

H&S Audit Update – February 2022

Appendix 11.1

1. Background

At the Council Meeting on 17th January 2022, the Deputy Clerk presented a comprehensive report on the Health and Safety Audit carried out by WorkNest which highlighted the number of issues identified (as High, Medium and Low) noting that no Critical issues were identified by the Health and Safety Consultants. This included a plan and reporting plan back to full council – this can be found at point 3 in this report for clarity.

The report identified 16 High issues with an action plan for each one.

At the time of the meeting, an excel based report with all the details from the Audit broken down into High, Medium and Low priorities was shared with Ciuncillors.

Subsequently, the availability of a dynamic PDF high level report was identified and this has since been run from the portal and saved again in the Councillors Documents area of SharePoint. As a dynamic report this will be run from the portal regularly and saved. It should be noted that the fields on this document are standard whereas the Excel version showing exactly the same information about the audit points will have more information about actions to be taken and progress / completion detail.

2. HIGH Priority Actions

Key: Green – On track against the Action Plan shared on 17th January 2022
Amber – Slight Slip against deadline
Red – significant slip / no activity

	COMPLIANCE ACTION	ACTION	STATUS (R, A, G)
--	--------------------------	---------------	-------------------------

1	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	COMPLETE – Next Fire Drills in August 2022
2	FIRE SAFETY OVERVIEW- WEEKLY CHECKS	To be implemented as part of the Caretaker duties from January 2022	COMPLETE
3	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.	COMPLETE (16th February)
4	ELECTRICAL SAFETY- FIXED WIRING	On receipt of Electrical Installation Condition Reports (EICS) plan and carry out all remedial work	IN PROGRESS - Remedial work on-going - update to be provided to F&E meeting on 2 nd March
5	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.	IN PROGRESS – to be completed by end March 2022
6	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.	COMPLETE (24th January) – Remedial work on-going – update to be provided to F&E meeting on 2 nd March
7	MANAGEMENT OF H&S- MONITORING ETC	Worknest monitoring portal to be in full use by end March 2022.	IN PROGRESS
8	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	IN PROGRESS
9	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.	IN PROGRESS – Added to March Facilities & Events committee draft Agenda. Deep clean in progress.

10	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.	COMPLETE – 63 Chequers due March 2022 – awaiting conformation of planned visit
11	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Testing procedure to be implemented within Caretaker remit immediately and recorded.	COMPLETE – now weekly check and implemented
12	FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	Service inspection and certification due April / May 2022	ON TRACK
13	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Service inspection and certification due April / May 2022	ON TRACK
14	MANAGEMENT OF H&S- TRAINING	Training needs identified for Deputy Clerk and Business Administrator. Training to take place by end March 2022.	TRAINING PLANNED – First available training April 2022. Deputy Clerk booked on this.
15	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.	IN PROGRESS – Risk Assessment to be carried out in conjunction with consultant on consultancy day and present at March Open Spaces & Highways committee. DC to look at fencing issue and report on at same meeting as above.
16	LADDERS- CONTROLS	Deputy Clerk in-conjunction with Grounds Maintenance Team to ensure all ladders are compliant - to be completed by end January 2022.	COMPLETE

3. Next Steps / Reporting Plan

- Complete any final actions on High priorities by the stated deadlines and subsequently update the documents in SharePoint and briefly at the March Full Council meeting
- To complete our first working consultancy day between the Deputy Clerk and our Dedicated H&S Advisor which includes final drafting of the H&S Policy & Manual to be presented the Full Council meeting in March 2022
- To prepare the plan for Medium priorities and report on this, as planned, at the March Full Council Meeting
- To follow the reporting plan as identified below.

Reporting Plan – as presented at the Full Council Meeting on 17th January 2022 (Minute: 444/21)

The Deputy Clerk will provide updates to Council as below:

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

Our next planned Audit will be December 2022.

Jeremy Day
Deputy Clerk

15th February 2022