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<b>Agenda Item:</b>	Health and Safety Report
<b>Meeting Date:</b>	Monday, 28 July 2025
<b>Contact Officer:</b>	Compliance and Environment Officer

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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, Members are reminded that they have a collective responsibility for the Health & Safety of the organisation.

The current Health & Safety Policy document will be reviewed this year to identify any amendments and actions necessary.

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	Windrush Ind. Est. Temp Works Depot	Stanley Court Temp Works Depot
Fire Risk Assessment	Completed	Completed	Completed	Completed	Completed	Completed
Fire Alarm Testing	Completed	Completed	Completed	Completed	Landlord	N/A
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	Due	Due	Due	N/A	Added to testing regime
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	Landlord	Landlord
PAT Testing	Completed	Completed	Completed	Completed	Completed	Completed
Legionella Risk Assessment	Review	Completed	Completed	Completed	Landlord	Landlord
Asbestos	Completed	Completed	Completed	Completed	Completed	Report provided with Lease.
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

### Admin Office

The 'Welcome to Your Community Window Space' guidance has been updated following a recent risk assessment. Minor works will also be carried out by the Works Team. The window remains available for use by charities, groups and community organisations in Witney.

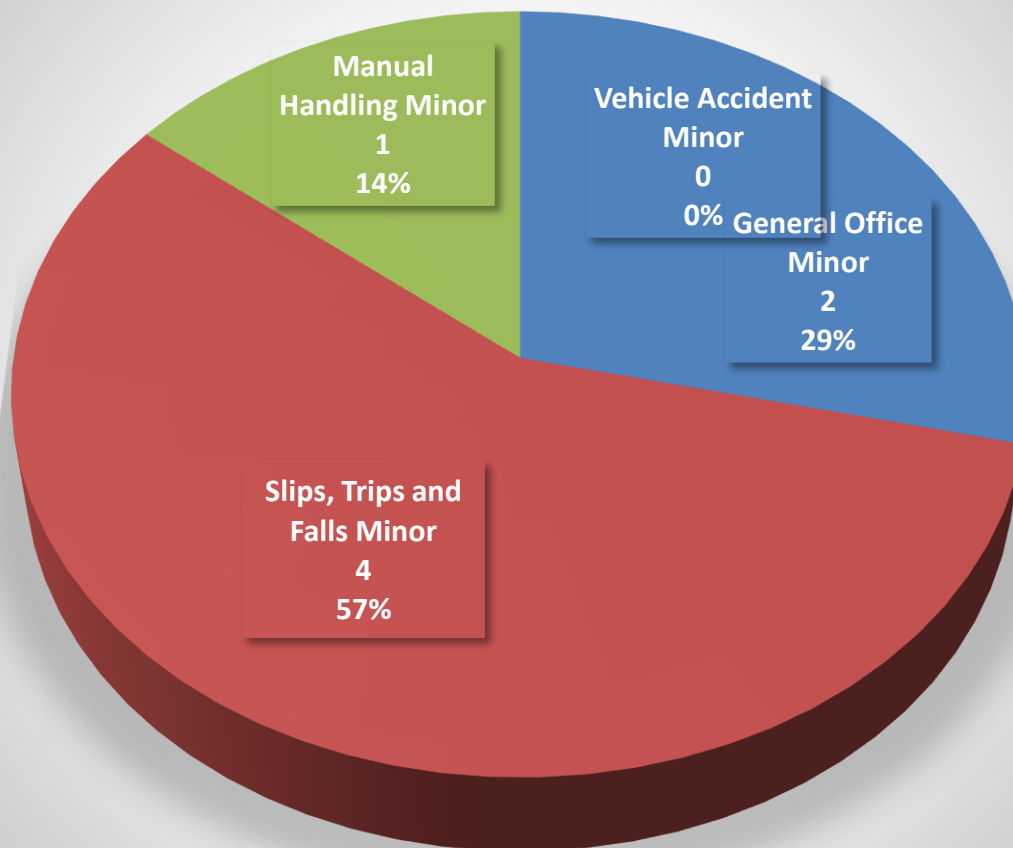
### Emergency Plan

The Council's Emergency Plan is currently undergoing a review. As part of this process, officers will consult with the Emergency Planning Officer at West Oxfordshire District Council to gain a detailed understanding of their procedures and systems. The review will also include an evaluation of the Council's out-of-hours emergency call handling arrangements.

## Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
  - No reportable incidents.
- Accidents/Incidents
  - There has been one reported accidents/incidents since the last meeting. See confidential **Appendix A** for supporting documentation.

### 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.