
Agenda Item: Health and Safety Report

Meeting Date: Monday 23 June 2025

Contact Officer: Compliance and Environment Officer

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 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 representatives of the Town Clerk and 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.

Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by the Compliance and Environment officer.

The key objectives 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.

Compliance Table

Compliance Inspection, Testing and Servicing Status	Corn Exchange	Town Hall	Admin Office	Burwell Hall	Temp Depot Windrush Ind. Est.
Fire Risk Assessment	Completed	Completed	Completed	Completed 28/05/25. Awaiting Report	Completed
Fire Alarm Testing	Completed	Completed	Completed	Completed	Landlord
Fire Extinguishers	Completed	Completed	Completed	Completed	Completed
Steel fire exit staircase	Completed	N/A	N/A	N/A	N/A
Emergency Lighting	Due	Due	Due	Due	N/A
Security	Completed	Completed	Completed	Completed	N/A
Lift	Completed	N/A	N/A	N/A	N/A
Gas Safety	Completed	N/A	N/A	Completed	N/A
Electrical Periodic	Completed 07/03/25. Report being reviewed.	Completed	Completed	Completed	Landlord
PAT Testing	Completed	Completed	Completed	Completed	Completed
Legionella Risk Assessment	Review	Review	Completed	Completed	N/A
Asbestos	Completed	Completed 15/05/25. Report being reviewed.	Completed	Completed	Completed
Air Handling Unit	Completed	N/A	N/A	N/A	N/A
Air conditioning	N/A	N/A	N/A	Completed	N/A

Stanley Court Temporary Works Depot

The temporary Works Depot at Stanley Court is now operational and in use by the Works Team. Compliance work is currently being carried out in collaboration with the Operations Manager to ensure all necessary standards are met and will be reported at the next Council meeting.

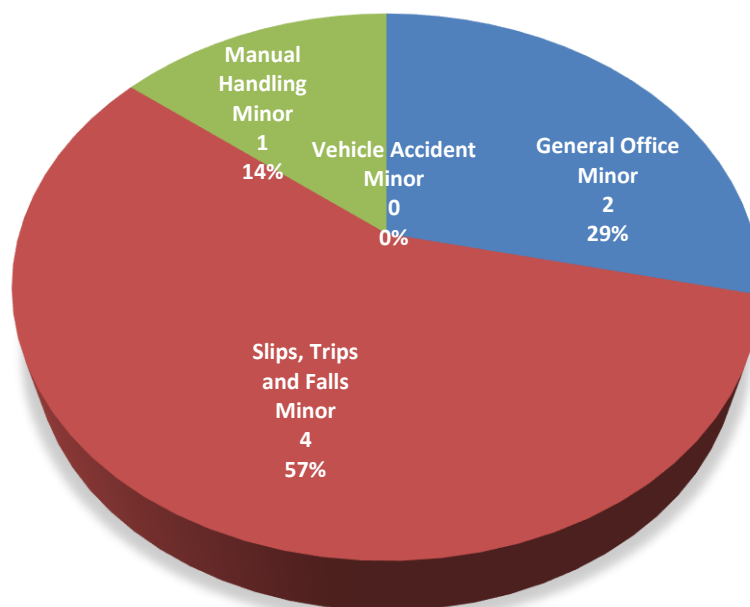
Training

The Project Officer has successfully completed the Construction Design and Management (CDM) Regulations 2015 Principal Designer – Roles and Responsibilities course.

Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
 - No reportable incidents.
- Accidents/Incidents
 - Two reported accidents/incidents have occurred since the last meeting consisting of the following category and severity and both relate to customers using the Café (chair failure and loss of balance):
 - Slips, trips and falls - Minor.

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) Ensuring equality in health and safety measures so that all individuals, regardless of their background, job role, or personal circumstances, have equal access to a safe and healthy environment.
- b) Biodiversity plays a crucial role in health and safety measures, influencing public health, workplace safety, and overall environmental well-being.

- c) Crime and disorder pose risks to health and safety in workplaces, public spaces, and healthcare settings. Issues such as violence, theft, and vandalism can compromise safety measures.
- d) The Environment & Climate Emergency is a critical issue that directly impacts health and safety measures in workplaces and communities. It is important to integrate environmental and climate considerations into the council's health and safety policies to protect workers, reduce environmental hazards, and build resilience against climate-related risks.

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 in order to prevent reoccurrences.

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

Members are invited to note the report.