

<b>Date:</b>	<b>30 October 2018</b>
<b>Title:</b>	<b>Health and Safety Visit</b>
<b>Contact Officer:</b>	<b>Morag Robinson, Office Administration Manager</b>

### **Purpose of the Report**

1. To note the outcomes of the Health and Safety visit on 12 September 2018.

### **Background**

2. The Health & Safety Consultant from Ellis Whittam carried out her final visit on 12 September 2018 of the current three year contract which was due to terminate on 13 October 2018.
3. The Consultant reviewed the Safety Action Plan that forms part of the General Risk Assessment which had been updated since her last visit on 25 January 2018. She was pleased to note that outstanding actions have either been completed or are work in progress.
4. Various other topics were discussed and in particular, the Consultant was pleased to note:
  - that Risk Assessments are now being filed into categories which she agreed was a simpler way to record them
  - that the remedial work in regard to the Town Hall Lift has now been undertaken and she recognises the significant investment that the Council has made
  - the Legionella Risk Assessment had been undertaken on 2 March 2018 at the Depot
  - that the Asset Manager is undertaking a certificated webinar training session in regard to Noise
  - that the Stress Risk Assessment was issued to all staff on 15 February 2018
  - that Fire Marshall training was undertaken in April 2018 by 4 members of staff which covered both the Town Hall and the Depot
  - that Basic First Aid training had been undertaken by 3 members of staff
  - that a Moreton Pond Risk Assessment was being drafted
5. Overall the Consultant recognised the hard work and commitment that staff have towards health and safety in the work place and that the Council's organisational standards remain high.

### **Resource Appraisal**

6. Costs incurred to date to undertake the remedial works have been met within current budgets.

### **Risk Assessment**

7. The Council would not be adhering to current Health and Safety legislation if a General Risk Assessment were not undertaken.

**Legal Powers:** Local Government Act 1972 s 111  
: Management of Health & Safety at Work Regulations 1999

### **Recommendation:**

#### ***It is recommended that:***

- i) The Health and Safety visit on 12 September 2018 be noted.***