

PADSTOW TOWN COUNCIL HEALTH AND SAFETY REVIEW

James Hallam Risk Management
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COUNCIL CLIENT:

Padstow Town Council

LOCATION:

Station House,
Station Road
Padstow
PL28 8DA

TELEPHONE:

01841 532296

COUNCIL ACTIVITIES:

Play Areas, Landlords, Amenities Grounds Staff etc.

DATE OF VISIT:

7th February 2024

REPORT PREPARED BY:

Jim Nicholson Grad IOSH AIEMA

PERSON SEEN:

Kathy Pemberton – Town Clerk

Tracey Trestain – Council Facilities Officer

INTRODUCTION

This review was carried out for you by the Risk Services Consultant of WPS.

The purpose was to offer guidance and recommendations regarding the present level of compliance in respect of health and safety legislation and the health and safety risks associated with the Council's activities.





We have reviewed a wide range of health and safety topics by discussing the arrangements, checking documentation where appropriate and then briefly inspecting the workplace.

We assess each topic and allocate an audit score.

Comments are made regarding health and safety management issues or matters requiring further control. They should not be seen as a criticism but as recommendations to help you improve your existing systems in order to achieve legal compliance and minimise financial loss. Our findings and comments do not constitute a full audit but are an overview of the current situation.




To be helpful, we include the Regulations which apply to specific points for reference purposes.

The underpinning legislation under which subsequent Regulations have been made is the Health and Safety at Work etc. Act 1974 which states that all employers must, as far as is reasonably practicable, ensure :-

-  A safe place of work.
-  Safe systems of work.
-  Safe use and transport of articles and substances.
-  Competent employees.






This general duty applies not only in respect of employees but also applies to any other person who may be affected by the activities of the Council.

Current health and safety legislation places a high emphasis on recording and it is important to bear this in mind to :-

-  Demonstrate compliance.
-  Be able to defend a claim against the Council.
-  Enable you to monitor safety performance.

However, good standards of health and safety in the workplace do not happen of their own accord. Health and safety has to be managed in a similar way to any other aspect of the Council's business and the Management of Health and Safety at Work Regulations 1999 set out certain key duties.

Employers must :-

-  Assess risks to employees and others.
-  Make appropriate written health and safety arrangements.
-  Appoint competent persons to help them comply with health and safety law.
-  Establish procedures to deal with imminent danger.
-  Provide information, instruction and training.

In addition, employees must :-

-  Work in accordance with their employer's instructions.

AUDIT SCORING

Each question or statement in the audit report is given a score on the following basis.

3. Fully effective procedures with documentary or physical evidence.

Better than expected.

2. Partially effective procedures with some documentation falling short of the required standard.

Average

1. Informal procedures and no documentation.

Below Average

0. No procedures in place or topic not addressed.

Poor

Where a question is considered inapplicable the score is marked N/A.

A score is totalled for each section and expressed as a percentage of the maximum possible score (but excluding the non-applicable scores).

Wherever we have identified in the audit report a less than satisfactory score we have included an Improvement Recommendation to help you develop a Safety Action Plan.

This report and any information in it is based on conditions observed and information supplied to us.

It is not intended to be exhaustive or conclusive, covering every hazard or risk potential, but is offered to assist you in your assessment of the risk.

**Jim Nicholson Grad IOSH PIEMA
Risk Services Consultant**

1. HEALTH AND SAFETY POLICY Health and Safety at Work Etc. Act 1974	
Question	Score
A current health and safety policy has been prepared.	3
The policy is up to date (under three years old)	3
The policy has been signed by the Town Clerk and/or The Mayor	3
The policy commits the Council to achieving a high level of health and safety performance, meeting legal requirements as the minimum.	3
The policy is effectively communicated to employees	3
Copies of the policy are displayed	3
The policy encourages employee involvement and consultation.	3
The policy includes a review mechanism	3
The policy commits the Council to ensure that the health and safety of third parties is protected (i.e. Contractors/Visitors)	3
The Health and Safety Law Poster is displayed on the premises.	3
The current Employers Liability Certificate is displayed on the premises.	3
Total	33

2. ORGANISATION Health and Safety at Work Etc. Act 1974 Management of Health and Safety at Work Regulations 1999	
Question	Score
The Councillors understand their role and that of the Town Clerk having overall responsibility for health and safety between them.	3
There is a management structure diagram/organisational chart, which clearly indicates levels of responsibility and reporting lines for the staff and Councillors of health and safety.	3
The responsibilities, duties, accountabilities and reporting lines of all employees are clearly stated in job descriptions.	3
These responsibilities etc. are fully understood and accepted.	3
There are enough resources allocated – time, money, people – to be able to satisfactorily implement the health and safety policy.	3
Responsibilities/accountabilities have been allocated for the maintenance of plant, equipment and buildings.	3
Total	18

3. PLANNING Management of Health and Safety at Work Regulations 1999	
Question	Score
There is an (annual) health and safety plan to ensure continuous improvement in health and safety	3
This plan is implemented within agreed timescales.	n/a
This plan is brought to the attention of everyone.	n/a
The plan includes procedures to ensure that any corrective actions deemed necessary are put into place within agreed timescales.	3
Total	6

4. COMPETENT PERSON**Management of Health and Safety at Work Regulations 1999**

Question	Score
The Council currently has a member of staff who is a competent health and safety advisor.	2
The Council currently retains the services of a health and safety consultant.	3
The Council currently has access to competent health and safety advice.	3
The names of such competent persons are published and displayed in the workplace.	3
Total	11

5. CONSULTATION AND COMMUNICATION**Health and Safety (Consultation with Employees) Regulations 1996**

Question	Score
There is a health and safety committee.	n/a
Regular meetings involving all staff take place and include health and safety on the agenda.	2
The meetings are on a regular basis (i.e. at least quarterly).	3
Action minutes including responsibilities/timescales are produced and published.	2
Follow up action is taken to ensure minuted items are implemented as agreed.	3
Total	10

6. ACCIDENT DATA**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

Question	Score
There is an accident book in the prescribed form on the premises.	3
All injury accidents requiring treatment are entered in the B1510 Accident Book.	3
There is a system that allows for the reporting and investigation of non-injury (i.e. damage and near miss) accidents.	3
All accidents – injury and damage – likely to result in a claim are notified to the company's insurers.	3
All reportable injuries are promptly notified to the enforcing authority.	3
All accidents are investigated with a view to preventing a recurrence.	3
Accident investigation is recorded and remedial action agreed and implemented.	3
Total	21

7. SELECTION AND TRAINING**Management of Health and Safety at Work Regulations 1999**

Question	Score
Arrangements are in force to ensure that only physically and mentally capable individuals having the appropriate knowledge and skills are recruited to fill vacant posts.	3
Questions are asked on either a questionnaire or an application form concerning medical conditions pertinent to the job role	3
There is an induction programme for new employees	3
Aspects of health and safety are included in the induction programme.	3
Measures are in place to ensure that health and safety training needs are identified for all :- a) Supervisors b) Employees	3 3
Specialist health and safety training programmes are identified for specific activities, e.g. chain saw, brush cutters, ride on mowers etc.	3
The training programme is kept up to date by monitoring and review.	3
Training records are kept on an individual basis.	3
Driving Licences are checked periodically to ensure they are valid	3
A medical declaration from employees driving for work is requested periodically	3
Total	33

8. GENERAL RISK ASSESMENTS**Management of Health and Safety at Work Regulations 1999**

Question	Score
There are general workplace risk assessments and documentation to show that they have:-	
a) Been undertaken	3
b) Had control measures identified.	3
c) Been recorded in writing and dated.	3
d) Been communicated to relevant employees.	3
e) Had control measure implemented.	3
f) Been regularly reviewed.	3
Training has been provided to amenities staff to enable them to undertake dynamic risk assessments as well as generic assessments	3
Total	21

9. HAZARDOUS SUBSTANCES Control of Substances Hazardous to Health Regulations 2002	
Question	Score
An inventory of all hazardous substances used has been completed including cleaning products, oils, lubricants, weed killers etc.	3
Material Safety Data Sheets (MSDS) have been obtained for all hazardous substances.	3
COSHH assessments have been undertaken for hazardous substances likely to pose significant risks to exposed employees.	3
The COSHH assessments are maintained in a written format.	3
The COSHH assessments are regularly reviewed and undertaken prior to a new product being used	3
COSHH assessments and their resulting control measures have been brought to the attention of all exposed employees.	3
Employees have been provided with the necessary information, instruction and training on :-	3
a) Hazards of the substances with which they work and the risks related to their exposure.	3
b) The precautions/control measures – including the use of PPE (personal protective equipment) – needed to protect their health and how to use it/ maintain it.	3
c) The steps to be taken in the event of any emergency (e.g. spillage) of a hazardous substance.	3
Total	30

10. ASBESTOS Control of Asbestos Regulations 2012	
Question	Score
An asbestos survey has been undertaken on each site occupied by Council employees.	3
The type and condition of all asbestos has been established	3
Asbestos removal or encapsulation has been undertaken where recommended by the survey.	n/a
A demolition or refurbishment survey has been completed where required	n/a
Accessible asbestos containing materials have been labelled	n/a
An inspection regime of asbestos containing materials is in place	2
An Asbestos Management Plan is documented	n/a
Training has been provided for those staff involved in inspecting asbestos containing materials	n/a
Total	8

11. NOISE Noise at Work Regulations 1989	
Question	Score
A noise risk assessment has been undertaken to ascertain the exposure of amenities staff to noise from equipment and machinery	3
Occupational health checks are in place for those exposed to high noise levels	n/a
A formal plan has been implemented to reduce noise exposure.	n/a
Positive purchasing methods have been put into place to purchase machinery with low decibel readings	3
Where engineering solutions are not possible the noise is controlled by the use of ear defenders	3
Ear defenders are regularly inspected to ensure they are still performing at their optimum levels	3
Employees have been made aware of the mechanism of harm – i.e. how noise makes you deaf – and the need to use control measures, including hearing protection.	3
Regular inspection take place to ensure amenities staff use the hearing protection provided	3
Total	18

12. VIBRATION Health and Safety and Work etc. Act 1974	
Question	Score
An assessment of the vibration exposure levels of amenities staff has been undertaken	3
Occupational health checks are in place for those exposed to high vibration levels	3
A formal plan has been implemented to reduce vibration exposure.	3
Positive purchasing methods have been put into place to purchase machinery with low vibration or vibration damping mechanism	3
Where engineering solutions are not possible the vibration is controlled by reduction in exposure times and measurements of values	3
Notes are kept of exposure times	3
Questions are asked of new employees concerning previous vibration exposure levels	1
Gloves are provided to keep hands warm and provide additional anti vibration damping if required	3
Total	22

13. MANUAL HANDLING Manual Handling Regulations 1992	
Question	Score
Control measures are in place to avoid manual handling activities via mechanisation, wherever possible	2
Residual manual handling tasks have been risk assessed, with a view to risk reduction e.g. use of machinery, movement of chairs and tables etc.	3
Written records of assessments and control measures are maintained.	3
Employees have been trained in the risks associated with manual handling.	3
Manual handling risk assessments have been undertaken on third party premises.	3
Total	14

14. DISPLAY SCREEN EQUIPMENT (DSE) Display Screen Equipment Regulations 1992	
Question	Score
DSE workstation assessments have been undertaken for office-based staff spending a large proportion of their time on the computer.	3
Total	3

15. WORK EQUIPMENT Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998	
Question	Score
Risk assessments have been carried out on items of machinery work equipment to ensure that it complies with the essential safety requirements of the Provision & Use of Work Equipment Regulations 1998 (PUWER).	3
Risk assessments are undertaken on all new equipment prior to its use in the workplace.	3
Machinery guarding on equipment complies with the requirements of PUWER.	3
Emergency safety features such as engine cut offs and other safety devices are regularly checked, and checks are recorded.	3
Pre-use checks on machinery safety are undertaken and recorded.	3
A planned preventive maintenance system is in operation for all work equipment.	3
Statutory inspections of plant and equipment are undertaken and are up-to-date for :-	
a) Pressure systems (including written schemes of examination).	n/a
b) Lifting equipment/accessories.	n/a
c) Local exhaust ventilation.	n/a
d) Lifts/cranes/FLT's	n/a
Council vehicles are :-	
a) Regularly maintained.	3
b) Subject to daily maintenance/pre-use checks by the driver.	3
c) Only driven by trained, authorised drivers.	3
d) Put out of use until suitable repairs are completed	3
There is an inventory for all the significant items of work equipment, e.g. ladders, trolleys etc.	3
Periodic checks on such equipment are undertaken and recorded.	3
Total	36

16. ELECTRICITY Electricity at Work Regulations 1989	
Question	Score
Electrical installations in each of the Council premises are inspected to I.E.E requirements at an interval recommended by the electrical contractor for the type of use.	3
All electrical work, maintenance, repairs etc. is undertaken by qualified, competent electricians.	3
A system of inspection exists on site for portable electrical equipment/tools.	3
Inspections/checks of portable electrical equipment are up-to-date and involve the use of labels/tags showing the date when the next inspection is due.	3
Records/logs are kept of such inspections of electrical equipment on site.	3
Total	15

17. FIRE Management of Health and Safety at Work Regulations 1999 Fire Precautions (Workplace) Regulations 1998 Dangerous Substances and Explosive Atmospheres Regulations 2002	
Question	Score
A risk assessment in respect of fire hazards associated with each premises occupied by Council employees has been undertaken and is recorded.	3
The risk assessment specifically includes work activities involving dangerous substances or hot work such as grinding machines or welding activities	n/a
Procedures are in place and are understood for all serious and imminent dangers identified by risk assessments.	3
Fire evacuation procedures exist which are documented and understood.	3
Flammable or explosive chemicals are stored in an appropriate flammable's cabinet	3
Fire emergency procedures incorporate the following :-	3
a) Effective means for raising the alarm.	3
b) Documented information and training provided to employees	3
c) Regular fire evacuation drills.	3
d) Sufficient maintained fire extinguishers at designated points.	3
e) Adequate number of persons trained in the use of fire extinguishers.	3
f) Clearly signed evacuation routes/fire exit doors.	3
The fire alarm is tested weekly.	3
The fire alarm is maintained under contract.	3
Smoking is prohibited except in designated areas.	3
Emergency lighting is sufficient for the premises occupied	3
Emergency lighting is maintained under contract	3
Emergency lighting is tested on a monthly basis	3
Total	51

18. OUTSIDE AREAS Health & Safety at Work Etc. Act 1974	
Question	Score
Children's play areas and equipment is inspected annually by a competent person	3
A documented inspection regime no less frequent than weekly is in place for play areas	3
A litter pick or hazard spot visit at least twice weekly is in place	3
Damaged equipment or clear hazards are reported immediately	3
Dangerous equipment or serious hazards results in equipment being put out of action or removed immediately.	3
Total	15

19. TREES Health & Safety at Work Etc. Act 1974	
Question	Score
The Council have knowledge of the type and condition of all trees under its responsibility	3
A report from a competent arboriculturalist contractor has been obtained	3
Recommendations from the arboriculturalist contractor have been actioned within the recommended timescale.	3
A system of inspections has been put in place with a frequency dependent on risk	3
Total	12

20. OUTSIDE SPACES (EXCLUDING PLAY AREA) Health & Safety at Work Etc. Act 1974	
Question	Score
The Council is aware of the areas under its authority.	3
A system of inspections has been put in place with frequency dependent on risk	3
Clear lines of responsibility have been established for inspection and repair between the Council and tenants	n/a
Inspections of pathways, walkways, car park etc. increase during the winter	3
Total	9

21. WELFARE Workplace (Health, Safety and Welfare) Regulations 1992	
Question	Score
Adequate toilet facilities are provided.	3
An adequate supply of hot water, soap and hand drying facilities are provided.	3
The premises are well ventilated.	3
Lighting of the workplace is to a good standard.	3
Facilities exist to warm food and make hot drinks.	3
Facilities for smokers exist which do not put others at risk from passive smoking.	3
External workers have access to welfare facilities such as wash basins, showers, drinking water, and anti-bacterial wipes	3
External workers have access to a rest room with a WC	3
Total	24

22. STRESS Workplace (Health, Safety and Welfare) Regulations 1992	
Question	Score
The Council has a Stress Management Policy in place running alongside a Bullying and Harassment Policy	3
Line Managers have been trained in how to deal with cases of reported stress	3
Staff have been advised of the Policy and the mechanism by which they can report their concerns	2
Alternative lines of reporting are in place in case the stress is allegedly caused by interaction with the line manager	2
Procedures are in place to document all discussions with employees complaining of stress	3
Procedures are in place for the Town Clerk to discuss any stress related issues	2
Total	15

23. PERSONAL PROTECTIVE EQUIPMENT (PPE) Personal Protective Equipment Regulations 2002	
Question	Score
PPE is provided to reduce risk in situations where control at source is not reasonably practicable.	3
PPE assessments have been undertaken to ensure that the most appropriate types of PPE are selected for use.	3
Employees have been trained in the correct use of PPE of all types.	3
PPE is individually issued and records kept of such issues and replacements.	3
Arrangements are in force to ensure that PPE issued is being worn.	3
Suitable storage facilities are provided for the safe keeping of PPE.	3
Total	18

24. DRIVING FOR WORK Health and Safety at Work etc. Act 1974	
Question	Score
Driving for work has had its own risk assessment identifying hazards	1
Permission has been obtained from the employee to check their licence records online	3
Licences are checked at least annually	3
The Council is aware that driver's eyesight is up to the required standard	3
There is a policy on the use of mobile phones and other devices in vehicles	3
Regular checks are undertaken as to the condition of the vehicles	3
Adequate measures are in place to ensure the roadworthiness of all company and private vehicles used for work purposes	3
Private vehicles are insured for business use	n/a
Total	19

25. CONTRACTORS/VISITORS**Management of Health and Safety at Work Regulations 1999**

Question	Score
There is an approved list of contractors to be used.	3
Method statements are requested and approved before the start of contractor operations.	3
Visitors are made aware of the emergency evacuation procedure.	3
Total	9

26. FIRST AID**Health and Safety (First Aid) Regulations 1981**

Question	Score
There are enough, trained and certificated first-aiders on site, to provide cover during all times employees and others are at work.	3
There are adequate first aid facilities.	3
In the event of no trained first aiders being on the premises there are alternative arrangements in place for summoning first aid	n/a
The names and locations of current first aiders are prominently displayed.	n/a
First aid facilities have been considered for lone workers	n/a
A lone working risk assessment has been completed	3
Communications and call in procedures have been established	3
Total	12

27. INSPECTIONS**Management of Health and Safety at Work Regulations 1999**

Question	Score
Safety inspections of amenities staff activities are regularly undertaken to ensure compliance with safety rules	3
Actions based on the finding of the inspections are taken and documented such as disciplinary procedures for failure to comply	3
A hazard log system or similar, e.g. safety suggestion scheme, is in operation.	3
Regular housekeeping inspections are undertaken.	3
Regular checks are made by managers/supervisors to ensure that the health and safety training programme for new and existing employees is on target.	3
Regular checks are undertaken by managers/supervisors to ensure the correct utilisation of personal protective equipment.	3
Regular checks are undertaken by managers/supervisors to ensure that all types of risk assessments are valid, up to date, with control measures in force.	3
Total	21

28. Legionella**Management of Health and Safety at Work Regulations 1999**

Question	Score
A Legionella risk assessment has been completed	3
All action points raised in the risk assessment have been actioned	3
Training has been provided for all those staff involved with the Legionella controls	3
Documented water temperature checks are undertaken	3
The risk assessment is regularly reviewed	3
Total	15

**PADSTOW
TOWN COUNCIL**

REVIEW COMMENTS

And

**SUMMARY OF
RECOMMENDATIONS**

HEALTH AND SAFETY POLICY		
1.1	<p>The current Health and Safety Policy is reviewed annually and has recently been reviewed to reflect the staff changes with the introduction of a supervisory level for external staff.</p> <p>All staff have received a copy or have access to a copy of the Policy.</p>	
1.2	<p>Staff have received a memo about electric bikes and know they are not allowed in the building. Further detail regarding use of personal electrical equipment is being added to the Employees handbook.</p> <p>There have been incidents recently where mobile phones, electric scooters, electric bikes etc have caught fire when charging. This is often due to poor maintenance or non-approved charging cables.</p> <p>It is advisable to have controls over the charging of personal electrical equipment written into the policy.</p>	

ORGANISATION		
2.1	<p>The overall responsibility for safety has been delegated to the Town Clerk by the Council and the Clerk is aware of the responsibilities of this role.</p>	
2.2	<p>It is important that the Council members are aware of their role and responsibility in respect of safety within the Council.</p> <p>Discussions made at Council level can have a considerable effect on safety and responsibility can rest with the Council as an organisation or with the individual Councillor.</p> <p>Councillors appear to be aware of their role in this matter however it is recommended they be reminded of this periodically and particularly new Councillors.</p>	
2.3	<p>Part of the new structure is the movement of Pat Bate (Council Foreperson) to being involved with the supervision of external staff. This role will work closely with Tracey Trestain (Council Facilities Officer) to ensure what is written down as control measures on the risk assessment is translated into working practises externally</p> <p>Supervision is crucial to maintaining a safe working environment and Pat has confirmed he is carrying out unannounced checks on the team to ensure they are working to the risk assessments.</p> <p>The role and responsibilities should be included in his job description.</p>	

PLANNING	
3.1	<p>The Action Plan from last year's report was used as the basis for the Council's own improvement plan and any recommendations from this report will be added to it.</p> <p>The current action plan is regularly changing as the working environment changes</p>

COMPETENT PERSON	
4.1	<p>Regulation 7 of the Management of Health and Safety at Work Regulations states that an employer must appoint one or more competent persons to assist him in complying with the health and safety duties imposed on him.</p> <p>Competence is defined as having "sufficient training and expertise or knowledge"</p> <p>Tracey Trestain and Council's Facilities Officer, has a safety qualification and is gaining experience so would be moving towards being the Council's "competent person" with JHRM providing additional guidance.</p> <p>Pat Bate, Council Foreperson, has also gained his qualification in IOSH Managing Safely.</p> <p>Council staff have developed good experience in dealing with health and safety and are maintaining a good system currently.</p> <p>James Hallam Risk management (JHRM) is continuing to provide advice and guidance for 2025/2026 however we would always recommend that this be in addition to internal knowledge.</p>

CONSULTATION AND COMMUNICATION	
5.1	<p>There is a duty to consult and communicate with workers whether they are represented by a Union or not.</p> <p>The level of discussion will be dictated by the amount and type of employees you have. A small work force can have regular staff meeting where health and safety is discussed amongst other things whereas a larger Council may need to have a separate safety committee with specific safety meetings.</p> <p>The reason behind this is to keep employees informed of changes to Council policy or issues arising from Council activities which could have a safety implication and also to give the employees an opportunity to voice their concerns over certain aspects of their job.</p> <p>There are regular meetings between Pat Bate, Council Foreperson and the team as well as meeting between Tracey Trestain (Council Facilities Officer) and Pat Bate. Recently monthly H&S meeting have been added the schedule with attendees being whole of the outside staff, Foreperson, Council Facilities Officer and Town Clerk.</p> <p>As always, we recommend these meetings be documented</p>

ACCIDENT DATA

6.1	<p>You are aware that any accident involving personal injury should be recorded.</p> <p>You are also aware that serious accidents or those involving absence from work for more than seven days must be reported to the HSE.</p> <p>The reporting of incidents to the HSE falls under the Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR) which was amended in 2013.</p> <p>The reporting procedure is on line via the HSE website http://www.hse.gov.uk/riddor/index.htm and further guidance on what is reportable and how can be provided if required.</p>	
6.2	<p>All accidents are discussed with the Town Clerk and a decision made on the extent of the further investigation.</p> <p>Anything with the potential for injury is investigated.</p> <p>You have also advised that near miss reporting has been discussed and you are now monitoring the situation to watch developments.</p>	

SELECTION AND TRAINING

7.1	<p>You have duties under health and safety legislation to ensure that your employees are competent to do the tasks which they are expected to undertake and have suitable information, instruction and training to do the job safely. This is not only for their own safety but also for that of fellow employees and the public.</p> <p>Competency is not just a question of the provision of training but is also a matter of assessing the individual's suitability, attitude and aptitude.</p> <p>A basic induction for all new staff is undertaken before each is passed on to their specific supervisor.</p> <p>You have advised that during induction new staff are asked medical questions to enable appropriate control measures to be put in place.</p>	
	<p>Once you have ascertained if there are medical issues which still enable the individual to carry out their role you may have to undertake a specific assessment on the individual to ensure you can make reasonable adjustments to enable them to work safely</p>	
7.2	<p>Records of training assessments or of training provided should be held on file. Any evidence of competency obtained before the employee joined the company, e.g. certificates, should also be held.</p> <p>Any training provided to the employee by the Council should be documented. This will include fire marshal, fire awareness, first aid, manual handling, seating and posture etc.</p> <p>Much work has been undertaken on training and documentation and the majority if not all of records are now in place.</p>	

7.3	<p>Once all training has been documented it is then advisable to discuss which training requires refreshing and how often. Some will be a legal requirement such as chainsaw certification and other advisable such as manual handling.</p> <p>It is understood that as well as training records being maintained the refresher training is on a diary system.</p>	
7.4	<p>Safeguarding training was mentioned and it appears the main risk arises from events where there may be a “lost child” centre or where there are vulnerable adult under the control of council staff, perhaps at an event or a volunteer’s day.</p> <p>A risk assessment should be done and staff should receive training.</p>	

RISK ASSESSMENTS

8.1	<p>A lot of work has been done on risk assessments by a variety of employees. The Council's Facilities Officer, Tracey Trestain, has done considerable work on moving the assessments on to a common format.</p> <p>Risk assessments are undertaken in conjunction with the people affected by them so that each person has an input into the process.</p> <p>GENERAL WORKPLACE</p> <p>A "suitable and sufficient" assessment of the risks to which employees and others, e.g. the public, are exposed must be carried out with the significant findings recorded.</p> <p>A risk assessment involves carrying out a careful examination of what could cause harm to people and considering whether enough has been done to prevent that harm occurring.</p> <p>All aspects of what goes on in the workplace, who does it and how they do it should be included. In addition to specific work activities you need to consider the actual workplace, i.e. condition of floors, access, storage, lighting, signage, contractor control etc.</p>	
8.2	<p>Assessment are required on :-</p> <ul style="list-style-type: none"> ➤ Play areas ➤ Outdoor areas ➤ Allotments ➤ Office work ➤ Building maintenance ➤ Activities of outside workers ➤ Lone working ➤ First Aid ➤ Driving for work ➤ Etc. <p>This is not an exhaustive list but merely an indication.</p> <p>A set of generic assessments has been developed together with the ability to undertake others when new work is required and dynamic assessments if the conditions change.</p> <p>It is important that you can provide evidence that employees have seen the risk assessments in terms of a defence against prosecution and also a defence against a civil claim. Ensure that all the assessments are seen and understood by the employees.</p>	
8.3	<p>Pat has discussed assessments with Tracey and there is a set of documented assessment in place which have been seen and agreed by the external staff.</p> <p>Pat is aware of the need to adhere to the assessments and has confirmed he monitors the staff to ensure they adhere to them.</p>	

HAZARDOUS SUBSTANCES

9.1	<p>Employers have a duty to prevent or control exposure to substances which are hazardous to health. Risk assessments will need to be done in respect of all such substances used or stored.</p> <p>Suppliers are obliged to provide on request Material Safety Data Sheets for substances which they sell. These provide essential safety information.</p> <p>Using these as the basis, employers must assess the risk to which employees (and others) are exposed and record the findings of the assessments.</p> <p>A plan is in place to review CoSHH with updated data sheets and risk assessments being broken down into departments. As with any safety document it is important that the employees sign to confirm understanding.</p> <p>Tracey has undertaken a review of CoSHH in some areas and is extending this to the external staff using the new assessment format and tightening up stock control practises.</p>	
9.2	<p>Station House has also been assessed for the Radon exposure and has appropriate ventilation in place.</p> <p>This year a schedule has been put in place for every 5yrs (in conjunction with electrical testing) maintenance to be undertaken on the ventilation system and further scheduling in place for 2027 when the next review should be undertaken on Radon exposure..</p>	
9.3	<p>Check the CoSHH assessment regarding the storage and refuelling of petrol powered equipment. This would be part of the fire risk assessment for the building and also part of the risk assessment process for the refuelling.</p> <p>You have advised that the equipment is fuelled at the depot then taken to site. There should be an assessment for this activity.</p> <p>Also, if the equipment is fuelled away from the depot then there will need to an assessment for the transportation of dangerous substances.</p>	

ASBESTOS

10.1	<p>It is a legal requirement and duty of every Council to be aware of the location, type and condition of any asbestos containing material within any of the buildings it occupies. The method of achieving this depends on the level of expertise the Council has within its own employees and the level of information about the building construction it has e.g. any building constructed or refurbished after 2000 is unlikely to contain asbestos and no further action is likely to be necessary.</p> <p>Where a suitable level of expertise is not available "in house" an external consultant or contract will be required to undertake a survey of each premise.</p> <p>The level of survey will be dependent on the Council's intentions for the building</p> <ul style="list-style-type: none">➤ Management Surveys are required for general activity within the building➤ Demolition or Refurbishment surveys are required for major work. <p>The Asbestos in Station House was removed during refurbishment and the only other building with Asbestos is in the Lawns area in the roof of one of the buildings</p> <p>It is advisable to keep an eye on the roof of the Scout Hut particularly following windy conditions as falling branches could cause damage.</p> <p>If any major work is planned such as demolition or refurbishment on one of the Council's buildings, you will need to complete a Demolition or Refurbishment Asbestos survey which is more in depth than the "Management" Surveys which are currently in place.</p>	
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NOISE

11.1	<p>The level of noise members of staff are exposed to has not been measured. General Council activities do not expose employees to excessive noise however certain work will have the potential to cause injury of damage such as;</p> <ul style="list-style-type: none">➤ Use of strimmers, brush cutters, mowers etc.➤ Woodworking or other workshop activities➤ Providing assistance at events or activities	
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11.2	<p>With sporadic activity which generates noise such as strimming or using a chainsaw there is little or no scope for reducing noise at source so ear defenders or plugs would be the natural control measure.</p> <p>Like a lot of Councils, Padstow has tried to turn to electric equipment which greatly reduce the noise exposure levels. However, the team have noticed that some electric equipment is not as effective as petrol equipment. H&S is also taken into account when considering any new equipment.</p> <p>When relying upon PPE it is essential that checks be made to ensure it is being worn.</p> <p>It is now understood that part of the Council Foreperson's role is to supervise staff to ensure they are working safely and he will also undertake random, unannounced visits and these are documented.</p>	
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VIBRATION

12.1	<p>Considerable work has been undertaken on vibration and the general move towards electric equipment has greatly reduced the overall risk.</p> <p>Electrical equipment does not have the same moving parts as petrol driven equipment and therefore, vibrates less.</p> <p>Outside staff are aware of the importance of good vibration record keeping, they know the limits set by the Council and work within them. Recently the team are looking to move back to petrol strimmers as they have found the electric version not as good, however this will be considered against their record keeping on vibration and looking at the areas they are undertaking.</p> <p>The risk assessment for vibration exposure should highlight a much reduced risk however it is still important to regularly review the exposure levels.</p>	
12.2	<p>A simple annual health declaration is in place to ensure staff advise if they are suffering from any vibration related issues</p>	

MANUAL HANDLING

13.1	<p>Manual handling risks are present in almost all workplaces and yours is no exception.</p> <p>The Regulations require employers to assess the risks to which employees are exposed where there is <u>any</u> risk of injury.</p> <p>You have incorporated manual handling into the task risk assessment which is fine as long as the activity has been adequately considered.</p> <p>It is understood that manual handling training is provided for all staff and further refresher training is planned. Online training is a good option for manual handling and it is understood you are undertaking this every three years.</p>	
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DISPLAY SCREEN EQUIPMENT	
14.1	<p>The risks to health from the use of display screen equipment in your office are small as you do not have employees who are continuously using the equipment (as in data input or call centre staff).</p> <p>You have undertaken DSE Self Assessments and review them regularly.</p>

WORK EQUIPMENT	
15.1	<p>The grounds staff have been advised of the need to check items of equipment, particularly the safety features, either before use or on a regular basis depending on frequency of use.</p> <p>Documentation of such checks builds up a history of each piece of equipment. Making notes of maintenance of equipment is also useful to ensure it is kept in good condition.</p> <p>Each piece of equipment should have a basic maintenance schedule for employees to undertake as well as a “service” by external specialist if applicable.</p> <p>The Council Foreperson is building a history of maintenance and inspections done on each piece of equipment and this is demonstrating that the council are maintaining the items correctly.</p> <p>There is a new “Gator” coming. Ensure there is a familiarisation session with the suppliers to ensure the grounds staff know about the safety features.</p>

ELECTRICITY	
16.1	<p>You have an absolute duty to ensure the electrical installation is safe. The Institute of Electrical Engineers recommend that wiring installations in premises are regularly inspected however the frequency depends on the use of the building.</p> <p>Your buildings, because they are low risk require inspection every 5 years. Station House will have had new wiring throughout and there will be a Certificate of Installation in the Health and Safety File.</p> <p>You have advised that all inspections have now been completed on the other buildings</p>
16.2	<p>Portable appliances have been checked. Again, the absolute duty to ensure safety prevails and this duty can only be discharged by regular inspections.</p>

FIRE	
17.1	<p>There is a requirement for a specific risk assessment to be carried out for the risks of fire since the Regulatory Reform (Fire Safety) Order became Law in 2006.</p> <p>It must consider inception hazards, the risks of a spreading fire, means of detection, evacuation procedures and firefighting arrangements.</p> <p>The fire risk assessments are coming up for review. This will include a new assessment for the Hub. James Hallam can completed this on behalf of the Council</p>
17.2	<p>Tracey Trestain has recently purchased a fire logbook to record all testing carried out. This should be completed not only by members of staff but also Golant Fire should sign the book to confirm visits.</p> <p>The items needing to be checks include.</p> <ul style="list-style-type: none"> • Weekly fire alarm checks • Annual/six monthly fire alarm checks (Golant) • Monthly emergency lighting checks • Annual emergency lighting checks (Golant) • Extinguisher – Check they are in position and haven't been set off accidentally • Fire doors are in good order and closing properly
OUTSIDE SPACES (PLAY AREAS)	
18.1	<p>It is a recommendation by the Royal Society for the Prevention of Accidents (RoSPA) that all play areas and play equipment is inspected annually by a "competent person".</p> <p>This inspection will include the mechanisms of the equipment as well as the condition of the play surfaces, fences, gates and furniture.</p> <p>The Council employs the services of an external consultant to undertake the annual inspection.</p> <p>The report from the external consultant is reviewed by the Council's Facilities Officer and Foreperson and any requirements of recommendations are addressed.</p>
18.2	<p>The new equipment installed in early 2023 has now been completed and is now falling under the same control measures as before.</p>

TREES		
19.1	The Council is aware of the areas under its control and has assumed responsibility for the trees therein.	
19.2	The Council employs the services of a tree specialist (arboriculturalist) to provide a report on the type, location and condition of the trees under its control.	

OUTSIDE SPACES (EXCLUDING PLAY AREAS)		
20.1	<p>The Council is aware of the outside spaces under its control such as :-</p> <ul style="list-style-type: none"> ➤ Pathways and walkways ➤ Commons, footpaths ➤ Car parks ➤ Etc. <p>The other outside equipment also needs regular checks such as seating and benches. It is understood that there is an inspection regime for this equipment also.</p>	
20.2	<p>You have advised that Cornwall Council have now taken over the enforcement of the car park which takes certain risks away from you team, at least for the time being.</p> <p>You have also got the ongoing issue with buses in the car park. It would be better for all parties to come to an amicable solution but currently the bus companies and Cornwall Council are not being particularly helpful.</p> <p>Legal advice has been sought and you are currently following their advice.</p>	
20.3	<p>Padstow Harbour Commission have taken over the operations of one of the sand companies and were proposing a new traffic system which will require the moving of the zebra crossing, it is understood that Council have decided against this scheme after further discussions.</p> <p>Health and Safety legislation requires the Co-operation and Co-ordination of employers which share a work area so this should be to the benefit of all parties.</p> <p>The Management of Health and Safety at Work Regulations 1999 (legislation.gov.uk)</p>	

WELFARE

21.1	<p>General welfare facilities are good for those working in Council buildings or offices but further consideration is needed for those working externally.</p> <p>Access to wash facilities is essential for those likely to become dirty during the course of their work and should include cleansing wipes etc. in the vehicles.</p>	
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STRESS

22.1	<p>Stress is becoming increasingly common in the workplace and is acknowledged as a work-related illness.</p> <p>Employers are required to have a stress management policy to combat stress and to deal with the symptoms.</p> <p>Employees likely to be at risk should be identified.</p> <p>The Council has a Stress Management Plan including a facility for the clerk to discuss the issues with a Council member and staff are made aware of the policy.</p>	
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PERSONAL PROTECTIVE EQUIPMENT (PPE)

23.1	<p>Where personal protective equipment has been identified by risk assessment as being necessary to protect employees it must be provided. Employees cannot be expected to pay for such equipment if deemed a necessity.</p> <p>The issue of PPE must be recorded with the employee signing for receipt. It is advisable to include the phrase "read, understood and will abide by" the ppe requirements</p> <p>Regular checks on PPE are now undertaken and notes kept of findings.</p>	
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DRIVING FOR WORK

24.1	<p>A risk assessment should be undertaken on work related driving whether it be in company vehicles or own vehicles used for work. It is understood that any work driving is only undertaken in council vehicles and a risk assessment is in place.</p>	
24.2	<p>Driving licences are checked annually and permission to undertake this is provided by the employee.</p>	
24.3	<p>It is important to ensure the drivers using council vehicles are medically fit to drive. It has proved, recently, that simply having a valid licence is not seen as proof in the eyes of the Law.</p> <p>The medical declaration is being completed but it was not clear if there is compliance with the need to get eyesight tests regularly. We suggest you check the employees are signing the forms knowing what is being agreed.</p>	

24.5	Vehicles are kept in working order by adhering to the manufacturer's maintenance schedule and also carrying out weekly vehicle checks	
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CONTRACTORS

25.1	<p>Contractors present a range of additional hazards and risks to themselves, to your employees and others. You have duties to contractors and it is not possible to rely solely on the contractor to be responsible for their own safety.</p> <p>For most small works method statements are unlikely to be necessary but we believe you should have some basic Site Rules and with any hazardous activities, e.g. hot work or work at a height controlled by a permit system.</p> <p>If you mainly use nominated sub-contractors with whom you have had a long-standing connection you may well be able to obtain general method statements from them in advance.</p> <p>Something to consider moving forward is sending out a standard letter for appointed principal contractor.</p>	
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FIRST AID

26.1	<p>The risks of injury on the premises are low and appropriate lone working and first aid measures are in place.</p> <p>The first aid qualifications are refreshed at appropriate intervals.</p> <p>Lone working should also be included in a first aid risk assessment and we understand that this is to be completed shortly</p>	
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INSPECTIONS	
27.1	<p>A regime of inspections and responsibilities have been allocated – All inspections are documented, e.g. Station House, Open Spaces, Play Areas.</p> <p>These inspections should be held on file for at least three years to allow for defence of civil claims</p>
LEGIONELLA	
28.1	<p>An overarching Legionella risk assessment should have been undertaken by Churchill or similar external “competent person” to determine the level of testing and check required.</p> <p>A firm called Churchill undertake regular inspection of the sites including the Town’s WCs to ensure the safety of the water supply</p> <p>We discussed the issues you may have and this will include the use of hose pipes in summertime when the water inside the pipe may warm up. You can speak to your Legionella expert regarding this but it would be good practise to empty the hose after each use and fire the fire jet of water into a drain or similar to deal with any residual stagnant water left in the pipe.</p> <p>It is a low-level risk but consider also the windscreen washer fluid in your vehicles. This is a pool of stagnant water which is sprayed onto the windscreen occasionally. Putting the correct washer fluid in the reservoir will kill the bacteria</p> <p>Tracey and Kathy are currently working on the Legionella Management Plan for the Council, which will be taken through Council in due course. They are also undertaking Written scheme for each premise. Training on Legionella has been captured in the Management Plan and the staff have undertaken the same.</p>
28.2	<p>Ensure the Community Hub is assessed for Legionella and appropriate control measures put into place.</p> <p>The property is left empty for periods which means there is an element of stagnation in the water system which increases the overall risk.</p>
28.3	<p>Ensure that if hosepipes etc. are used by grounds staff that the Legionella risks are considered with stagnation and water spray.</p>