
Agenda Item:	Health and Safety Report
Meeting Date:	Monday 8 December 2025
Contact Officer:	Compliance and Environment Officer

The purpose of this report is 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.

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.

The Council's health and safety consultants, GH Safety Ltd (part of Opus Safety) have recently been reviewing a range of key documents and policies to ensure they remain up to date and compliant with best practices. A review of risk assessments is currently underway across all Council operations.

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	Review planned for December 2025	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

PAT testing of Council electrical equipment is scheduled to be undertaken during January 2026.

Training

The Venue and Events Officer and Compliance and Environment Officer recently successfully completed the IOSH Managing Safely course.

Four members of our Café/Bar/Events team have recently achieved Food Safety Level 2 certification.

A 1-day Emergency First Aid at Work Course has been booked for December for eleven members of staff from all sections of the Council's operations.

Homeworking self-assessments and Display Screen Equipment self-assessments have been sent to all relevant staff for completion and review.

These courses and assessments strengthen the Council's commitment to health and safety standards.

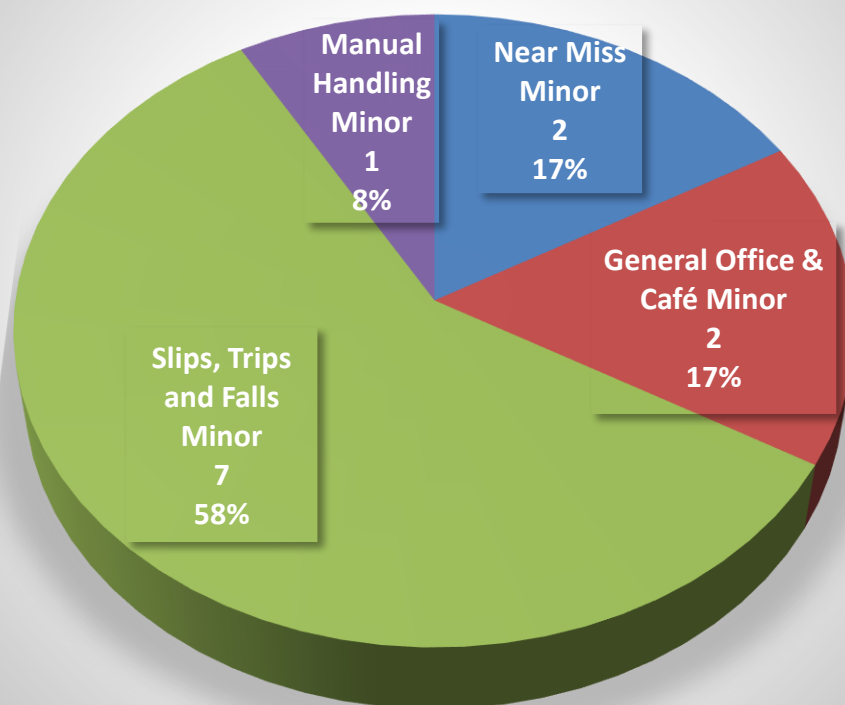
Witney Community Emergency Plan

The updated Witney Community Emergency Plan is currently in draft form and has now been circulated to Emergency Planning officers at West Oxfordshire District Council and the Resilience Team at Oxfordshire County Council for review and comment. Their feedback and guidance will be considered prior to the Plan being formally presented to Council for approval.

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 attendee at a third-party music event hosted at the Corn Exchange.
- Near Miss
 - There have been no reported near misses 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) 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.