

Health & Safety Audit of Nettleham Parish Council

Former Police Office
Scothern Rd,
Nettleham,
Lincoln
LN2 2TU

Auditor : Samantha Stevens, Dip NEBOSH
Date: 02 September 2021

1.0 Introduction

- 1.1 A Health & Safety audit of Nettleham Parish Council was carried out on 02 September 2021 hosted by Jane Ashby, Facilities Manager. Jane has taken over this role now as Michelle has left.
- 1.2 The council currently has 5 direct employees, with one full time and the remainder part time. The workforce includes the Parish Clerk, Accounts / Admin, Assistant Clerk, Facilities Manager, and Handy Man.
- 1.3 There are no members of staff with mobility issues or known health issues.
- 1.4 The premises are council owned and within Nettleham parish on the outskirts of Lincoln. There are four buildings in total, the Old Police Office, Mulsanne Pavilion / Sports Ground and The Old School which comprises of the small and large halls. All facilities have parking adjacent to the premises.

2.0 Policy and Organisation for Health and Safety

- 2.1 A H&S Policy is in place which was prepared initially in 2017 by PIB Risk and has been reviewed annually since. It was reviewed as part of the audit process although there have been no H&S legislative changes in the last 12 months, so the Policy didn't require any updates.
- 2.2 New employees receive an induction to council policy and procedures which is recorded on an induction form. An Assistant Parish Clerk (Clare) was taken on in November 2020 and a formal induction was carried out and recorded which was a recommendation from the last audit.

3.0 Arrangements for Health and Safety

- 3.1 The arrangements for management of health and safety are reflected within the H&S Policy and Council procedures. General arrangements were discussed as below:
- 3.2 **Asbestos** – All buildings have had an Asbestos Management Survey completed and any recommendations made have been closed out with ongoing monitoring in place.

The Mulsanne Pavilion has areas of asbestos identified with appropriate labelling. Some areas within the changing rooms had been damaged previously and a local Asbestos company (Rilmac) was called in to appropriately remediate these areas (via encapsulation).

Prior to undertaking any minor maintenance work within premises, a copy of the Asbestos Management Plan should be checked to ensure employees, contractors or sub-contractors do not inadvertently disturb any. Work with Asbestos can only be undertaken by persons with suitable training (i.e. UKATA Cat B Training minimum).

Any major refurbishment work will require a full 'refurbishment and demolition asbestos survey' to be conducted which is intrusive and covers all areas.

It was previously recommended that the Facilities Manager and Handy Man undertake an Asbestos Awareness Training course, so they can easily identify any potential Asbestos Containing Materials. This has now been booked with PIB RM which is positive.

- 3.3 **Health surveillance** is not currently undertaken nor deemed to be relevant with the current scope of works.

The main health risks include manual handling and use of some hazardous substances for maintenance and cleaning purposes but these are infrequent and short duration only.

An open-door communication policy exists where any health issues are discussed with the Parish Clerk or Facilities Manager. If necessary, then an Occupational Health Company will be contacted for further advice.

- 3.4 **Work equipment** includes Class 1 and 3 ladders, battery drills, spades, trimmers, hand tools, and barrows / trolleys etc. The majority of equipment is council owned however some belong to Kev (Handy Man) but Jane confirmed that this is unusual but ensure that any electrical items used are PA Tested along with owned equipment.

Regular maintenance, servicing and inspections are undertaken as required with records held in the office. Pre-use checks are undertaken as part of the procedures and the Facilities Manager and Handy Man have a good level of awareness. Any issues or defects found are reported back to Jane and dealt with.

Personal Protective Equipment (PPE) is provided to employees free of charge and exchanged as required. The Handy Man (Kevin) has a dedicated storage area within the workshop at the Old school for PPE. Jane also confirmed that in addition, waterproofs have been provided since the last audit.

3.5 **PAT** testing for office and building equipment is undertaken on an annual basis by an external contractor with records kept. The testing was last undertaken in November 2020 and Jane has this noted on her calendar of servicing to book in again for later this year.

3.6 **COSHH** Assessments have been undertaken for hazardous substances although they are generally limited to cleaning chemicals, and a few mechanical related substances in the workshop store. These should be formally reviewed every 3 years to check the Material Safety Data Sheets have not changed (MSDS).

Cleaning is undertaken by a contract cleaning company, so they are responsible for doing their own assessments.

Kevin has a bunded store for hazardous substances and a specific flammables cabinet (external to the workshop).

3.7 **Legionella** – There is a tank fed water system in place at the Mulsanne Pavilion, the showers are run weekly as part of the weekly checklist and regular water temperature checks are undertaken and recorded. Jane attended a course in 2018 on the control of Legionella so is competent in this area.

A specialist water hygiene contractor (Second Element) is contracted now to undertake Legionella risk assessments and inspections on an annual basis (the last visit was 27 August 2021).

3.8 **Manual handling** is avoided or at least minimised wherever possible. Risk assessments have been undertaken for generic movement of equipment and barrows / trolleys are available for use when moving heavy or larger items (i.e. chairs / ladders).

Formal manual handling training has been undertaken now by both Jane and Kevin (Sept 2020) which was a recommendation from the last audit.

There is a good level of signage in place within the various premises to advise of the required stacking levels for furniture and how to safely move them, this is also covered within the terms of hire. New tables have recently been sourced and most of these have wheels to reduce manual handling even further.

- 3.9 **First aid** training (EFAW) has been undertaken by Jane in March 2019, she is currently the only trained person within the Parish Council, and it would be beneficial if another person could also do this course so that cover is available for holidays. Clare confirmed she would be happy to do this training and Jane will book them both in next year.

Each building has a first aid kit situated in a prominent position. They are regularly checked and re-stocked by Jane with records kept.

- 3.10 **Fire** risk assessments have been completed for each building (completed by Michelle when she was in post) – there were no issues highlighted. These should be reviewed every year to ensure they remain up-to-date and relevant. Jane will locate them and ensure this is done.

A sample of fire extinguishers in each of the buildings were checked and found to have appropriate inspection dates. All were last serviced in July 2021 by an external fire company and certificates are displayed within each building.

Fire inspections and checks are carried out by the Jane and log-book entries made. Fire checks include testing of alarm systems, emergency lighting, fire extinguishers and exits as a minimum.

Fire action signage had been put in place for Mulsanne Pavilion, stating action and muster points. Fire evacuation muster points were evident in other locations and information is provided to those who rent out the premises.

Fire alarms and smoke detectors are in place around each building, and it was noted that Kevin's store / workshop also has a smoke detector following the fire risk assessment.

Fire Extinguisher training has been completed by Kevin since the last audit. Jane has previously completed fire training so has a good understanding of the general requirements.

- 3.11 **Work at height** is generally only via ladders / step ladders. They are inspected on a monthly basis now with records kept. Visually they appeared in good working order on the day of the audit and are stored appropriately within the workshop or storage areas.

Online ladder training has been completed by those that use them (Sept 2020). This just needs refreshing every 3 years although Jane confirmed that they are rarely used.

- 3.12 **Lone Working:** - Jane and Kevin generally work alone across the parish buildings and external areas. They complete a morning check-in with each other and the Parish Clerk / Assistant Clerk. They also carry a mobile phone at all times in case of emergency and hours are limited so it is not thought to be a problem.

Online lone working training was however undertaken by both in Sept 2020 which is good.

4.0 Access to Competent General Health and Safety Advice

- 4.1 PIB Risk Management are the retained external Safety Advisers to Nettleham PC and will assist the Company in all areas of health and safety as required. This includes an annual audit and review of the company Safety Policy and documentation.
- 4.2 Advice will also be given on an as-required basis with any relevant updates communicated via Newsletters or direct emails / discussion.

5.0 Training

- 5.1 A training matrix is in place although Jane had difficulty in locating it on the day. A previous recommendation was that it would be useful to have expiry dates of courses so that refresher training can be easily identified – Jane will update it accordingly once she has located it.
- 5.2 DSE assessments have been undertaken by all relevant staff, these just need a review every year to ensure they are still relevant.
- 5.3 Since the last visit the following online training has been completed by Jane and Kevin:

- Manual Handling
- COSHH
- Lone Working
- Electrical Awareness
- Ladder Safety Awareness
- Fire Awareness

Asbestos Awareness training has been booked (although re-scheduled by PIB RM).

- 5.4 Jane and Kevin completed Play Equipment training back in May 2018 to facilitate the management of playground equipment. This requires refresher training every three years so is overdue now although Jane is aware and trying to source a local course.
- 5.5 Kevin has also completed training for the management and use of Weed Control Chemicals, this covers the main hazardous substances used in this role. Jane confirmed that since the last audit it has been agreed that any future weed control using pesticides will be contracted out and therefore this training will not be renewed.

6.0 Monitoring, Audit and Review

- 6.1 PIB RM undertake an annual H&S audit of the premises and H&S related documentation relating to the Parish Council.
- 6.2 Weekly site inspections are completed by Jane and recorded on a job sheet or specific form. These include RoSPA checklists for play equipment, routine premise inspections and weekly shower checks in the Pavilion.
- 6.3 Formal monthly premise inspections are also now completed and recorded as per a recommendation on the last audit.

7.0 Consultation – Workforce Involvement

- 7.1 Nettleham PC operates an 'open door' policy regarding consultation and communication with employees.
- 7.2 Regular Parish Council meetings are currently held with notes taken and formally minuted. Health & safety matters can be discussed and closed out during these meetings.
- 7.3 Daily briefings take place between the Jane and Kevin to discuss the coming days work. This includes an element of H&S (i.e. any accidents or incidents and method statements etc. for contracted services).

8.0 Accident Reporting

- 8.1 Accident information is recorded in each premise within the accident book with pages removed as per the data protection act. Jane checks these periodically when visiting the premises.

8.2 There has been one accident recorded since the last audit and this involved *redacted.* slipping on some black ice *redacted* was off work for approximately 3 months and the incident was reported to the HSE as required under RIDDOR.

8.3 A near miss form is in place and the importance of gathering this information was discussed. It is clear that all employees are aware of the need to report any incidents however none have occurred in the last 12 months.

9.0 Control of Contractors

9.1 Nettleham PC currently use contracted services for cleaning and some maintenance activities.

9.2 They are asked for their public liability insurance and credentials, along with risk assessments and method statements during the tender process.

9.3 A Sub-contractor questionnaire is now in place and will be sent out to prospective contractors to check competence prior to engagement. There have been no new contractors since the last audit.

10.0 Risk Assessments Leading to a Safe Method of Work

10.1 Nettleham Parish Council have generic risk assessments in place which were compiled by PIB RM in 2019, these were then reviewed internally and made specific to the Parish Council which is very good practice. Jane has reviewed these recently (August 2021).

10.2 Following the review and update they were then circulated to all staff for comment prior to being implemented. It would be useful to do this annually to ensure that all relevant tasks are covered and that the controls mentioned are still suitable.

10.3 Method statements are not currently compiled. It was noted however that for larger projects they are requested by the Facilities Manager or for high risk work to agree a safe system of working.

11.0 Premises and Housekeeping

11.1 The premises were found to be in good order throughout all of the buildings with no issues raised which is really positive.

11.2 No smoking signs are displayed throughout the premises.

- 11.3 Lighting and ventilation were found to be good with a mixture of both artificial and natural methods available.
- 11.4 Access and egress within the premises was found to be generally good with floor / surfaces in good condition and doors kept clear.
- 11.5 Welfare facilities are provided in all premises and include toilets and kitchen areas along with seating.
- 11.6 Storage areas were found to be in reasonable condition with items stored safely although there has been an increase in tables and chairs recently but nothing was found to be causing any real problems.

12.0 Conclusions

- 12.1 Most of the items raised during the last audit have now been closed out, particularly in relation to training for Jane and Kevin. This is very positive to see.
- 12.2 It is refreshing to find a team who are proactive in relation to Health and Safety and this shows in the findings above.

