
Agenda Item:	Health and Safety Report
Meeting Date:	Monday 29 July 2024
Contact Officer:	Head of Estates and Operations

The purpose of this report to update Councillors on Health and Safety across the services and facilities provided by the Council.

Background

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

Current Situation

The Witney Town Council Health and Safety Policy Statement 2023 which was formally adopted by the Council at its meeting on 4th December 2023, has been reviewed and updated in July 2024 – Appendix 1. Members are reminded that they have a collective responsibility for the Health & Safety of the organisation, which is set out at Part 1 of the document on page 10. By approving the Health & Safety Policy Statement as amended, Members are accepting the responsibilities.

GH Safety Ltd were recently appointed to implement a Health & Safety Compliance Audit to ensure that key aspects of the Council's undertaking are managed in a proactive way in which all reasonable and practical steps have been taken to manage risk to persons under the Council's duty of care.

Their finding's reported *risk is managed to a high standard, the leadership of Town Clerk/CEO and the Head of Estates and Operations fully understand their obligations in creating a positive safety culture* where tasks are assigned and understood at all levels within the Council. At the time of the audit a transition has been made away from using Peninsular providing competent advice to where GH Safety now provide a Health and Safety advisory service. Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by the Head of Estates and Operations. There is currently a

vacancy for a Health, Safety & Environmental Compliance Officer. This role shall pick up some central compliance tasks as well as driving best practice standards within the departmental teams and helping to deliver a number of improvement initiatives.

Compliance Inspection, Testing and Servicing Status	Corn Exchange	Town Hall	Admin Office	Burwell Hall	Temp Welfare Unit	Temp Depot
Fire Risk Assessment	Due	Due	Due	Due	Due	Completed
Fire Alarm Testing	Completed	Completed	Completed	Completed	N/A	Landlord
Fire Extinguishers	Completed	Completed	Completed	Completed	Completed	Completed
Steel fire exit staircase	Completed	N/A	N/A	N/A	N/A	N/A
Emergency Lighting	Completed	Completed	Completed	Completed	N/A	N/A
Security	Completed	Completed	Completed	Completed	N/A	N/A
Lift	Completed	N/A	N/A	N/A	N/A	N/A
Gas Safety	Completed	N/A	N/A	Completed	N/A	N/A
Electrical Periodic	Completed	Completed	Completed	Completed	Owners	Landlord
PAT Testing	Completed	Completed	Completed	Completed	Completed	Completed
Legionella Risk Assessment	Completed	Completed	Completed	Completed	In progress	N/A
Asbestos	Completed	Completed	Completed	Completed	N/A	Completed
Air Handling Unit	Completed	N/A	N/A	N/A	N/A	N/A
Air conditioning	N/A	N/A	N/A	Completed	N/A	N/A

Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
 - No reportable incidents
- Incidents
 - A vehicle collision on the 19/06/2024 involving a council vehicle and another vehicle with no injuries sustained. There was no damage to the WTC vehicle and the damage to the third party vehicle will be rectified through the WTC insurers.
 - A member of the maintenance team pulled a muscle operating the garage door at the equipment store. This was investigated resulting in the equipment being moved to restrict the necessary use of door, and the garage door has been made easier to use since being serviced with repairs on the 12/07/2024.
 - Since the new skate park has been open there has been one injury that the Council became aware of during an inspection. Prompt action was taken to redesign a drain cover to prevent any reoccurrence.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality -
- b) Biodiversity -
- c) Crime & Disorder -
- d) Environment & Climate Emergency –

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

The Council makes budgetary provision in order to carry out its obligations in relation to its statutory compliance checks using external contractors to certify the work accordingly.

Recommendations

Member are invited to note the report, and

1. Approve the amended Health and Safety Policy Statement as presented. In doing so, acknowledging and reconfirming Members responsibilities for Health & Safety in the organisation.