

## HEALTH AND SAFETY ADVISOR / AUDIT

Appendix: 12.1

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### Background

Until November 2021 Avensure were the appointed Health and Safety (and Human Resources) advisers for The Ivers Parish Council.

In late summer an exercise took place to appoint new advisors and with Councillors due diligence assistance Worknest were appointed from November. A series of initial Zoom video conferencing meetings with Worknest and the officers took place to set things up and get the wheels in motion for our first year Health and Safety Audit, revision of our Health and Safety Policy and Health and Safety Handbook.

### Health and Safety Audit – December 2021

The 1<sup>st</sup> year Audit visits were 13<sup>th</sup> & 14<sup>th</sup> December and all sites were reviewed and audited:

- 45b, High Street
- Jubilee Pavilion
- Iver Rec Workshop
- Iver Heath Pavilion
- Churchyard

The next visit from our H&S representative is planned for 1<sup>st</sup> February 2022 which is a consultancy day to report on progress with the HIGH priorities and drive actions for particularly focussing on the Medium priorities.

The draft policy, manual and audit was received by officers (Deputy Clerk) on Monday 21<sup>st</sup> December 2021 for review.

The Audit Report highlighted 16 High priorities to progress immediately, 115 medium priorities and 16 low priorities. In total 149 priorities were identified.

The full audit report, draft policy and draft handbook will be placed in the Council Document folder within SharePoint.

### Next Steps

The Deputy Clerk will lead on the resolution of these issues working with the Clerk, Business Administrator, Grounds Maintenance Team including Caretakers.

- Actions for 16 High priority issues have been reviewed by Officers and will be resolved in most cases by end of January 2022 with some stretching to February 2022 for completion.
- Officers to review the 115 Medium priorities and develop an action plan by the end of February, reporting on these to the March 2022 Council meeting and actioning all issues by the end of August 2022 based on assessment of priority. Officers to report progress bi-monthly at May, July and September Council Meetings.
- A plan to resolve all Low priority issues by end of November 2022 in preparation for the Annual H&S Audit which will be carried out and reported on in December 2022.

## Reporting

The Deputy Clerk will provide updates to Council as below:

February 2022	To update on completion and actions of all HIGH priority issues
March 2022	To update on the plan for completing MEDIUM priority issues
May 2022	Update on progress
July 2022	Update on progress
September 2022	Update on progress
December 2022	Update on Low priority actions

## HIGH Priority Actions

COMPLIANCE ACTION	ACTION
FIRE SAFETY OVERVIEW- FIRE DRILLS	A Schedule of Fire Drills is in place by Officers with a Drill every six months. Officers to take advice from H&S Advisor to find the right recording documentation
FIRE SAFETY OVERVIEW- WEEKLY CHECKS	To be implemented as part of the Caretaker duties from January 2022
ELECTRICAL SAFETY- FIXED WIRING	Testing to be carried out in January 2022. 3 quotes received. Following testing any remedial work will be commissioned to resolve any identified defects. Certification to be obtained and filed as part of this process.

MANAGEMENT OF H&S- EMERGENCY PLANS	The Council Business Continuity Plan will be reviewed to include issues such as bomb threat, violent activity and floods etc.
FIRE SAFETY OVERVIEW- RISK ASSESSMENT	Fire Risk Assessment was last carried out in 2019 and will be repeated in 2022 as per Facilities and Events minute 416/21 from meeting on 5th January 2022.
ELECTRICAL SAFETY- FIXED WIRING	Testing to be carried out in January 2022. 3 quotes received. Following testing any remedial work will be commissioned to resolve any identified defects. Certification to be obtained and filed as part of this process.
MANAGEMENT OF H&S- MONITORING ETC	Worknest monitoring portal to be in full use by end March 2022.
MANAGEMENT OF H&S- RISK ASSESSMENT	Produce a separate Plan by end February to complete all Risk Assessments - RA's to be completed by end of June 2022
WORKPLACE-CLEANLINESS & WASTE	Facilities and Events Committee to review the condition of the Workshop rest areas / office space and for a recommendation to be taken to a future committee meeting. A deep clean to be carried out by end February 2022.
GAS- CONTROLS	Gas checks and relevant certificates issued Dec 2021 (Jubilee Pavilion) and January 2022 (45b, High Street & Iver Heath Pavilion). Processes implemented to ensure repeat checks and certification in 1 years time. Current certificates are logged on shared drive and H&S Portal.
FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Testing procedure to be implemented within Caretaker remit immediately and recorded.

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	Service inspection and certification due April / May 2022
FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Service inspection and certification due April / May 2022
MANAGEMENT OF H&S- TRAINING	Training needs identified for Deputy Clerk and Business Administrator. Training to take place by end March 2022.
WORKPLACE-FALLS/FALLING OBJECTS	Situation of deep drop / graded drop to be re-assessed by future Open Spaces and Highways Committee in light of H&S Advisors advice - DC to action. Officers to review fencing arrangements at the Burial Ground and take remedial action.
LADDERS- CONTROLS	Deputy Clerk in-conjunction with Grounds Maintenance Team to ensure all ladders are compliant - to be completed by end January 2022.

**Jeremy Day**  
**Deputy Clerk**  
 January 2022