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**Agenda Item:** Health and Safety Report

**Meeting Date:** Monday 14 October 2024

**Contact Officer:** Head of Estates and Operations

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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**

In accordance with the approved Witney Town Council Health and Safety Policy Statement 2024, Members are reminded that they have a collective responsibility for the Health & Safety of the organisation.

GH Safety Ltd were appointed earlier this year 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 findings reported risk is managed to a high standard, the leadership representatives of Sharon Groth and Mark Lewis fully understand their obligations in creating a positive safety culture where tasks are assigned and understood at all levels within the Council.

Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by Mark Lewis, (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	Completed	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	N/A	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 member of the Café staff spilt some hot milk onto her hand and after attending A&E she was declared fit for work for her next shift. The manager investigated how the incident happened, and it was found to be an accident with no change to processes that could help avoid 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