
Agenda Item: Health and Safety Report

Meeting Date: Monday 6 October 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, 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, and this will be completed with GH Safety Ltd (part of Opus Safety) the Council's Health and Safety Consultant.

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	Completed	Due	Completed	N/A	Completed
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

Emergency Plan

As part of the comprehensive review of the Council's Emergency Plan, a meeting was convened with Emergency Planning Officers from West Oxfordshire District Council (WODC) and Resilience Team officers from Oxfordshire County Council (OCC). The objective of this engagement was to gain a detailed understanding of the procedures, systems, and best practices employed by both authorities in emergency planning and response.

The meeting proved highly beneficial, providing valuable insights and guidance that are informing the development of the revised Emergency Plan.

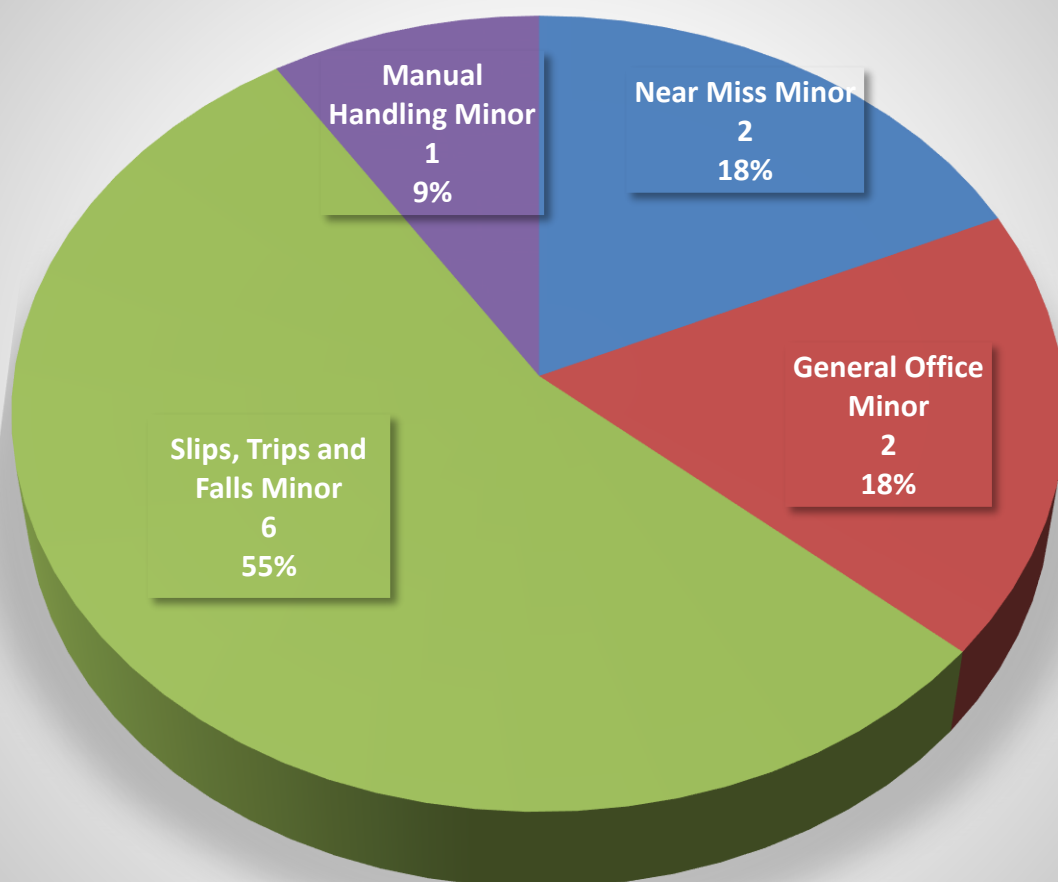
The updated Emergency Plan is currently in draft form. Once completed, it will be circulated to relevant officers at WODC and OCC for review and comment. Their feedback will be considered prior to the Plan being formally presented to Council for approval.

In parallel, the review process will also encompass an evaluation of the Council's out-of-hours emergency call handling arrangements. This assessment aims to ensure that the Council's response capabilities remain robust, responsive, and fit for purpose.

Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
 - No reportable incidents.
- Accidents/Incident
 - There have been two reported accidents/incidents since the last meeting relating to members of the public using the Council's facilities.
 - Slips, trips and falls - Minor.
 - a customer using the Café
 - an adult using the Splash Park
- Near Miss
 - There has been one reported near miss since the last meeting. This relates to a collapsed tomb stone within St Mary's Churchyard. The Operations Team have made the tomb stone safe.

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.