

## H&S Audit Update – March 2022

*Appendix 11.3*

### 1. Background

At the Council Meeting on 17<sup>th</sup> 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 4 in this report for clarity slightly amended.

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 Councillors.

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.

This report gives an update on progress / completion of the 16 HIGH Priority actions from the audit and incorporates the suggested enhancements to the table to include a blue status for completion and a column to indicate date of completion.

As part of original plan, the report also includes the Action Plan for the 115 MEDIUM priority actions. The same table style as the high priorities will be used to update on actions and progress. There are 17 LOW priorities which we be worked on late in the year.

Our first In-house Consultancy Day was held at the Council Office on 28<sup>th</sup> February 2022 with our representative from Worknest. This day covered:

- Final work on H&S Policy & Handbook
- Risk Assessment production on the Worknest Portal and completion of RA for the area outside 45b High for the next Open Spaces and Highways meeting
- General operation of the Worknest portal
- Update on progress of actions

## 2. HIGH Priority Actions - Update

Key: Blue – Completed

Green – On track against the Action Plan shared on 17<sup>th</sup> January 2022

Amber – Slight Slip against deadline

Red – significant slip / no activity

	<b>COMPLIANCE ACTION</b>	<b>ACTION</b>	<b>STATUS (R, A, G, B)</b>	<b>Date completed</b>
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	<b>COMPLETE</b> – Next Fire Drills in August 2022	February 2022
2	FIRE SAFETY OVERVIEW- WEEKLY CHECKS	To be implemented as part of the Caretaker duties from January 2022	<b>COMPLETE</b>	January 2022
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.	<b>COMPLETE (16<sup>th</sup> February)</b>	February 2022
4	ELECTRICAL SAFETY- FIXED WIRING	On receipt of Electrical Installation Condition Reports (EICS) plan and carry out all remedial work	<b>IN PROGRESS</b> - Remedial work on-going - update to be provided to F&E meeting on 2 <sup>nd</sup> 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.	<b>IN PROGRESS</b> – 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.	<b>RISK ASESMENT COMPLETE (24<sup>th</sup> January)</b> – Remedial work on-going – update to be provided to F&E meeting on 2 <sup>nd</sup> March	January 2022

7	MANAGEMENT OF H&S- MONITORING ETC	Worknest monitoring portal to be in full use by end March 2022.	<b>IN PROGRESS</b>	
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	<b>IN PROGRESS</b>	
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.	<b>IN PROGRESS</b> – 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.	<b>COMPLETE</b> – 63 Chequers due March 2022 – awaiting confirmation of planned visit	
11	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Testing procedure to be implemented within Caretaker remit immediately and recorded.	<b>COMPLETE</b> – now weekly check and implemented	February 2022
12	FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	Service inspection and certification due April / May 2022	<b>ON TRACK</b>	
13	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Service inspection and certification due April / May 2022	<b>ON TRACK</b>	
14	MANAGEMENT OF H&S- TRAINING	Training needs identified for Deputy Clerk and Business Administrator. Training to take place by end March 2022.	<b>TRAINING PLANNED</b> – First available training April 2022. Deputy Clerk booked on this.	
15	WORKPLACE-FALLS/FALLING OBJECTS	Situation of deep drop / gradient drop to be re-assessed by future Open Spaces and Highways Committee in light of H&S Advisors advice - DC to	<b>IN PROGRESS</b> – Risk Assessment to be carried out in conjunction with consultant on consultancy	

		action. Officers to review fencing arrangements at the Burial Ground and take remedial action.	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	February 2022

### 3. MEDIUM Priority Actions - Plan

Key: Blue – Completed  
Green – On track against the current Action Plan  
Amber – Slight Slip against deadline  
Red – significant slip / no activity

	COMPLIANCE ACTION	ACTION	STATUS (R, A, G, B)	Date completed
1	CEMETERY SAFETY- OTHER	<p>Although a cordoning off process is in place, only a single line is used as indicated on the photo evidence.</p> <p><b>ACTION:</b>  would a single line be deemed suitable and sufficient to provide protection from injury, review the process In line with best practice in the industry.  This refers to the cordoning off of damaged tomb memorials at the Churchyard. All cordoned off memorials will be newly cordoned</p>	By end March 2022	

		off with wooden posts and double line of tape		
2	COSHH- OTHER	No spill kits were seen in the workshop area as in the event of a chemical spill, Review the products used and if so required provide a spill kit.	<b>COMPLETE</b>	January 2022
3	ELECTRICAL SAFETY- OTHER	The little blower heater/fans found in the workshop has been recorded as starting fires. ACTION: If portable fan/heaters need to be used ,replace them with appropriate industrial heating units purpose made to heat such areas.	Heaters have been removed from use. Heating alternatives to be reviewed by F&E Committee	
4	FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER	The Iver Heath pavilion is not equipped with any sort of automatic fire detection. It is recommended to review this point; a fire could break out in the early morning hours with no means to notify anyone resulting in the complete loss of the facility.	To be reviewed by F&E Committee / Council	
5	COSHH-STORAGE	Arrange for the storage of hazardous substances to be reorganised. in all sites. Food products should not be stored in proximity to COSHH products.	Complete COSHH review to be carried out by end May 2022. Food now not stored outside of kitchen area of workshop.	
6	DISPLAY SCREENS- INFORMATION ETC	Provide all users with information, instruction and training in the	To be completed by end April 2022	

		correct layout and set up of the workstation. Record all instruction given.		
7	FIRE SAFETY OVERVIEW- ASSEMBLY POINTS	Designate suitable fire assembly area(s) for employees and visitors and clearly demarcate this area. Ensure all staff are aware of these locations on all the sites under control of the Council.	Complete	February 2022
8	CLEANING- BARRIERS & NOTICES	Where applicable, ensure that safety warning barriers and/or notices used during cleaning work or remedial work.	Complete	February 2022
9	CHAINSAWS- RISK ASSESSMENT	Complete a site specific risk assessment for chainsaw operations, it should include the work location and site details and all staff that are going to operate the chainsaw informed of the risk assessment	To be completed by end April 2022	
10	OUTSIDE WORK- WEATHER	Undertake risk assessment which makes account for any foreseeable weather conditions that may impact on work being carried out. Establish suitable controls and ensure personnel receive training and information.	To be completed by end April 2022	
11	COSHH-TRAINING & SUPERVISION	Instruct supervisors to check that control measures determined in the	Complete COSHH review to be carried out	

		COSHH assessment are implemented in the workplace.	by end May 2022. Food now not stored outside of kitchen area of workshop.	
12	NOISE AT WORK- NOISE ASSESSMENT	Carry out a specific noise risk assessment as required by the Noise at Work Regulations to determine levels of noise, employee exposure and the actions required to reduce employee exposure.	To be completed by end May 2022	
13	RIDE ON MOWERS- REFUELLING	Develop and implement a dedicated refuelling procedure for the mowers. It could be done through a plain bullet point safe system of work and use the product owners manual as a guide.	To be completed by end May 2022	
14	COSHH-TRAINING & SUPERVISION	Provide relevant employees with information, instruction and training on the risks to health associated with the use of / or exposure to hazardous substances.	Complete COSHH review to be carried out by end May 2022.	
15	NOISE AT WORK- NOISE ASSESSMENT	Ensure that the noise risk assessments cover all areas and/or operations for their individual impact and the combined noise levels resulting from more than one operation.	To be completed by end May 2022	

16	VIBRATION-RISK ASSESSMENT	Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV).	Risk Assessment to be completed by end May 2022	
17	LONE WORK- MISCELLANEOUS	Undertake a lone working risk assessment which covers work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers, and the disabled should be included (where applicable), to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk. When completed these risk assessments must be made available and communicated to employees.	Risk Assessment to be completed by end April 2022. Some measures such as a Lone Working App is partly in place currently. Complete the roll-out / implementation.	
18	CLEANING- SAFE SYSTEMS OF WORK	Develop a safe system of work for all cleaning activities that could impose any risk on your employees. Once drafted, ensure employees are trained and ensure training records are retained. use the owner's manual to draft these little procedures.	To be completed by end June 2022	



19	MANAGEMENT OF H&S- POLICY	On finalising the H&S policy, it must be brought to the attention of all staff and a record kept as evidence of compliance.	By end of April 2022	
20	MANAGEMENT OF H&S- COMMS & CONSULTATION	H&S is now a topic at Office Team Huddles and Grounds Maintenance team meetings.	<b>COMPLETE</b>	
21	FIRE SAFETY OVERVIEW- RISK ASSESSMENT	Review your fire risk assessment at least annually or more frequently if you make significant changes to your building.	<b>In Place</b>	January 2022
22	FIRE SAFETY OVERVIEW- EVACUATION PLANS	Arrange for all employees to receive instruction and training on your fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given.	By end March 2022	
23	NEW/EXPECTANT MOTHERS- RISK ASSESSMENT	Arrange for the working activities for any new or expectant mother to be specifically assessed. Where the expectant mothers work involves hazardous substances, these must be assessed to identify any additional hazards to either mother or foetus, this assessment needs to be reviewed.	Process to be in place by end June 2022	
24	CHAINSAWS- RISK ASSESSMENT	Copies of the site specific risk assessments should be available at each work site.	To be completed by end April 2022	

25	GROUNDS MAINTENANCE- RISK ASSESSMENT	Complete a site specific risk assessment for each working location and/or site. Include elements namely but not limited to Weather conditions, animals/rodents risks, lone work, COSHH, refuelling and manual handling.	To be completed by end June 2022	
26	RIDE ON MOWERS- RISK ASSESSMENT	Complete a risk assessment for the mowers operations.	To be completed by end April 2022	
27	COSHH-TRAINING & SUPERVISION	Record all training and information given to employees on the use of hazardous substances.	Complete COSHH review to be carried out by end May 2022.	
28	NOISE AT WORK- NOISE ASSESSMENT	Periodically review your noise assessments in light of changing circumstances or as a result of information from your health surveillance programme.	On-going activity to be implemented by end June 2022	
29	VIBRATION-RISK ASSESSMENT	Obtain vibration data to establish exposure magnitudes. This can be estimated from databases, manufacturer information or measured values. Retain records.	To be completed by end August 2022	
30	TRAINING AT WORK- PRIORITIES	Ensure that all legal requirements for training have been met (for example first-aid training) Ensure all training components are identified and followed by providing	On-going activity	

		the required training. Online training could assist in getting some of the training components done.		
31	VIOLENCE AT WORK- POLICY	Once the policy is made available, it needs to be communicated to all employees	To be completed by end June 2022	
32	VIOLENCE AT WORK- EMERGENCY RESPONSE	Provide silent personal attack alarms or fit panic buttons and train all employees on how and when to use them.	By end June 2022	
33	MANAGEMENT OF H&S- ORGANISATION	Clarify roles and responsibilities for health and safety, set these out in the H&S Policy and provide training to ensure competence of key persons.	By end April 2022	
34	MANAGEMENT OF H&S- MONITORING ETC	Produce an action plan to be made available with actions prioritised accordingly, Remedial actions need to be monitored so that actions are taken within a suitable time frame. Actions should also be allocated to specific individuals.	(Internal Document) To be completed by end March 2022	
35	MANAGEMENT OF H&S- COMMS & CONSULTATION	Health and Safety should be a regular agenda item on meetings that are held with staff.	<b>IMPLEMENTED</b>	February 2022

36	DISPLAY SCREENS- WORKSTATIONS	Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of safetynest.	By end March 2022	
37	FIRE SAFETY OVERVIEW- EVACUATION PLANS	Liaise with the building landlord and other building occupants on the fire safety arrangements for the building. Everyone using Council facilities must be made aware of the fire safety arrangements , these could be made available on the notice boards and communicating to all staff assisting in these buildings.	To be completed by end February 2022	
38	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	Procure and test a manually operated bell, siren or air horn that can be heard in all occupied parts of the building. Ensure staff shouting "Fire, Fire, Fire" can be heard in all occupied parts of the building	<b>COMPLETE</b>	February 2022
39	MANAGING MANUAL HANDLING OPERATIONS	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the	By end April 2022	

		risk of injury. Please refer to the EW client portal for Manual Handling Risk Assessment Template		
40	GRASS CUTTING- CONTROLS	Ensure all staff are appropriately trained to use various equipment items, and refuelling does not take place when machines are hot.	By end April 2022	
41	GROUNDS MAINTENANCE- RISK ASSESSMENT	Where applicable ensure that refuelling operations have been included in the assessment, or risk assessed separately.	By end April 2022	
42	GROUNDS MAINTENANCE- NOISE & VIBRATION	Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration. When items are identified that might exceed 2.5m.s2(A8), it is then further recommended to have HAVS testing undertaken by an approved 3rd party provider.	By end July 2022	
43	RIDE ON MOWERS- RISK ASSESSMENT	The assessment should include potentially hazardous terrain such as ditches, holes, embankments or other area which may prone to collapse.	By end April 2022	

44	COSHH- INFORMATION & ASSESSMENT	Compile a list of the hazardous substances used, created or stored on, or transported from the premises. Ensure data sheets are made available and carry out a suitable and sufficient risk assessment on all chemicals that could cause harm to the user.	Complete COSHH review to be carried out by end May 2022.	
45	NOISE AT WORK- PPE	Provide employees likely to be exposed to noise above 80 dB(A) with information on how to obtain hearing defenders and how to use them.	By end June 2022	
46	NOISE AT WORK- OTHER CONTROLS	Provide health surveillance for employees identified as being at risk of hearing loss, which are those employees working for lengthy periods in Hearing Protection Zones. The surveillance gives a measure of effectiveness of your noise control measures.	Health Surveillance to be discussed at full council for budget implications. By end June 2022.	
47	VIBRATION-RISK ASSESSMENT	Complete an additional assessment and introduce controls as necessary for vulnerable persons including older workers, people with pre-existing conditions, pregnant workers or young workers.	By end September 2022	

48	VIBRATION-HEALTH	Arrangements should be put in place to consult with staff on vibration to establish a policy.	By end August 2022	
49	MANAGEMENT OF H&S- TRAINING	Provide all new staff with health and safety instruction as part of their induction training.	<b>Complete</b>	February 2022
50	MANAGEMENT OF H&S- RISK ASSESSMENT	Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.	Establish Plan by end April 2022. Produce all risk assessments based on priority by end October 2022.	
51	WORKPLACE-TEMPERATURE - WORKSHOP	<p>The design and use of this facility during the winter appears to be inappropriately heated, especially to be used by team's coming for a break to re heat.</p> <p>During the site inspection, it was observed that numerous little fan/blower heaters were available and in use. These little fan blowers have been the cause of fires in buildings.</p> <p><b>ACTION:</b> It is highly recommended that immediate action be taken to ensure heating in this building is upgraded to a suitable and acceptable level to ensure when the teams return ,they could enter a facility that would offer the</p>	To be considering part of F&E committee review of Workshop (Cllr visit took place March 2022)	

		appropriate temperature as per the HSE guidelines on welfare facilities.		
52	DISPLAY SCREENS- WORKSTATIONS	Review your workstation assessments at least annually or where there are equipment changes or staff changes.	<b>COMPLETE</b> – Next full review February 2023	
53	WORK EQUIPMENT- SAFETY	Ensure that safe working practices are in place for each type of work equipment and ensure that personnel have received training in the safe use. This training should be recorded.	By end August 2022	
54	CHAINSAWS- COMPETENCE	Action: Ensure line managers/supervisors are competent	By end March 2022	
55	CHAINSAWS- ADDITIONAL CONTROLS	Supervisors should enforce the wearing of appropriate PPE by chainsaw operators and others that are working in close proximity.	By end March 2022	
56	GROUNDS MAINTENANCE- RISK ASSESSMENT	Where applicable COSHH assessments should be completed for the hazardous substances and referenced in the risk assessment. COSHH risk assessments needs to be created throughout all the sites and include the chemicals applicable to them.	Complete COSHH review to be carried out by end May 2022.	



57	GROUNDS MAINTENANCE- GUARDING	Records should be maintained of all on site inspections and testing done on guards and equipment.	Implement by end April 2022.	
58	GROUNDS MAINTENANCE- NOISE & VIBRATION	Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.	By end May 2022	
59	RIDE ON MOWERS- RISK ASSESSMENT	Operators should be briefed on the risk assessments.	By end June 2022	
60	LONE WORK- EMERGENCIES	Ensure suitable arrangements are in place for lone workers with regards to emergencies e.g. fire, equipment failure, illness, accidents etc. Research lone work guidance and draft emergency procedure suitable to your business. When drafted ensure it is placed on the portal and communicated to employees.	By end May 2022	
61	LONE WORK- MISCELLANEOUS	Undertake a manual handling risk assessment and restrict lifting work for lone workers (where required).	By end May 2022	
62	GAS- CONTROLS	Prepare a gas leakage procedure to identify what needs to be done in the event of a leak or emergency situation. Place this procedure with all you other emergency procedures ,display it in prominent	By end August 2022	

		places and ensure it is communicated to employees.		
63	MANAGEMENT OF H&S- TRAINING	Develop a programme of basic Health and Safety training for staff.	By end May 2022	
64	MANAGEMENT OF H&S- RISK ASSESSMENT	Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.	By end August 2022	
65	MANAGEMENT OF H&S- NOTICES	Ensure no smoking signage is clearly displayed on all entrances to the buildings as listed below  * Main Office * Ivers Heath Pavilion * Ivers Jubilee Pavilion * Workshop	<b>COMPLETE</b>	March 2022
66	GROUNDS MAINTENANCE- RISK ASSESSMENT	Personnel should be briefed on the risk assessment(s).	By end August 2022	
	OUTSIDE WORK- HOT/COLD ENVIRONMENTS	Assess the effects of working in hot / cold environments. Include individual susceptibilities.	By end June 2022	
68	DSEAR- CONTROLS PART 3	Restrict storage to 50 litres, in the work area, in clearly marked sealed containers in a dedicated fire resisting cupboard/bin, marked to identify its contents. Ensure empty containers are not stored with full containers and no ignition sources	By end May 2022	

		are in proximity to the storage cabinet.		
69	NOISE AT WORK- PPE	Arrange for the periodic inspection of reusable hearing protectors and replace as necessary.	<b>COMPLETE</b>	March 2022
70	NOISE AT WORK- OTHER CONTROLS	Employees exposed to noise above 80 DB(A) must be given information on the health effects and consequences of noise.	By end June 2022	
71	WORKPLACE TRANSPORT- CAR PARKS AND ACCESS	Ensure appropriate speed restrictions and warning signage are put in place in accordance with the Council policy.	By end May 2022	
72	FUEL OIL/OIL STORAGE- CONTROLS 2	When decanting/ filling up of equipment is taking place, Signage included 'No smoking' across the site, ensure the appropriate ventilation and no smoking/open flame signage is displaced.	By end May 2022	
73	TRAINING AT WORK- NEEDS ANALYSIS	Complete a training assessment to identify the skills and knowledge needed for people to do their job in a safe way. (Your EW consultant can provide a template)	By end June 2022	
74	VIOLENCE AT WORK- EMERGENCY RESPONSE	Provide employees with access to professional counselling services. In the event of a situation, we would immediately refer to our HR Advisory service for assistance	<b>IN PLACE</b>	

		with setting up appropriate services.		
75	MANAGEMENT OF H&S- ORGANISATION	<p>Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. We recommend an IOSH Safety for Executives and Directors (SED) course. [AND/OR] Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course. [AND/OR] Training is required to ensure the workforce are competent to undertake their health and safety responsibilities. We recommend an IOSH Working Safely course. Deputy Clerk completing course in April 2022. Once completed the Business Administrator will complete by end June 2022.</p>	By end June 2022	
76	MANAGEMENT OF H&S- TRAINING	<p>Identify jobs with specific training needs, for example workshop staff, and implement relevant instruction and training. Ensure that all legal requirements for training have been met (for example first-aid training), ensure all records are</p>	By end June 2022	

		kept. Deputy Clerk developing training plans for all staff by end of April 2022 to include basic H&S training.		
77	CEMETERY SAFETY- CONTROLS	If this falls under the council's remit, carry out an excavation risk assessment for any grave excavations. (Ensure the grave digging contractor provide risk assessment). Consult with the appropriate authority regarding Water risk assessment, this need to be completed by a hydrologist.	By end June 2022	
78	GROUNDS MAINTENANCE- NOISE & VIBRATION	Complete Occupational Health Screening to identify any signs of noise or vibration injury for employees. Start with tier 1 questionnaires. With the ground staff working outdoor and with noise /vibration equipment, it is recommended to enrol with a professional occupational health organisation that can assist with annual health screening /assessments as well as follow up visits.	By end July 2022	
79	COSHH- INFORMATION & ASSESSMENT	Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.	Complete COSHH review to be carried out by end May 2022.	

80	TRAINING AT WORK- NEEDS ANALYSIS	Compare current skills and knowledge to the requirements identified by the training assessment and identify the gaps. It was stated that it is work in progress.	By end April 2022	
81	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	Employees must be suitably trained and supervised in the safe and correct use of hazardous cleaning materials and substances.	Complete COSHH review to be carried out by end May 2022.	
82	CONTRACTOR MANAGEMENT- COMPETENCE	Gain formal confirmation from the contractor that they and all his employees are competent and have been trained in the use of all plant and equipment to be used. Where appropriate confirm they hold the required training certificates or licences and relevant employer insurances. Retain all this information by using the contractor questionnaire.	By end July 2022	
83	WORKPLACE-DOORS & GATES	Ensure a contract is in place for regular maintenance on powered shutter doors. This should include Jubilee pavilion and hand shutters provided on other sites, all records must be maintained.	By end of May 2022	
84	WORKPLACE-FALLS/FALLING OBJECTS	Cemetery: Walkway levels in the cemetery is to a reasonable standard but veering off the walkways have numerous uneven terrain (especially in the closed cemetery area) Attempts are made	Part of on-going maintenance	

		to keep walk surfaces as reasonable as possible but it was observed that the terrain is sloping with risk areas between graves. If all options to reduce the risk have been exhausted namely avoidance, reduction and engineering ,the clear signage might need to be placed to act as caution sign when moving off and away from the main walkways.		
85	FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	Record all emergency lighting tests.	Implemented as part of Caretaker checks	January 2022
86	STRESS MANAGEMENT- CONTROLS	Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.	By end April 2022	
87	COSHH- EMERGENCIES & HEALTH SURVEILLANCE	Regularly practice emergency and first aid drills in relation to the COSHH risk Assessment	Complete COSHH review to be carried out by end May 2022.	
88	CONTRACTOR MANAGEMENT- COMPETENCE	Contractors should be provided with relevant information on your safety policy and applicable rules such as risk assessments if they enter areas of risk within Council premises	By end April 2022	
89	MANAGEMENT OF H&S- TRAINING	Ensure that training needs are re-assessed and reviewed: - As jobs change;	<b>ONGOING ACTIVITY</b>	

		<ul style="list-style-type: none"> <li>- As a result of health and safety monitoring;</li> <li>- As a result of accidents, incidents and cases of ill-health;</li> <li>- Where risk assessments identify a need.</li> </ul> <p>And refresher training is carried out as and when needed.</p>		
90	WORK EQUIPMENT- SAFETY	Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.	By end August 2022	
91	AGRICULTURE- CONTROLS	Ensure the task, workstation and tools are ergonomically designed to minimise lifting, stretching and twisting; work presented at correct height and angle; adjustable tables and/or seating provided; tasks rotated amongst staff.	By end July 2022	
92	USE OF GOODS VEHICLES- CONTROLS	Tail lifts fitted to goods vehicles must be subject to thorough examination by a competent examiner in accordance with a written scheme of examination; reports issued as a result of these examinations must be retained for 2 years.	<b>Currently not applicable</b>	
93	DSEAR- CONTROLS	Ensure adequate arrangements have been made to assess additional hazards from	By end August 2022	



		<p>maintenance, repair and cleaning in classified areas. Safe systems of work or permit to work should be utilised for refuelling of portable equipment, this task must be carried out in a well ventilated area.</p>		
94	WORKPLACE TRANSPORT- RISK ASSESSMENT	<p>The needs of Emergency service vehicles attending sites requires assessment.</p>	By end June 2022	
95	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	<p>Where applicable ensure that health and safety data sheets have been obtained from suppliers of hazardous substances and kept readily available.</p> <p>Ensure all sites managed by the Council have safety data sheets available for the different chemicals being used and would also include petrol and diesel /fumes.</p>	Complete COSHH review to be carried out by end May 2022.	
96	CONTRACTOR MANAGEMENT- COMPETENCE	<p>The contractor should supply relevant, comprehensive, current risk assessments and where appropriate method statements for the tasks to be undertaken.</p>	By end August 2022 for regular contractors.	
97	STRESS MANAGEMENT- CONTROLS	<p>Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.</p>	By end April 2022	
98	AGRICULTURE- CONTROLS	<p>Ensure all people who work outdoors, understand the risks from common animal bites and the routes of exposure. They</p>	By end June 2022	

		understand the importance of good personal hygiene and of ensuring that cuts and open wounds are kept clean and properly dressed.		
99	DSEAR- CONTROLS	Undertake an assessment of safety risks arising from the use, storage or presence of dangerous substances. This should be done in conjunction with risk assessments required under management of health and safety regulations and fire safety.	By end July 2022	
100	FUEL OIL/OIL STORAGE- CONTROLS	Ensure drip trays are used where oils are used if the floors are not impermeable membrane.	By end July 2022	
101	CONTRACTOR MANAGEMENT- COMPETENCE	Ensure that the contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.	By end July 2022	
102	GROUNDS MAINTENANCE- REFUELLING	The grounds maintenance vehicle should be fitted with an appropriate fire extinguisher.	By end May 2022	
103	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	Review MSDS at least annually to ensure they are current.	Complete COSHH review to be carried out by end May 2022.	
104	CONTRACTOR MANAGEMENT- COMPETENCE	Formal contractual agreements should be in place to ensure no subcontracting of work is carried out without prior agreement. This should include advising the contractor they are fully responsible for the subcontractors	By end August 2022	

		work, acts and omissions as well as any warranties that are issued for the work.		
105	STRESS MANAGEMENT-CONTROLS	Establish a bullying and harassment policy and implement.	By end April 2022	
106	VEHICLE USE (NON-GOODS)-CONTROLS	Instruct drivers of company owned vehicles to carry out pre-journey safety checks including internal and external safety checks and where appropriate load security. Drivers using their own vehicles must be made aware that their vehicles must be safe and legal for the public highway when used on behalf of the company.	<b>Already implemented</b> – reinforce by end March 2022	
107	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	Store hazardous substances in their original containers and must be locked away when not in use especially in public buildings.	Complete COSHH review to be carried out by end May 2022.	
108	DSEAR- CONTROLS	Store dangerous substances in work areas in a suitable closed fire-resistant cabinet or bin. Include any rags etc contaminated with flammable substances. Ensure this is marked accordingly.	By end April 2022	
109	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	Ensure that hazardous substance containers are clearly marked identifying the chemical stored in unmarked containers.	Complete COSHH review to be carried out by end May 2022	
110	STRESS MANAGEMENT-CONTROLS	Arrangements should be made to allow access for employees to support / counselling should the need arise.	By end April 2022	

111	STRESS MANAGEMENT- CONTROLS	Establish training programmes for how to manage stress.	By end April 2022	
112	LEGIONELLA MANAGEMENT- GENERAL CONTROLS	Pending on the inspection carried out, develop procedures for dealing with a potential outbreak situation of legionella applicable to the sites that fall within the criteria of legionella growth.	By end November 2022	
113	DSEAR- CONTROLS PART 2	Remove all sources of ignition and/or combustible materials from storage/usage areas and check that electrical appliances are classified for use in an explosive atmosphere.	By end April 2022	
114	LADDERS- CONTROLS	Ladder users should be instructed and/or trained on how to correctly use a ladder. Clear guidance is available in the Guidance section of your WorkNest H&S staff handbook. Refer to your health and safety manual on ladders and ladder safety. Record all training sessions within the training matrix.	By end April 2022	
115	VEHICLE USE (NON-GOODS)- CONTROLS	Instruct all drivers regarding the acceptable use of mobile phones.	By end March 2022	

### Summary:

#### Current Status of Medium's as at 15<sup>th</sup> March 2022:

- 15 Completed
- 110 Green – On track
- 0 Amber – Slight Slip against deadline
- 0 Red – significant slip / no activity

Timetable for completion:

March 2022	9
April 2022	22
May 2022	29
June 2022	16
July 2022	7
August 2022	10
September 2022	1
October 2022	1
November 2022	1

#### **4. Reporting**

Following on from suggestions at the last meeting the reporting timetable has been amended slightly to include a November 2022 report to cover progress on Low priorities.

<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 including Low priorities</i>
<i>November 2022</i>	<i>Update on progress including Low priorities</i>
<i>December 2022</i>	<i>Update on progress of all priorities ahead of next audit report</i>

**Jeremy Day**  
**Deputy Clerk**  
**(15<sup>th</sup> March 2022)**