

Jane Ashby
Assistant Clerk
Nettleham Parish Council
Former Police Office
Scothern Road
Nettleham
Lincoln
Lincolnshire
LN2 2TU

Our ref: hsca/NET116

Dear Jane

Re: Health & Safety Compliance Audit

Address Visited: Former Police Office Scothern Road, Lincoln, LN2 2TU

Appointment Date: 26 June 2024




Executive Summary:

This letter follows my recent visit to your premises to assess and advise on your compliance with health and safety requirements and best practice. My assessment was made using Peninsula’s health and safety compliance review.

You have only recently engaged Peninsula to advise on improvements to your management of health and safety at work. The need for improvement is confirmed by the issues that I noted as needing attention. These are listed in this longer than usual report and Action Plan where I have also suggested priorities for action.

Nettleham Parish Council have a two storey admin office (old police house) in Nettleham with parking at the front. This has a reception, meeting room / office, toilet and kitchen. There is also the old school house, which has a large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with store rooms, meeting room, and workshop with parking. They are also responsible for the beck (small river) that runs down the side of the small hall and large hall. Small hall has kitchen, hall and storage room. There is the burial ground, Bishops Palace area, football and cricket club which have use of the pavilion (Mulsane Park) built in July 1980 which has a hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires with parking. Externally there is a skate park, general park, tennis court and Mugga.

Based on the documents seen and my observations I have prepared an Action Plan to guide you in improving compliance. This table shows the status of my recommendations and your current level of compliance.

1		Immediate and urgent action required. Detailed on the Action Plan.
8		Further action is required to improve safety management. Detailed on the Action Plan.
70		Satisfactory, monitor and review on an on-going basis.

The standard of health and safety management appeared to be generally satisfactory although some action was identified as necessary to improve safety management. Implementation of the Action Plan will improve your current standards of compliance.

The Action Plan, in the following pages, shows where improvements to your health and safety management are needed. Please bear in mind that the plan only comments on the documents I was shown and my observations during the visit.

I also briefly explained your online Safety Management System and support tools, which include:

- Responsibilities and Task Planner, and Action Plan.
- Risk Assessment module.
- Safety Management Documents and guidance.
- Accident Records.
- E-learning.

I hope you found my visit useful and I would like to thank you for your time and support during the visit. Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or call our 24 Hour Advice Service on 0844 892 2785 (option 1).

Yours sincerely,

Martin Stretton CMIOSH
Health and Safety Consultant

martin.stretton@peninsula-uk.com

Send to: Jane Ashby <clerk@nettleham-pc.gov.uk>

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.




It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit.





This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).



Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Action Plan

Main person seen:	Jane Ashby
Appointment date:	26 June 2024
Areas visited:	Admin office - reception, meeting room / office, toilet and kitchen. Old school house - large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with store rooms, meeting room, and workshop. Small hall - kitchen, hall and storage room. Burial ground and Bishops Palace. Football and cricket pitch - pavilion with hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires. Externally the skate park, and general park. All car parking areas.
Areas not visited:	First floor of admin building, tennis court and mugga.
Address:	Former Police Office Scothern Road, Lincoln, LN2 2TU

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.6	Occupational driving risk assessment. There is no occupational driving risk assessment in place.	Conduct an occupational driving risk assessment to identify hazards associated with driving for work. Control measures should include: a driving policy, licence checks, mobile phone policy, business insurance, suitability of vehicle for the task, vehicle checks, etc. The assessment should be reviewed at least annually or after change to driving operations.	4-31	Six weeks		Jane Ashby	
1.4	Monitoring of health and safety actions. Management checks in the form of periodic and annual checklists will be produced on your behalf.	During the visit I explained your periodic and annual checklists which form part of your health and safety management system. These checklists should be completed by the relevant persons at the agreed timescales. Record any identified areas of concern or non-conformities in the action log, so that the corrective action needed can be allocated to the correct person.	1-1	Six weeks		Jane Ashby	
1.5	Health, safety and welfare information for employees. Employee Safety Handbooks are currently in preparation.	On receipt of your new or updated Employee Safety Handbooks make sure that they are distributed to all employees and that the confirmation of receipt form is returned, signed and dated and kept on file. These can be ordered from Peninsula.	1-23	Six weeks		Jane Ashby	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.12	Driving licence checks. Employees driving licences have been checked in the past, however it has been over a year since the last checks took place.	To help effectively manage your road risk, make sure that the validity of employee's driving licences are checked on at least an annual basis. With your employees' cooperation this can be done by visiting either the DVLA website - www.gov.uk/view-driving-licence or the DVA website https://www.nidirect.gov.uk/services/view-or-share-your-driving-licence-information . You will need them to obtain a 21 day access code which will allow you to see their personal data. It is an offence to obtain this personal information without their permission.	1-7	Six weeks		Jane Ashby	
2.5	Periodic checks of work vehicles. Vehicle checks are not recorded.	To help effectively manage your road risk, make sure that vehicle defect checks are completed on a weekly basis and that any identified faults are corrected as required. Records of these checks should be kept.	4-28	Six weeks		Jane Ashby	
3.4	Fire detection and alarm system maintenance. Last serviced on the 16/11/2023. The fire detection and alarm system six monthly servicing is overdue.	Six monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. This task is normally fulfilled by entering into a service contract with a specialist fire alarm company. Keep service records on file.	2-1	Six weeks		Jane Ashby	
3.26	Fire safety policy. There is no fire policy in place.	The fire policy should be reviewed annually and updated as required, to make sure that it is still relevant to the organisation and premises. The policy should be communicated to all relevant persons.	2-1	Six weeks		Jane Ashby	




Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.11	Home working risk assessments. Some employees regularly work from home but display screen equipment and home working risk assessment checklists have not been completed.	All staff who regularly work from home should complete display screen equipment self-assessment questionnaires and home working viability checklists; suitable forms can be found in your online system. The completed questionnaires and checklists should be reviewed and any identified issues should be addressed as necessary. The assessments and checklists should be reviewed at least annually or whenever significant changes to a home workers working environment are made.	1-18	Six weeks		Jane Ashby	
4.4	The first aid arrangements have not been displayed. The arrangements for first aid are not currently displayed in the premises.	A first aid notice, form FFAN, is available for download from the documents section of your online system. Ensure that the notice is completed with the required information, displayed in the premises and that the arrangements are explained to all employees.	3-1	Three months		Jane Ashby	

Site Compliance Review

Details

Main Person seen:	Jane Ashby
Appointment date:	26 June 2024
Areas visited:	Admin office - reception, meeting room / office, toilet and kitchen. Old school house - large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with store rooms, meeting room, and workshop. Small hall - kitchen, hall and storage room. Burial ground and Bishops Palace. Football and cricket pitch - pavilion with hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires. Externally the skate park, and general park. All car parking areas.
Areas not visited:	First floor of admin building, tennis court and mugga.
Address:	Former Police Office Scothern Road, Lincoln, LN2 2TU

Summary of Findings








1		Immediate and urgent action required. Detailed plan on the Action Plan.
8		Further action is required to improve safety management. Detailed on the Action Plan.
70		Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.












Overview Of Areas Relating To Documentation







Ref.	Documentation	Status	Supporting evidence - Action required
1.1	Is there a current health and safety policy signed and dated by the most senior manager?		A suitable health and safety policy with a signed policy 'Statement of Intent' is in place. Signed and dated 09/01/2024.
1.2	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		The Employers' Liability Insurance Certificate is in date and prominently displayed within the premises. Expiry date 31/05/2025.
1.3	Is a copy of the Health and Safety 'What You Need To Know' poster on display?		The Health and Safety poster 'What You Need To Know' is prominently displayed within the premises where employees have access to the information.
1.6	Is the management process clear if actions are required by Enforcing Authorities?		A clear management process is in place and there are currently no formal actions open in connection with this site.
1.7	Is a suitable hazard reporting system actively in place?		A suitable hazard reporting system is in place. All employees are actively encouraged to report potential hazards, unsafe conditions and near misses. These hazards are formally recorded and actioned where required. Facilities team checklist.
1.8	Are Contractors assessed for suitability with submission of relevant documentation?		Contractors are assessed for suitability with documentation requested and received, such as copies of risk assessments, method statements, insurance certificates etc.
1.9	Do employees who use their private vehicles for business purposes have adequate business use insurance cover, and where applicable a current vehicle examination certificate?		All road vehicle user's business insurance, vehicle examination and tax details are checked on an annual basis.
1.10	Are there suitable accident and incident recording, reporting and investigation arrangements that are data protection compliant?		Accidents are reported and recorded using a Data Protection compliant accident reporting system and accident investigations are completed as required to identify root causes and prevent similar occurrences.
1.11	Are arrangements in place to consult with employees on health and safety issues and provide relevant information? Are records of consultation retained?		Health and safety consultation is by way of scheduled meetings. Annual parish meeting.

Overview Of Areas Relating To Equipment









Ref.	Equipment	Status	Supporting evidence - Action required
2.1	Are power supplies to portable electrical equipment maintained? Is the use of extension leads controlled?		The use of extension leads is minimal. Those seen were suitable for their application and in good condition.
2.2	Is all work equipment fit for purpose and maintenance records available?		From a visual observation only, work equipment appeared to be suitable by design and in a reasonably well-maintained condition.
2.3	Are there arrangements to purchase new machinery and equipment that is safe and without risks to health?		There is a formal policy to purchase only machinery and equipment that meets all UK health and safety requirements.
2.4	Are adequate arrangements in place to service and maintain company vehicles?		Works vehicles are suitably maintained in accordance with the manufacturer's instructions.
2.6	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales. This was completed on the 16/11/2023.
2.7	Is all work at height equipment (including ladders and stepladders) suitable, sufficient and fit for purpose being subject to periodic visual checks and maintenance?		Access equipment is suitable for its use and subject to a documented inspection regime.
2.8	Is office equipment suitable, maintained and fit for purpose?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.

Overview Of Areas Relating To Fire







Ref.	Fire	Status	Supporting evidence - Action required
3.3	Is the fire alarm system in working order and tested weekly with records kept?		The fire detection and alarm system appears to be in working order and has been tested within the required timescales. The fire alarm is tested weekly from a scheduled rotation of call points. Last carried out and recorded on the 04/06/2024.
3.5	Are emergency lighting units subject to a suitable servicing regime?		Emergency lighting is serviced at the required intervals with records kept.
3.6	Are emergency lighting units subject to a suitable testing regime?		Emergency light testing is being conducted on a monthly basis. Last recorded 05/05/2024.
3.7	Are arrangements in place for all staff to undertake fire evacuation drills at least every six months and to record the results?		Fire emergency evacuation drills are conducted within the recommended timescales with documented records kept in your fire safety record book. Currently carried out every month. Fire drills should be held at regular intervals, preferably twice per year.
3.8	Are fire assembly point(s) clearly indicated and in suitable locations?		The fire assembly point is clearly identified via an assembly point sign or fire action notices within the premises.
3.9	Are adequate arrangements in place to store and handle flammables?		Flammable substances are stored in a dedicated secure location away from direct sunlight and sources of ignition.
3.10	Are all the fire alarm operating points easily accessible?		Automatic fire alarm operating points are all easily accessible throughout the building.
3.12	Has a competent person completed or reviewed a suitable risk to life fire risk assessment?		A comprehensive fire risk assessment is in place and has been reviewed in the last 12 months and shared with the staff. This was completed in September 2023.
3.13	Have all significant findings from the risk to life fire risk assessment been resolved satisfactorily?		All identified significant findings highlighted in the fire risk assessment have been resolved.
3.14	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible.
3.15	Has suitable fire fighting equipment been provided and is it serviced annually? Are fire extinguisher identification signs adjacent to extinguishers?		Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised fire safety contractor. Suitable fire extinguisher identification signs are displayed adjacent to the extinguishers. These were serviced and maintained by Lindum Fire in July 2023, and are checked monthly (04/06/2024) internally.



Ref.	Fire	Status	Supporting evidence - Action required
3.18	Are suitable fire exit signs and evacuation instructions displayed appropriately on fire exit routes?		Suitable fire exit signs are in place.
3.20	Are fire doors suitable and sufficient?		All fire doors appear to close fully with intumescent strips / smoke seals in place. There are no gaps and door closures are in good working order.
3.21	Is there a fire safety training programme for employees?		All employees have been trained in fire awareness and there is an adequate number of designated fire wardens with a rolling training programme in place.
3.22	Is all upholstered furniture in good condition?		All upholstered furniture is in good condition with no damage or wear.
3.24	Is there a fire and emergency evacuation procedure and a fire building plan in place?		There is an up to date written fire and emergency evacuation procedure in place along with a plan identifying final exits escape route and equipment.
3.25	Has a General Emergency Evacuation Plan (GEEP) been devised for any visitors who have recognised disabilities?		A General Emergency Evacuation Plan (GEEP) is in place for any vulnerable individuals that may be on site requiring assistance to evacuate.

Overview Of Areas Relating To People









Ref.	People	Status	Supporting evidence - Action required
4.1	Are there sufficient trained first aiders and an adequate supply of first aid materials?		First aid arrangements are adequate.
4.2	Did the first aid assessment consider the need for first aiders to deal with mental health issues?		Following a first aid needs assessment appointed first aiders have received training to identify and understand mental ill health symptoms and support colleagues experiencing a mental health issue.
4.3	Do all employees receive health and safety awareness training as part of their induction, with records kept?		Formal induction training takes place with records kept for all new employees.
4.6	Are arrangements for persons with disabilities adequate?		Arrangements for persons with disabilities are adequate.
4.8	Have the risks of violence and aggression towards staff by visitors and clients been assessed? Are there suitable arrangements for managing the risk?		The hazards and risks to the workforce have been recognised and assessed. The assessment has identified hot spots where the risk is greatest and protective measures such as wide counters and CCTV are in place. A formal procedure has been prepared and staff have been trained to deal with such situations and to avoid confrontation and conflict. All incidents are recorded, investigated by managers and the precautions reassessed.
4.9	Do you manage the risks to your staff and business from substance and alcohol abuse?		Suitable procedures concerning substance and alcohol abuse are in place.
4.10	Are employees trained in general and job specific health and safety with suitable records maintained?		All employees undergo training and instruction which includes job specific health and safety and emergency evacuation.
4.11	Is there adequate provision of Personal Protective Equipment (PPE) with suitable storage?		PPE provision and storage is satisfactory with clear confirmation of PPE receipt.

Overview Of Areas Relating To Premises


Ref.	Premises	Status	Supporting evidence - Action required
5.1	Has a suitable risk assessment for exposure to radon gas been completed and action taken where necessary?		According to the UK Health Security Agency radon map your premises, which do not have a basement, are in a low risk (<1%) area.
5.2	Has the presence or absence of asbestos containing materials (ACMs) in the fabric of the premises been identified?		The asbestos survey had been carried out and Rilmac carried out encapsulation of the Artex in the pavilion where identified asbestos containing materials (ACM) are present.
5.6	Have fixed hard-wired electrical circuits been subject to periodic inspection within recommended timescales?		The hard-wired electrical system test and inspection has been conducted by a suitably qualified electrical engineer within the prescribed timescale. The latest Electrical Installation Condition Report dated 27/05/2021, shows the condition of the installation as 'satisfactory', with no remedial work required.
5.7	Has mains gas equipment been subject to inspection by a suitably qualified Gas Safe registered engineer within the last 12 months with a Certificate of Gas Safety issued?		Mains gas appliances have been tested and inspected by a suitably qualified Gas Safe registered engineer with a Certificate of Gas Safety issued on the 19/02/2024.
5.12	Is housekeeping in all work areas to a good standard?		Housekeeping was to an acceptable standard.
5.13	Are suitable spillage procedures in place?		Spillage procedures are in place.
5.14	Are slip, trip and fall hazards (e.g. spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		At the time of the visit floors and walkways were observed to be well maintained and free from slip, trip and fall hazards.
5.15	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		The welfare, washing and toilet facilities observed were adequate and well maintained in clean condition at the time of the visit.
5.16	Are external areas well maintained and suitable for the work activities taking place?		External areas were observed to be suitably maintained at the time of the visit.
5.18	Are pressure, gas and other service pipes clearly and conspicuously labelled regarding the service provided?		Service pipes are suitably identified and clearly labelled.
5.19	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition at the time of the visit.
5.20	Is there adequate workspace for the work activities taking place?		Workspace was observed to be adequate at the time of the visit.
5.21	Are air temperatures kept at reasonable levels?		Air temperatures were judged to be reasonable at the time of the visit.
5.22	Is there adequate access to and from the workplace?		Adequate access routes to and from the workplace were available and appeared to be in reasonable condition at the time of the visit.

Ref.	Premises	Status	Supporting evidence - Action required
5.23	Are arrangements in place to undertake planned testing and treatment of water tanks and descaling and disinfection of shower units to minimise risks from legionellosis and are suitable records retained?		Adequate arrangements are in place which include water testing, disinfection, cleaning, de-scaling of shower heads and flushing of infrequently used water outlets. This is carried every quarter with details retained.
5.24	Are electric vehicle charging points suitably located and installed?		Electric vehicle charging points for road going and internal transport vehicles have been installed by competent contractors. Road going vehicles are charged in the open-air. Internal transport vehicles in a dedicated, segregated and ventilated area. Isolators are clearly marked. Fire protection and fire-fighting equipment is provided.





Overview Of Areas Relating To Risk Assessments

Ref.	Risk Assessments	Status	Supporting evidence - Action required
6.1	Have risk assessments been carried out for general tasks with suitable control measures implemented and reviewed within the last 12 months?		General task based risk assessments have been conducted. Risk assessments in place for DSE, hazardous substances, manual handling, lone working, legionella and home working. The assessments contained a reasonable amount of detail with regard to the hazards involved and of the control measures implemented.
6.2	Have risk assessments been carried out for display screen equipment with suitable control measures implemented?		Display screen equipment risk assessments have been completed for the use of workstations based on the outcomes of completed self-assessment questionnaires. The questionnaires have been reviewed and any issues identified have been addressed. Following a significant change to a user's workstation the assessments last reviewed on the 29/09/2023.
6.3	Have risk assessments been carried out for hazardous substances with suitable control measures implemented?		An inventory of hazardous substances has been documented with supporting Safety Data Sheets available. Risk assessments have been carried out using the information from the manufacturers Safety Data Sheet (SDS). The assessments identify the control measures to be followed when using the substances. Last reviewed on the 03/05/2023.
6.4	Have risk assessments been completed for manual handling activities and suitable control measures identified?		Manual handling risk assessments have been completed and the control measures introduced. These have been reviewed in the last 12 months.
6.5	Are there risk assessments covering employees who may have to work alone?		Suitable assessments are in place covering work activities involving lone working.
6.7	Have working at height tasks been properly risk assessed with safe systems of work being put into operation (this will include the safe use of stepladders, ladders, and step stools)?		A risk assessment for tasks which incorporates the use of ladders and / or stepladders has been undertaken and suitably detailed.
6.9	Is suitable documentation (including specialist risk assessment) in place relating to the prevention of Legionellosis?		A Legionella survey and assessment has been completed by an external contractor. Subsequently a Legionella management plan has been prepared and implemented. In the pavilion there are no tanks these have been removed and no dead legs. Showers are mains fed and flushed weekly and heads changed quarterly and disinfected.
6.12	Have the findings of risk assessments been explained to relevant individuals e.g. employees, with suitable records retained?		Risk assessment findings are explained to employees which they sign and date once read.

Overview Of Areas Relating To Safety Arrangements

Ref.	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are there suitable arrangements to deal with the storage and disposal of hazardous and non hazardous waste?		Adequate arrangements regarding hazardous and non hazardous waste are in place.

Overview Of Areas Relating To Occupational Health

Ref.	Occupational Health	Status	Supporting evidence - Action required
8.3	Are there suitable arrangements to identify, assess and manage work-related stress?		The risks of work-related stress have been assessed. A stress management and well-being policy, adequate for the size and means of the business, has been developed.
8.5	Have all employees received some form of mental health and social wellbeing training?		The organisation has had some mental health training and now have the Employee Assistance Programme to assist with this issue.
8.7	Is suitable ventilation provided to ensure that fresh air is available and reduce risks of transmission of societal illnesses such as winter flu virus, Covid and similar?		At these small premises natural ventilation is sufficient for the number of people present.
8.8	Are the hazard and risks from occupational dermatitis recognised and effectively controlled? Is health surveillance routinely completed?		No significant potential causes of dermatitis have been identified at these premises.