
Agenda Item: Health and Safety Report

Meeting Date: Monday 17 February 2025

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

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 in 2024 to implement a Health & Safety Compliance Audit to ensure that key aspects of the Councils 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 Town Clerk/CEO & Head of Estates & Operations 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 the Head of Estates and Operations. The vacancy for a Compliance and Environment Officer has been filled, and they will be starting on 24 March 2025.

The key functions of this role are to ensure that the Council operates in a lawful manner in respect of health and safety compliance with its service delivery and functions, identifying and advising management and Council of possible risks and finding solutions to mitigate such risks. To also assess and introduce efficient and effective measures to support Witney Town Council's commitment to the impact of climate change.

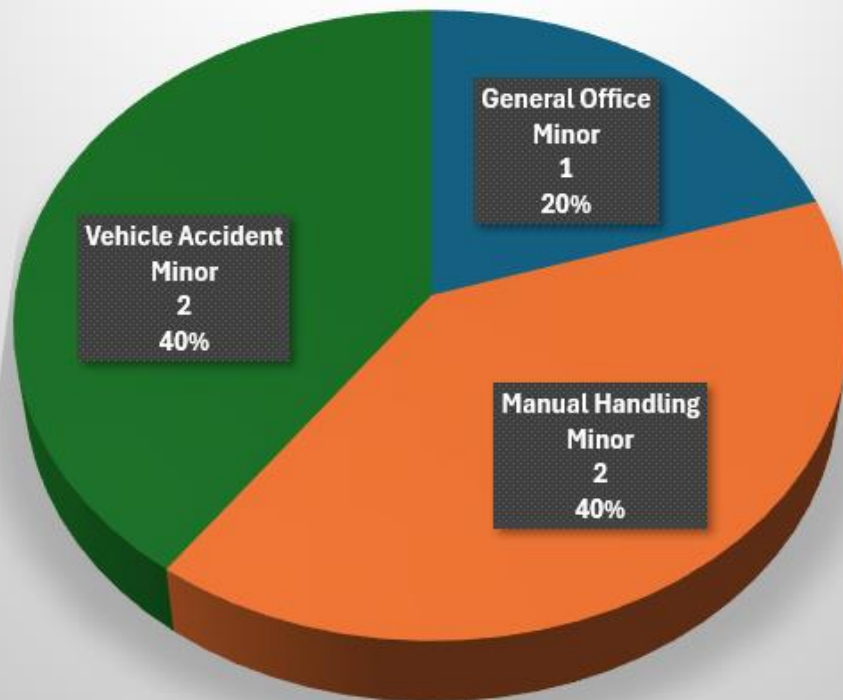
Compliance Table

Compliance Inspection, Testing and Servicing Status	Corn Exchange	Town Hall	Admin Office	Burwell Hall	Temp Welfare Unit	Temp Depot
Fire Risk Assessment	Completed	Completed	Completed	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	Due	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
- Accidents/Incidents
 - No reported incidents since the last meeting

Accidents/Incidents over last 12 Months



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.

All accidents and incidents are properly documented and investigated with measures put in place to try to prevent any reoccurrence.

Social Value

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

There are the broader benefits that the Council generates for employees and the public embedding a safer, healthier, and more productive workforce

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