



PENINSULA

Success Starts Here

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

Our ref: SSVIS1/NET116

18 August 2024

Dear Jane

**Re: Installation Visit**

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

**Visit Date:** 14 August 2024

At my recent visit to your premises, the following activities were completed:

- Reviewed the actions and findings of your previous health & safety compliance audit.
- Introduced and demonstrated your BrightSafe Account, including the sections:

The following actions were identified during the visit:

- Driving
  - License checks need to be carried out annually for those who drive company vehicles and those who drive their own vehicles on company business - using the DVLA website.
- Fire alarm servicing
  - A copy of the fire alarm servicing record for May 2024 was not available.

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 schoolhouse, which has a large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with storerooms, 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. The 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 (Mulsanne 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 Muga.

**Action taken to achieve compliance:**

1. Risk assessment for occupational driving had been undertaken.
2. Annual health and safety monitoring checklist had been completed.
3. A fire policy had been signed and dated.
4. Viability checklists had been completed for those who work from home along with DSE self-assessments form.
5. Employee Safety Handbooks had been provided and given to staff.
6. Vehicle checklist is in place for the checking of company vehicles.
7. First aid course took place on the 17/07/2024 and first aider notice displayed.
8. H&S Policy statement signed and dated 09/01/2024.
9. Employers liability insurance certificate displayed and expires on the 31/05/2025.
10. Fire risk assessment was carried out in September 2023.
11. Fire extinguishers were serviced and maintained in July 2024.



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12. Portable appliances were maintained on the 16/11/2023.
13. Gas was serviced and maintained on the 19/02/2024.
14. Electrical condition report was completed on the 27/05/2021.

Should you require advice on this report or any other health and safety issue please contact our 24 Hour Advice Service by phone on 0844 892 2785 (option 1) or by email to [handsadvice@peninsula-uk.com](mailto:handsadvice@peninsula-uk.com).

Yours sincerely

**Martin Stretton CMIOSH**  
**Health and Safety Consultant**

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Send To: Jane Ashby <[clerk@nettleham-pc.gov.uk](mailto:clerk@nettleham-pc.gov.uk)>, Facilities Manager <[facilitiesmanager@nettleham-pc.gov.uk](mailto:facilitiesmanager@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.