'emergency means of escape' from their office. During the day the hall where meetings are held is locked to prevent members of the public wondering in so in the event of an emergency there would only be one route for the employee or any other persons in this 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.</p>

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