





Total Score	85%	Manager Name	Jim Virgo
Score Band	Green	Job Title	Grounds and Premises Warden
Date and Start Time	24 Sep 2018 at 9:30am	Auditor	James Stowe

Action Status

Key	 Low	 Medium	 High	 Critical
Open	1	27	-	-
Closed	-	-	-	-

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A Executive Summary

Scope:

This is a General Risk Assessment that covers the significant health & safety issues at Saltash Town Council, The Guild Hall, 12 Lower Street, Saltash Cornwall PL12 6JX. It is an assessment of the health, safety risks arising from the premises and the activities within in order to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

Saltash Town Council is located in the Guildhall, a 1774 Grade 2 listed building which has been refurbished and modernised to include a reception area and meeting room on the ground floor, the main hall which is hired out on the first floor, and the Town Clerk's Office on the second floor.

The town council also operates out of the following locations:

Cemetery: grounds keeping storage and operations

4 public toilets:

Station building: currently unused

Pontoon: on riverfront

Council depot.

Activities/Areas/Premises covered/not covered:

All of the above locations are covered in this report. Event management has not been covered as none were taking place at the time of the visit.

Comments regarding physical issues such as housekeeping and equipment safety are made with reference to the visited locations (town hall, cemetery storage and depot) only as these were the locations visited on the day.

Attendees:

Jim Virgo, Head warden

Jim Stowe, H&S consultant

Purpose of Report

This document has been prepared on your behalf by Ellis Whittam Ltd and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where Ellis Whittam are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. A summary of the score attained under each hazard category is provided in Section B 'Scores by Section'. Any improvements required are identified as actions and appear in Section C 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section D 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the EW Compliance Centre software.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the Ellis Whittam Advice Line on: 0345 226 8393

This report becomes uncontrolled when printed.

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

Introduction

Terminology

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the premises and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are employees or others, such as members of the public.

Some health and safety law imposes an '**absolute**' duty which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term '**reasonably practicable**' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to [Priority](#) and [Risk](#). In Section B you will also find a summary of [Scores by Section](#). An explanation of these descriptors together with the section of the report they are found in is provided below:

Compliance Scores – Section B Scores by Section

This is a measure of the scores attained under each hazard section and takes into account any non-conformances and their significance.

Score 2 no non-conformances have been identified

Score 1 at least one Low non-conformance has been identified

Score 0 at least one Critical, High or Medium non-conformance has been identified

Priority Rating - Section C Safety Action Plan

This is a measure of the significance of the risk identified and how soon action should be taken.

“Critical” Immediate risk. Complete within 48hrs.

“High” Serious legal contravention. Complete within 7 days.

“Medium” Legal contravention. Complete within 3 months.

“Low” Minor contravention. Complete within 6 months.

Risk Rating – Section D Assessment Report

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place.

“High Risk” relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

“Medium Risk” relates to the possibility of a serious injury or serious health effect.

“Low Risk” relates to the occurrence of a minor injury or reversible minor health effect.

B Scores by Section

MANAGEMENT & WORKPLACE

Score 89%

No	Compliance Point	Score		No	Compliance Point	Score	
1	MANAGEMENT OF H&S- POLICY	2	• • • •	55	FIRE SAFETY OVERVIEW- DISABLED PERSONS	2	• • • •
2	MANAGEMENT OF H&S- ORGANISATION	0	• (M) • •	56	FIRE SAFETY OVERVIEW- EMERGENCY SERVICES	2	• • • •
3	MANAGEMENT OF H&S- MONITORING ETC	2	• • • •	57	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	2	• • • •
4	MANAGEMENT OF H&S- COMMS & CONSULTATION	2	• • • •	58	FIRE SAFETY OVERVIEW- ASSEMBLY POINTS	2	• • • •
5	MANAGEMENT OF H&S- TRAINING	2	• • • •	59	FIRE SAFETY OVERVIEW- FIRE DOORS	2	• • • •
6	MANAGEMENT OF H&S- RISK ASSESSMENT	0	• (M) • •	60	FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES	2	• • • •
7	MANAGEMENT OF H&S- ACCIDENTS ETC	2	• • • •	61	FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS	2	• • • •
8	MANAGEMENT OF H&S- EMERGENCY PLANS	2	• • • •	62	FIRE SAFETY OVERVIEW- SIGNAGE	0	• (M) • •
9	MANAGEMENT OF H&S- NOTICES	2	• • • •	63	FIRE SAFETY OVERVIEW- WEEKLY CHECKS	2	• • • •
10	MANAGEMENT OF H&S- OTHER	2	• • • •	64	FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	0	• (M) • •
11	WORKPLACE-PEOPLE AT RISK	2	• • • •	65	FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER	2	• • • •
12	WORKPLACE-CLEANLINESS & WASTE	2	• • • •	66	FIRST AID AT WORK- HAZARDS	2	• • • •
13	WORKPLACE-DOORS & GATES	2	• • • •	67	FIRST AID AT WORK- PEOPLE AT RISK	2	• • • •
14	WORKPLACE-FALLS/FALLING OBJECTS	2	• • • •	68	FIRST AID AT WORK- NEEDS ASSESSMENT	2	• • • •
15	WORKPLACE-FLOORS & TRAFFIC ROUTES	2	• • • •	69	FIRST AID AT WORK- PERSONNEL	2	• • • •
16	WORKPLACE-LIGHTING	2	• • • •	70	FIRST AID AT WORK- EQUIPMENT	2	• • • •
17	WORKPLACE-ROOM DIMENSIONS/SPACE	2	• • • •	71	FIRST AID AT WORK- OTHER	2	• • • •
18	WORKPLACE-SMOKING	2	• • • •	72	LONE WORK- HAZARDS	2	• • • •
19	WORKPLACE-TEMPERATURE	0	• (M) • •	73	LONE WORK- PEOPLE AT RISK	2	• • • •
20	WORKPLACE-VENTILATION	2	• • • •	74	LONE WORK- PROHIBITIONS	2	• • • •
21	WORKPLACE-WELFARE	2	• • • •	75	LONE WORK- EMERGENCIES	2	• • • •
22	TRANSPARENT/TRANSLUCENT SURFACES	2	• • • •	76	LONE WORK- MONITORING/SUPERVISION	2	• • • •
23	WORKPLACE-WINDOW RESTRICTORS	2	• • • •	77	LONE WORK- MISCELLANEOUS	2	• • • •

24	WORKPLACE-WORKSTATIONS & SEATING	2	• • • •	78	LONE WORK- OTHER	2	• • • •
25	WORKPLACE-PEST CONTROL	2	• • • •	79	MANUAL HANDLING OPERATIONS- HAZARDS	2	• • • •
26	WORKPLACE-OTHER	2	• • • •	80	MANUAL HANDLING OPERATIONS- PEOPLE AT RISK	2	• • • •
27	CLEANING- HAZARDS	2	• • • •	81	MANAGING MANUAL HANDLING OPERATIONS	2	• • • •
28	CLEANING- PEOPLE AT RISK	2	• • • •	82	MANUAL HANDLING OPERATIONS- OTHER	2	• • • •
29	CLEANING- SAFE SYSTEMS OF WORK	0	• (M) • •	83	NEW/EXPECTANT MOTHERS- HAZARDS	2	• • • •
30	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	2	• • • •	84	NEW/EXPECTANT MOTHERS- PEOPLE AT RISK	2	• • • •
31	CLEANING- EQUIPMENT	0	• (M) • •	85	NEW/EXPECTANT MOTHERS- RISK ASSESSMENT	2	• • • •
32	CLEANING- BARRIERS & NOTICES	2	• • • •	86	NEW/EXPECTANT MOTHERS- - OTHER	2	• • • •
33	CLEANING- PERSONAL PROTECTIVE EQUIPMENT	2	• • • •	87	PASSENGER & GOODS LIFTS- HAZARDS	0	• (M) • •
34	CLEANING- GLASS AND SHARPS	0	• (M) • •	88	PASSENGER & GOODS LIFTS- PEOPLE AT RISK	2	• • • •
35	CLEANING- WORK AT HEIGHT	2	• • • •	89	PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION	2	• • • •
36	CLEANING- OTHER	2	• • • •	90	PASSENGER & GOODS LIFTS- SAFETY MEASURES	2	• • • •
37	CONTRACTOR MANAGEMENT- HAZARDS	2	• • • •	91	PASSENGER & GOODS LIFTS- EMERGENCIES	2	• • • •
38	CONTRACTOR MANAGEMENT- PEOPLE AT RISK	2	• • • •	92	PASSENGER & GOODS LIFTS- PLANT ROOMS	2	• • • •
39	CONTRACTOR MANAGEMENT- COMPETENCE	2	• • • •	93	PASSENGER & GOODS LIFTS- OTHER	2	• • • •
40	CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION	2	• • • •	94	PERSONAL PROTECTIVE EQUIPMENT- HAZARDS	2	• • • •
41	CONTRACTOR MANAGEMENT- OTHER	2	• • • •	95	PERSONAL PROTECTIVE EQUIPMENT- PEOPLE AT RISK	2	• • • •
42	DISPLAY SCREENS- HAZARDS	2	• • • •	96	PERSONAL PROTECTIVE EQUIPMENT- CONTROLS	2	• • • •
43	DISPLAY SCREENS- PEOPLE AT RISK	2	• • • •	97	PERSONAL PROTECTIVE EQUIPMENT- OTHER	2	• • • •
44	DISPLAY SCREENS- USER IDENTIFICATION	0	• (M) • •	98	STRESS MANAGEMENT- HAZARDS	2	• • • •
45	DISPLAY SCREENS- INFORMATION ETC	2	• • • •	99	STRESS MANAGEMENT- PEOPLE AT RISK	2	• • • •
46	DISPLAY SCREENS- WORKSTATIONS	1	(L) • • •	10...	STRESS MANAGEMENT- CONTROLS	2	• • • •
47	DISPLAY SCREENS- EYE TESTS	2	• • • •	10...	STRESS MANAGEMENT- OTHER	2	• • • •
48	DISPLAY SCREENS- CORRECTIVE APPLIANCES	2	• • • •	10...	VIOLENCE AT WORK- HAZARDS	2	• • • •
49	DISPLAY SCREENS- OTHER	2	• • • •	10...	VIOLENCE AT WORK- PEOPLE AT RISK	2	• • • •
50	FIRE SAFETY OVERVIEW- HAZARDS	0	• (M) • •	10...	VIOLENCE AT WORK- POLICY	2	• • • •

51	FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK	2	• • • •
52	FIRE SAFETY OVERVIEW- RISK ASSESSMENT	2	• • • •
53	FIRE SAFETY OVERVIEW- EVACUATION PLANS	2	• • • •
54	FIRE SAFETY OVERVIEW- FIRE DRILLS	2	• • • •

10...	VIOLENCE AT WORK- CASH HANDLING	2	• • • •
10...	VIOLENCE AT WORK- EMERGENCY RESPONSE	2	• • • •
10...	VIOLENCE AT WORK- CCTV	2	• • • •
10...	VIOLENCE AT WORK- OTHER	2	• • • •

AGRICULTURE & OUTSIDE WORK

Score 86%

No	Compliance Point	Score	
1	CEMETERY SAFETY- HAZARDS	2	• • • •
2	CEMETERY SAFETY- PEOPLE AT RISK	2	• • • •
3	CEMETERY SAFETY- CONTROLS	0	• (M) • •
4	CEMETERY SAFETY- OTHER	2	• • • •
5	GROUNDS MAINTENANCE- HAZARDS	2	• • • •
6	GROUNDS MAINTENANCE- PEOPLE AT RISK	2	• • • •
7	GROUNDS MAINTENANCE- RISK ASSESSMENT	2	• • • •
8	GROUNDS MAINTENANCE- STORAGE	2	• • • •
9	GROUNDS MAINTENANCE- REFUELLING	2	• • • •
10	GROUNDS- TRAINING/AUTHORISATION	0	• (M) • •
11	GROUNDS MAINTENANCE- GUARDING	2	• • • •
12	GROUNDS MAINTENANCE- NOISE & VIBRATION	2	• • • •
13	GROUNDS MAINTENANCE- OTHER	2	• • • •
14	OUTSIDE WORK- HAZARDS	2	• • • •
15	OUTSIDE WORK- PEOPLE AT RISK	2	• • • •
16	OUTSIDE WORK- HOT/COLD ENVIRONMENTS	0	• (M) • •
17	OUTSIDE WORK- WEATHER	2	• • • •
18	OUTSIDE WORK- WATER (RISK ASSESSMENT)	2	• • • •

No	Compliance Point	Score	
19	OUTSIDE WORK- WATER (COMMUNICATIONS)	2	• • • •
20	OUTSIDE WORK- WATER (WORK PLATFORMS)	2	• • • •
21	OUTSIDE WORK- WATER (RESCUE)	2	• • • •
22	OUTSIDE WORK- WATER (PPE)	2	• • • •
23	OUTSIDE WORK- WATER (BUOYANCY AIDS)	0	• (M) • •
24	OUTSIDE WORK- WATER (OTHER CONTROLS)	2	• • • •
25	OUTSIDE WORK- BIOLOGICAL HAZARDS	0	• (M) • •
26	OUTSIDE WORK- OVERHEAD POWER	2	• • • •
27	OUTSIDE WORK- BURIED SERVICES	2	• • • •
28	OUTSIDE WORK- OTHER	2	• • • •
29	RIDE ON MOWERS- HAZARDS	2	• • • •
30	RIDE ON MOWERS- PEOPLE AT RISK	2	• • • •
31	RIDE ON MOWERS- RISK ASSESSMENT	2	• • • •
32	RIDE ON MOWERS- INSPECTION/TEST ETC	2	• • • •
33	RIDE ON MOWERS- OPERATION	2	• • • •
34	RIDE ON MOWERS- PROTECTION/WARNING	2	• • • •
35	RIDE ON MOWERS- REFUELLING	2	• • • •
36	RIDE ON MOWERS- OTHER	2	• • • •

ENERGY USE & STORAGE

Score 80%

No	Compliance Point	Score		No	Compliance Point	Score	
1	ELECTRICAL SAFETY- HAZARDS	2	• • • •	6	ELECTRICAL SAFETY- OTHER	2	• • • •
2	ELECTRICAL SAFETY- PEOPLE AT RISK	2	• • • •	7	GAS- HAZARDS	2	• • • •
3	ELECTRICAL SAFETY- FIXED WIRING	2	• • • •	8	GAS- PEOPLE AT RISK	2	• • • •
4	ELECTRICAL SAFETY- PORTABLE APPLIANCES	2	• • • •	9	GAS- CONTROLS	0	• (M) • •
5	ELECTRICAL SAFETY- OTHER CONTROLS	0	• (M) • •	10	GAS- OTHER	2	• • • •

HAZARDOUS SUBSTANCES & AGENTS

Score 92%

No	Compliance Point	Score		No	Compliance Point	Score	
1	ASBESTOS- HAZARDS	2	• • • •	21	NOISE AT WORK- HAZARDS	2	• • • •
2	ASBESTOS- PEOPLE AT RISK	2	• • • •	22	NOISE AT WORK- PEOPLE AT RISK	2	• • • •
3	ASBESTOS SURVEY	2	• • • •	23	NOISE AT WORK- NOISE ASSESSMENT	2	• • • •
4	ASBESTOS MANAGEMENT	0	• (M) • •	24	NOISE AT WORK- CONTROL MEASURES	2	• • • •
5	ASBESTOS- OTHER	2	• • • •	25	NOISE AT WORK- PPE	2	• (M) • •
6	COSHH- SUBSTANCES USED/PRODUCED	2	• • • •	26	NOISE AT WORK- OTHER CONTROLS	2	• • • •
7	COSHH- HAZARDS	0	• (M) • •	27	NOISE AT WORK- ADDITIONAL	2	• • • •
8	COSHH- PEOPLE AT RISK	2	• • • •	28	VIBRATION-HAZARDS	2	• • • •
9	COSHH- INFORMATION & ASSESSMENT	2	• • • •	29	VIBRATION-PEOPLE AT RISK	2	• • • •
10	COSHH-TRAINING & SUPERVISION	2	• • • •	30	VIBRATION-RISK ASSESSMENT	2	• • • •
11	COSHH-STORAGE	0	• (M) • •	31	VIBRATION-HEALTH	2	• • • •
12	COSHH- LOCAL EXHAUST VENTILATION	2	• • • •	32	VIBRATION-EQUIPMENT SELECTION & MAINTENANCE	2	• • • •
13	COSHH- PPE & RPE	2	• • • •	33	VIBRATION-MANAGING EXPOSURE	2	• • • •
14	COSHH- EMERGENCIES & HEALTH SURVEILLANCE	2	• • • •	34	VIBRATION-PPE	2	• • • •
15	COSHH- OTHER	2	• • • •	35	VIBRATION-OTHER	2	• • • •
16	LEGIONELLA- HAZARDS	2	• • • •	36	CARRIAGE OF DANGEROUS GOODS- HAZARDS	2	• • • •
17	LEGIONELLA MANAGEMENT- PEOPLE AT RISK	2	• • • •	37	CARRIAGE OF DANGEROUS GOODS- PEOPLE AT RISK	2	• • • •

18	LEGIONELLA MANAGEMENT- GENERAL CONTROLS	2	• • • •
19	LEGIONELLA MANAGEMENT- COOLING TOWERS	2	• • • •
20	LEGIONELLA MANAGEMENT- OTHER	2	• • • •

38	CARRIAGE OF DANGEROUS GOODS- CONTROLS	2	• • • •
39	CARRIAGE OF DANGEROUS GOODS- OTHER	2	• • • •

TOOLS, EQUIPMENT & SYSTEMS

Score 50%

No	Compliance Point	Score	
1	WORK EQUIPMENT- HAZARDS	0	• (M) • •
2	WORK EQUIPMENT- PEOPLE AT RISK	2	• • • •
3	WORK EQUIPMENT- SUITABILITY	2	• • • •

No	Compliance Point	Score	
4	WORK EQUIPMENT- MAINTENANCE	0	• (M) • •
5	WORK EQUIPMENT- SAFETY	0	• (M) • •
6	WORK EQUIPMENT- OTHER	2	• • • •

WORK AT HEIGHTS

Score 100%

No	Compliance Point	Score	
1	WORKING AT HEIGHT- HAZARDS	2	• • • •
2	WORKING AT HEIGHT- PEOPLE AT RISK	2	• • • •

No	Compliance Point	Score	
3	WORKING AT HEIGHT- CONTROLS	2	• • • •
4	WORKING AT HEIGHT- OTHER	2	• • • •

ADDITIONAL TOPICS/OBSERVATIONS






Score 100%

No	Compliance Point	Score	
1	NOTES	2	• • • •

No	Compliance Point	Score	

C Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
MANAGEMENT OF H&S- ORGANISATION - Action: Specific H&S responsibilities not allocated	M	It is suggested that a H&S champion be elected amongst the councillors to help coordinate the council's approach and approve expenditures when needed rapidly.	14/01/2019	
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Risk assessment reviews not undertaken	M	Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.	14/01/2019	
WORKPLACE-TEMPERATURE - Action: Thermometers unavailable	M	Provide readily-accessible thermometers to allow staff to monitor the workplace temperature.	14/01/2019	
CLEANING- SAFE SYSTEMS OF WORK - Action: Training records not kept	M	Keep records of training provided on the safe systems of work.	14/01/2019	
CLEANING- GLASS AND SHARPS - Action: Immunisation of employees	M	Employees potentially handling sharps should be immunised against Hepatitis B and Tetanus.	14/01/2019	
FIRE SAFETY OVERVIEW- SIGNAGE - Action: Warnings not displayed on lifts	M	Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.	14/01/2019	
FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING - Action: Inadequate emergency lighting provided	M	Provide emergency lighting to all final exits and escape routes including changes in direction. The stairs in the depot should have an emergency light fitted.	14/01/2019	
GROUNDS- TRAINING/AUTHORISATION - Action: Retain training records	M	Records should be retained of all formal equipment training and all in house equipment familiarisation training.	14/01/2019	
OUTSIDE WORK- HOT/COLD ENVIRONMENTS - Action: Workers not encouraged to avoid UV exposure	M	Encourage workers to cover up and apply sunscreen when working outdoors. Provide advice on checking moles, SPF factors etc. Use the she advice leaflet on sub exposure available here: http://www.hse.gov.uk/pubns/indg147.pdf	14/01/2019	
OUTSIDE WORK- BIOLOGICAL HAZARDS - Action: Suitable vaccinations against biological hazards required	M	Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B, Tetanus etc.	14/01/2019	
ASBESTOS MANAGEMENT - Action: Asbestos not labelled	M	Carry out labelling of all known asbestos containing materials in areas where practicable to do so and where it will not cause undue distress to the public.	14/01/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
WORK EQUIPMENT- MAINTENANCE - Action: Maintenance/inspection program required		Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.	14/01/2019	
WORK EQUIPMENT- MAINTENANCE - Action: Logs and records required		Keep records of inspections and maintenance for all work equipment.	14/01/2019	
WORK EQUIPMENT- MAINTENANCE - Action: Inventory required		Create an inventory of all work equipment which records the location and serial number of each item of equipment.	14/01/2019	
WORK EQUIPMENT- SAFETY - Action: Assessments required		Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.	14/01/2019	
DISPLAY SCREENS- WORKSTATIONS - Action: Assessment reviews required		Review your workstation assessments at least annually or where there are equipment changes or staff changes.	14/04/2019	

MANAGEMENT OF H&S- POLICY

Current control: Policy is current

The Health and Safety Policy is current and up to date.

Current control: Policy brought to staff attention

The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.

Current control: Policy available to staff

The Health and Safety Policy is made available to all staff.

MANAGEMENT OF H&S- ORGANISATION

Current control: Effective structure in place

The organisation has an effective structure in place for the management of health and safety.

Current control: Overall responsibility accepted

The town clerk has accepted that they have overall and final responsibility for the safe running of the business.

Current control: Specific H&S responsibilities allocated

Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions.

Current control: H&S training adequate

Training has been provided to ensure that key persons at senior levels, middle management, supervisory positions and general workforce, are competent to undertake their health and safety responsibilities.

Current control: Reporting of H&S concerns adequate

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

M Action: Specific H&S responsibilities not allocated

It is suggested that a H&S champion be elected amongst the councillors to help coordinate the council's approach and approve expenditures when needed rapidly.

LAST ACTION

Not actioned

MANAGEMENT OF H&S- MONITORING ETC

Current control: Monitoring carried out

Monitoring of health and safety controls and standards is carried out and recorded.

Current control: H&S plan developed

There is a Health and Safety action plan, which is prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

Current control: H&S performance reported

Performance for health and safety is fed back to the most senior level of the organisation.

MANAGEMENT OF H&S- COMMS & CONSULTATION

Current control: Staff involvement

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

MANAGEMENT OF H&S- TRAINING

Current control: Induction training includes H&S

Induction training for new staff includes health and safety subjects.

Current control: Basic H&S training in place

Arrangements have been made for staff to be given basic Health and Safety training.

Current control: Specific training needs identified

Jobs with specific training needs have been identified and arrangements have been made for staff to be given job specific Health and Safety training. This includes ensuring all legal requirements for training have been met (for example first-aid training).

Current control: Training records kept

Accurate records of the training provided are maintained.

MANAGEMENT OF H&S- RISK ASSESSMENT

Current control: Risk assessments in place

Risk assessments are in place for the organisation's activities.

Current control: Carried out by competent persons

Risk assessments are carried out by suitably competent persons.

M Action: Risk assessment reviews not undertaken

Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.

LAST ACTION

Not actioned

MANAGEMENT OF H&S- ACCIDENTS ETC

Current control: Reporting procedure in place

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

Current control: Investigations conducted

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

Current control: Accident book provided

An Accident Book is provided for the recording of accidents.

Current control: Ill-health reporting in place

There are arrangements in place to report any work-related ill-health.

Current control: RIDDOR reporting arrangements in place

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MANAGEMENT OF H&S- EMERGENCY PLANS

Current control: Procedures in place

Procedures for serious or imminent danger are established.

Current control: Procedures communicated

Staff are provided with suitable training in emergency plans and understand their role within them.

Current control: Arrangements in place with external bodies

There are suitable arrangements with external emergency services or utility companies in the event of an emergency.

MANAGEMENT OF H&S- NOTICES

Current control: H&S law poster displayed

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.

Current control: Employer's liability certificate displayed

A copy of the employers' liability insurance certificate is displayed or is available in electronic form to all employees.

Current control: No smoking signs displayed

No smoking signs are displayed at entrance to buildings.

WORKPLACE-PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 7

Service users

WORKPLACE-CLEANLINESS & WASTE

Current control: Good decorative order

The furniture, walls and floors are kept clean and in good decorative order.

Current control: General housekeeping adequate

General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.

Current control: Adequate/suitable waste receptacles

Adequate and suitable waste receptacles are provided throughout the workplace.

WORKPLACE-DOORS & GATES

Current control: Doors/gates fitted with vision panels where required

Doors and gates that swing in both directions, or are on main traffic routes, have a suitable vision panel.

WORKPLACE-FALLS/FALLING OBJECTS

Current control: Stored materials etc stable

Stored materials and objects are stable.

Current control: Suitable shelving

Shelving is strong and secure and suitable for the materials stored on it.

Current control: Floor level changes marked

Changes of level on flooring are marked.

Current control: Filing cabinets suitable

Filing cabinets are fitted with anti-tilt mechanisms.

WORKPLACE-FLOORS & TRAFFIC ROUTES

Current control: Floors free of trips & slips

The floors are free from slipping and tripping hazards.

Current control: Floors in good condition

The floors/floor coverings are in good condition.

Current control: Roads/paths in good condition

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

Current control: Outdoor surfaces suitably maintained

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Current control: Suitable handrails on stairs & steps

Suitable handrails are fitted to stairs/steps.

Current control: Pedestrian & vehicle routes well organised

Pedestrian and vehicle traffic routes are organised to ensure safe working practices.

WORKPLACE-LIGHTING

Current control: Sufficient indoor lighting

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Current control: Sufficient traffic route lighting

Lighting on traffic routes is adequate so people/vehicles can move around safely.

Current control: Sufficient external lighting

Adequate lighting is provided to all of the external areas.

WORKPLACE-ROOM DIMENSIONS/SPACE

Current control: Workrooms have sufficient space

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

WORKPLACE-SMOKING

Current control: No smoking policy in place and adhered to

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

WORKPLACE-TEMPERATURE

Current control: Rest areas & other facilities at suitable temperature

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

Current control: Reasonable efforts made to control temperature

All reasonable effort has been made to maintain temperature at a comfortable level when working with hot/cold processes.

M Action: Thermometers unavailable

Provide readily-accessible thermometers to allow staff to monitor the workplace temperature.

LAST ACTION

Not actioned

WORKPLACE-VENTILATION

Current control: Adequate supply of air

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

WORKPLACE-WELFARE

Current control: Suitable & sufficient sanitary facilities

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Current control: Sanitary facilities have warm water, soap and drying facility

Sanitary conveniences have warm/hot water, soap and means of drying.

Current control: Sanitary facilities adequately ventilated, lit etc

Sanitary conveniences are suitably ventilated, lit and kept clean.

Current control: Adequate supply of drinking water

An adequate supply of water is readily available and cups provided.

Current control: Secure space for belongings

An adequate, suitable and secure space is provided to store workers' belongings.

Current control: Suitable & sufficient rest areas

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Current control: Hot drink can be obtained/prepared

The rest area includes the facility to prepare or obtain a hot drink.

Current control: Means of heating food available

A means of heating food is provided where hot food cannot be obtained nearby.

Current control: Suitable rest facilities for new & expectant mothers

Suitable rest facilities for pregnant women and nursing mothers are provided and include facility to lie down.

TRANSPARENT/TRANSLUCENT SURFACES

Current control: Apparent or suitably marked

Transparent or translucent surfaces are apparent or suitably marked.

WORKPLACE-WINDOW RESTRICTORS

Current control: Window restrictors not required

The premises are not accessible by children or vulnerable adults. There is therefore no requirement for window restrictors to be fitted.

WORKPLACE-WORKSTATIONS & SEATING

Current control: Suitable workstations & seating provided

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Current control: Seating provides adequate support

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

CLEANING- HAZARDS

Hazard (High/Medium/Low): Exposure to chemicals and/or dusts

Medium

Hazard (High/Medium/Low): Slips, trips and falls

Medium

Hazard (High/Medium/Low): Faulty electrical/mechanical equipment

Medium

CLEANING- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

CLEANING- SAFE SYSTEMS OF WORK

Current control: Safe system of work developed

A safe system of work has been developed for all cleaning activities.

Current control: Training in safe system of work completed

Employees have been trained in the safe system of work.

M Action: Training records not kept

Keep records of training provided on the safe systems of work.

LAST ACTION

Not actioned

CLEANING- HAZARDOUS SUBSTANCES (COSHH)

Current control: Employee training/supervision adequate

Employees are suitably trained and supervised in the safe and correct use of hazardous cleaning materials and substances.

Current control: Hazardous substances used by authorised/trained persons

Use of hazardous cleaning materials and substances is restricted to trained/experienced authorised persons only.

Current control: Safety data sheets obtained for hazardous substances

MSDS have been obtained for all hazardous cleaning substances.

Current control: Safety data sheets available to users

MSDS are made available to users.

Current control: Safety data sheets reviewed

MSDS are reviewed at least annually.

Current control: Hazardous substances storage

Hazardous substances are stored in their original containers.

CLEANING- EQUIPMENT

Current control: Training provided

Employees are trained in the safe use of work equipment prior to use.

Current control: User checks

Training includes basic instruction in simple user checks of portable electrical appliances.

Current control: Defect reporting

Training includes instructions on reporting details of faulty/damaged portable appliances and to take appliances out of use until repaired.

Current control: Inspection/testing performed

Combined inspection/testing is done on portable electrical appliances by a competent employee or a contractor.

CLEANING- BARRIERS & NOTICES

Current control: Barriers & notices provided

Where applicable safety warning barriers and/or notices are used during cleaning work.

CLEANING- PERSONAL PROTECTIVE EQUIPMENT

Current control: Suitable PPE provided

Suitable personal protective equipment is provided and used by all employees undertaking cleaning activities, i.e., rubber gloves, disposable gloves, tabards etc.

Current control: PPE monitored and replaced

Condition of PPE is monitored and PPE is replaced when required.

CLEANING- GLASS AND SHARPS

Current control: PPE for sharps collection provided

For the collection of sharps, including syringes and needles, employees are provided with suitable PPE including Kevlar gloves, eye protection and overalls.

Current control: Sharps containers & disposal

Sharps are placed in suitable containers and arrangements made for safe disposal by an authorised and registered waste management company.

Current control: Separation of waste

Arrangements are in place for glass and sharps to be identified separately from general waste.

Current control: Needle stick procedure

A 'needle stick' procedure has been implemented and communicated to all employees concerned.

M Action: Immunisation of employees

Employees potentially handling sharps should be immunised against Hepatitis B and Tetanus.

LAST ACTION

Not actioned

CONTRACTOR MANAGEMENT- HAZARDS

Hazard (High/Medium/Low): Injury to contractors

Medium

Hazard (High/Medium/Low): Injury to public

Medium

CONTRACTOR MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

CONTRACTOR MANAGEMENT- COMPETENCE

Current control: Contractor competence checked

The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor.

Current control: Contractor plant confirmed as suitable

All plant supplied by the contractor has been confirmed as being fit for purpose, adequately maintained and where appropriate inspected and tested.

Current control: Contractor employees confirmed as competent

The contractor's employees have been trained and are competent to carry out designated tasks and use associated plant.

Current control: Contractors provided with relevant information

Contractors are provided with relevant information on your safety policy and applicable rules.

Current control: Contractor provides RAMS

Risk assessments and method statements that are required have been provided, checked and considered adequate prior to the commencement of work.

Current control: Contractor holds adequate insurance

The contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION

Current control: Checks carried out

Checks are carried out to ensure installation and/or working practices are carried out correctly and recorded where appropriate.

DISPLAY SCREENS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries due to poor posture

Medium

Hazard (High/Medium/Low): Unsuitable furniture/bad workstation design

Medium

Hazard (High/Medium/Low): RSI due to heavy workload using the keyboard/mouse

Medium

Hazard (High/Medium/Low): Eyestrain due to poor lighting

Medium

Hazard (High/Medium/Low): Unsuitable computer screen

Low

Hazard (High/Medium/Low): Incorrectly positioned screen

Low

DISPLAY SCREENS- PEOPLE AT RISK

People at risk 3

DSE users

DISPLAY SCREENS- USER IDENTIFICATION

Current control: Some employees are users

Some employees have been identified as users.

DISPLAY SCREENS- INFORMATION ETC


Current control: Information etc provided to users

DSE Users have been provided with information, instruction and training on how to set up their workstation.

DISPLAY SCREENS- WORKSTATIONS

Current control: Assessments completed

DSE workstation assessments have been completed and relevant corrective actions have been implemented.

 Action: Assessment reviews required

Review your workstation assessments at least annually or where there are equipment changes or staff changes.

LAST ACTION

Not actioned

DISPLAY SCREENS- EYE TESTS

Current control: All users offered tests

All users have been offered eye tests.

DISPLAY SCREENS- CORRECTIVE APPLIANCES

Current control: Corrective appliances provided

Corrective appliances are provided for users who require them for DSE work.

FIRE SAFETY OVERVIEW- HAZARDS

Hazard (High/Medium/Low): Sources of Ignition: electricity, gas equipment & smoking.

Medium

Hazard (High/Medium/Low): Combustible material: paper, packaging, fixtures and furnishings

Medium

Hazard (High/Medium/Low): Inadequate means of detection/ alarm systems

Medium

Hazard (High/Medium/Low): Inadequate controls, emergency procedures, training, drills etc

Medium

Hazard (High/Medium/Low): Inadequate access and arrangements for emergency services

Medium

FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK

People at risk

All employees, Customers, Contractors, Visitors,

FIRE SAFETY OVERVIEW- RISK ASSESSMENT

Current control: Risk assessment carried out

A specific fire risk assessment has been carried out.

Current control: Risk assessment reviewed periodically

The fire risk assessment is reviewed periodically.

Current control: Action plan in place or in progress

The recommendations from the fire risk assessment have been implemented or an action plan is in place to address outstanding recommendations.

FIRE SAFETY OVERVIEW- EVACUATION PLANS

Current control: Evacuation plan prepared

A fire evacuation plan has been prepared.

Current control: Employees trained/familiar with plan

All employees have been given instructions and training in the fire evacuation plan and are familiar with their role in the evacuation plan

FIRE SAFETY OVERVIEW- FIRE DRILLS

Current control: Periodic drills conducted

Periodic fire drills are carried out to ensure that all employees can evacuate the premises as quickly as possible.

FIRE SAFETY OVERVIEW- DISABLED PERSONS

Current control: General arrangements in place

General arrangements are in place for the evacuation of disabled persons.

FIRE SAFETY OVERVIEW- EMERGENCY SERVICES

Current control: Procedures in place for calling emergency services

Suitable procedures are in place for the calling of emergency services.

Current control: Arrangements in place to liaise with emergency services

Arrangements are in place to liaise with the emergency services in the event of a fire.

FIRE SAFETY OVERVIEW- DETECTION & ALARMS

Current control: Automatic fire alarm fitted

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

Current control: Fire alarm audible in all occupied areas

The fire alarm is audible in all occupied parts of the building.

Current control: Weekly fire alarm tests conducted

The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

Current control: Fire alarm serviced at suitable intervals

The fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

FIRE SAFETY OVERVIEW- ASSEMBLY POINTS

Current control: Suitable assembly point arrangements in place

A designated fire assembly point has been provided. The designated assembly point is clearly signed, or where not possible, staff are aware of the location. The location of the assembly point is clearly shown on fire action notices.

FIRE SAFETY OVERVIEW- FIRE DOORS

Current control: Functioning fire doors fitted

Fully functioning self closing fire resistant doors are fitted to protect fire escape routes.

FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES

Current control: Staircases have colour-contrasting nosings

Staircases have colour contrasting stair nosings.

FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS

Current control: Adequate, suitably positioned fire extinguishers provided
An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

Current control: Extinguishers serviced
All fire extinguishers are annually inspected and serviced by a competent person.

FIRE SAFETY OVERVIEW- SIGNAGE

Current control: Suitable fire signs displayed
Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Current control: Fire action notices displayed
Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

M Action: Warnings not displayed on lifts
Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- WEEKLY CHECKS

Current control: Weekly checks conducted

Weekly fire checks include verifying that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Weekly fire checks on extinguishers are recorded.

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING

Current control: Monthly tests conducted

The emergency lighting system is tested monthly by in-house personnel.

Current control: Emergency lighting system serviced/inspected

Emergency lighting undergoes an annual service inspection.

Current control: Tests recorded

All emergency lighting tests are recorded.

M Action: Inadequate emergency lighting provided

Provide emergency lighting to all final exits and escape routes including changes in direction. The stairs in the depot should have an emergency light fitted.

LAST ACTION

Not actioned

FIRST AID AT WORK- HAZARDS

Hazard (High/Medium/Low): Delayed response leading to injuries/ill health being exacerbated.

Medium

FIRST AID AT WORK- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Lone workers

People at risk 3

Members of the public

People at risk 4

Visitors

FIRST AID AT WORK- NEEDS ASSESSMENT

Current control: Needs assessment completed

A first aid needs assessment has been completed to determine the type and level of first aid provision required in the workplace.

FIRST AID AT WORK- PERSONNEL

Current control: Adequate first aiders (FAW trained)

In accordance with the first aid needs assessment, an adequate number of first aiders trained in First Aid at Work are provided for all work

shifts.

FIRST AID AT WORK- EQUIPMENT

Current control: First aid kits provided

First aid kits are provided at key locations accessible to all employees.

Current control: Persons nominated to check kits

Persons have been nominated to regularly check all first aid kits and ensure they remain in date and fully stocked. Records are kept of these checks

Current control: Company vehicles have first aid kits

Company vehicles are provided with first aid kits; these kits are regularly checked and the results recorded

LONE WORK- HAZARDS

Hazard (High/Medium/Low): Delayed access to first aid/emergency services etc.

Medium

Hazard (High/Medium/Low): Unsafe use of work equipment

Medium

Hazard (High/Medium/Low): Manual handling activities

Medium

Hazard (High/Medium/Low): Violence / Aggression

Medium

LONE WORK- PEOPLE AT RISK

People at risk 1

Lone workers

LONE WORK- PROHIBITIONS

Current control: Chainsaw work prohibited

Working with Hedge trimmers and work on the pontoon on the river is prohibited when working alone.

LONE WORK- EMERGENCIES

Current control: Satisfactory emergency provisions in place

The provisions in place for lone workers with regards to emergencies (e.g. fire, equipment failure, illness, accidents etc.) are satisfactory.

Current control: Mobile communications available

Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio etc.).

LONE WORK- MONITORING/SUPERVISION

Current control: Relevant monitoring of information

Monitoring systems in place record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.).

Current control: Periodic supervision in place

Lone workers are periodically supervised to ensure that safe practices are being adhered to.

LONE WORK- MISCELLANEOUS

Current control: Risk assessment undertaken

Risk assessments cover the work undertaken by lone workers.

Current control: Staff consulted

Staff have been consulted on lone working either directly or via representatives.

Current control: Limits set on lone working

Limits have been set on what work can be done alone.

Current control: Manual handling

Items can be lifted safely by lone workers.

MANUAL HANDLING OPERATIONS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries

Outdoor grounds keeping and cleaning work

MANUAL HANDLING OPERATIONS- PEOPLE AT RISK

People at risk 1

All employees

MANAGING MANUAL HANDLING OPERATIONS

Current control: Manual handling avoided

Wherever practicable the manual handling of loads likely to result in a risk of injury is avoided.

Current control: Manual handling risks assessed

Manual handling assessments have been completed where activities are likely to cause a risk of injury.

Current control: Manual handling training provided

Manual handling training has been provided for employees identified as being at risk based on Task / Individual / Load / Environment methodology.

Current control: PPE provided

Protective clothing is issued to employees to minimise the risk of manual handling injuries and does not impede the wearers ability to safely undertake manual handling duties

NEW/EXPECTANT MOTHERS- HAZARDS

Hazard (High/Medium/Low): Manual handling

Medium

NEW/EXPECTANT MOTHERS- PEOPLE AT RISK

People at risk

New and expectant mothers

NEW/EXPECTANT MOTHERS- RISK ASSESSMENT

Current control: Assessments conducted

Suitable arrangements are in place to assess the risks for any new or expectant mothers at work. For expectant mothers the assessment includes any hazardous chemicals which could affect either the mother or the foetus.

Current control: Assessments reviewed

Once the initial assessment has been carried out, it is frequently reviewed and updated as the pregnancy develops to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding.

Current control: Assessment findings communicated

Women of childbearing age are informed of the significant findings of the assessment and what they need to do if they become pregnant.

Current control: Alternative work

If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspended from work on paid leave for as long as necessary.

PASSENGER & GOODS LIFTS- HAZARDS

Hazard (High/Medium/Low): Failure of the lifting equipment.

Medium

Hazard (High/Medium/Low): Access to moving parts of the lifting gear.

High

Hazard (High/Medium/Low): Maintenance of the lifting equipment.

Medium

Hazard (High/Medium/Low): Entrapment within the lift car.

Low

PASSENGER & GOODS LIFTS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Visitors

PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION

Current control: Thorough examination performed

Lifts are thoroughly examined by a competent person at appropriate intervals. (Every 6 months for lifts that are used to carry people and once a year for goods lifts)

Current control: Test certificates retained

Current test certificates (for the lift equipment and ropes) are kept readily available for inspection. Inspection records need to be kept for at least 2 years.

Current control: Service contract in place

A service contract is established for lifts to ensure they are regularly maintained, inspected and tested.

PASSENGER & GOODS LIFTS- SAFETY MEASURES

Current control: Lift doors interlocked

Lift doors are interlocked to prevent access to the lift shaft when the lift car is not present at the landing.

Current control: Doors fitted with pressure sensors etc

The lift doors are fitted with pressure sensing devices/ photoelectric cells.

Current control: Safe working load displayed

A notice specifying the maximum permitted safe working load is conspicuously displayed inside the lift car.

Current control: Audible alarm/phone fitted

The lift car is fitted with an audible alarm button.

PASSENGER & GOODS LIFTS- EMERGENCIES

Current control: Staff trained for lift stopping between floors

Designated members of staff have been trained in the procedure to be followed in the event of the lift stopping between floors.

PASSENGER & GOODS LIFTS- PLANT ROOMS

Current control: Access restricted

Access to the lift plant room is restricted.

Current control: Prohibition of unauthorised persons signed

A notice is conspicuously displayed prohibiting entry of unauthorised persons.

Current control: Plant room tidy

The lift plant room is kept tidy.

Current control: Equipment adequately guarded

All items of lift plant and equipment are adequately guarded.

Current control: Maintenance restricted to competent persons

Maintenance work involving the lift drive mechanism is only carried out by authorised competent persons.

PERSONAL PROTECTIVE EQUIPMENT- HAZARDS

Hazard (High/Medium/Low): Failure to provide the correct PPE for the risks involved.

Medium

Hazard (High/Medium/Low): Failure of Employees to wear the designated PPE.

Medium

Hazard (High/Medium/Low): Worn, damaged or ineffective PPE.

Medium

PERSONAL PROTECTIVE EQUIPMENT- PEOPLE AT RISK

People at risk 1

All employees

PERSONAL PROTECTIVE EQUIPMENT- CONTROLS

Current control: Risk assessments carried out

Risk assessments have been carried out to determine the need for PPE.

Current control: Appropriate PPE issued

Employees are issued with PPE appropriate to the hazards to which they may be exposed.

STRESS MANAGEMENT- HAZARDS

Hazards

Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale. Low.

STRESS MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Managers

STRESS MANAGEMENT- CONTROLS

Current control: Stress assessment conducted

A specific risk assessment for stress has been carried out.

Current control: Stress policy in place

A stress policy has been adopted by the company and is made available to all employees.

Current control: Bullying/harassment policy in place

A bullying/harassment policy is in place.

VIOLENCE AT WORK- HAZARDS

Hazard (High/Medium/Low): Physical violence

Medium

Hazard (High/Medium/Low): Aggressive behaviour

Medium

Hazard (High/Medium/Low): Verbal abuse

Medium

VIOLENCE AT WORK- PEOPLE AT RISK

People at risk 1

Employees dealing with the public

VIOLENCE AT WORK- POLICY

Current control: Employees consulted

A process of employee consultation has been undertaken to determine whether employees feel threatened by verbal or physical violence.

Current control: Policy devised & implemented

A specific policy on violence at work has been devised and implemented.

Current control: Employees instructed/informed

A programme of instructing employees in the policy on violence has been implemented.

Current control: Incidents record/investigated

A form is used to record all incidents of verbal and physical abuse, including threats, endured by employees and a thorough investigation is completed.

VIOLENCE AT WORK- EMERGENCY RESPONSE

Current control: Access to sensitive areas strictly controlled

Strict controls are in place regarding the access of unauthorised personnel to sensitive and/or restricted areas of the premises.

2 AGRICULTURE & OUTSIDE WORK

CEMETERY SAFETY- HAZARDS

Hazard (High/Medium/Low): Collapse of memorials

Medium

Hazard (High/Medium/Low): Slips, trips and falls

Medium

CEMETERY SAFETY- PEOPLE AT RISK

People at risk 2

Groundsmen

People at risk 4

Members of the public

CEMETERY SAFETY- CONTROLS

Current control: Memorial stones surveyed & results recorded

Memorial stones are surveyed for structural integrity. Surveys of memorial stones are recorded.

Current control: Memorial stone surveys reviewed

Surveys of memorial stones are reviewed annually.

Current control: Dangerous memorials fenced or laid flat

Dangerous memorial stones are fenced off and laid flat.

GROUNDS MAINTENANCE- HAZARDS

Hazard (High/Medium/Low): Vehicles

Medium

Hazard (High/Medium/Low): Moving machinery

Medium

GROUNDS MAINTENANCE- PEOPLE AT RISK

People at risk 2

Grounds staff

GROUNDS MAINTENANCE- RISK ASSESSMENT

Current control: Site-specific risk assessments completed

A site specific risk assessment has been completed for each working location and/or site.

Current control: Refuelling operations included

Refuelling operations have been included in the assessment.

Current control: COSHH assessments referenced

COSHH assessments for the hazardous substances have been completed and are referenced in the risk assessment.

Current control: Personnel briefed

Personnel have been briefed on the risk assessment(s).

GROUNDS MAINTENANCE- STORAGE

Current control: Equipment etc stored in vehicle

Stores and equipment are secured in the enclosed rear section of the vehicle when not in use.

Current control: Flammable class containers used for fuels

Fuels are stored in suitable flammable class containers.

GROUNDS MAINTENANCE- REFUELLING

Current control: Fuel requirements assessed prior to work

The fuel requirements for each site are assessed before leaving for the work site.

Current control: Required fuels carried in suitable containers

The estimated quantities of fuel are transferred into the appropriate type of container i.e. Petrol highly flammable, diesel flammable.

Current control: Vehicle fitted with extinguisher

The vehicle is fitted with a 12kgs CO2 fire extinguisher.

GROUNDS- TRAINING/AUTHORISATION

Current control: Machinery use restricted

Only authorised personnel are permitted to use machinery.

M Action: Retain training records

Records should be retained of all formal equipment training and all in house equipment familiarisation training.

LAST ACTION

Not actioned

GROUNDS MAINTENANCE- GUARDING

Current control: Suitable guards fitted

Suitable guards are fitted to prevent access to dangerous parts of the machines.

Current control: Guards correctly secured

The guards fitted are correctly secured in position to prevent access to dangerous parts of machinery.

Current control: Adjustable guards correctly positioned

Adjustable guards fitted are correctly positioned to prevent access to dangerous parts of machinery.

GROUNDS MAINTENANCE- NOISE & VIBRATION

Current control: Risk assessments completed

A specific risk assessment has been completed for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.

Current control: All equipment assessed

All equipment used has been assessed to identify the levels of noise and vibration levels during use.

Current control: Equipment serviced and maintained

Equipment is serviced and maintained to the manufacturers recommendations in order to reduce noise and vibration as far as practicable.

Current control: Hearing protection issued

Employees are provided with noise protection PPE, that still enables them to communicate with each other if required.

Current control: Risk assessments communicated

Employees receive instruction and training on the contents of the noise and vibration risk assessment.

OUTSIDE WORK- HAZARDS

Hazard (High/Medium/Low): Frostbite

Medium

Hazard (High/Medium/Low): Slips, Trips, Falls

Medium

Hazard (High/Medium/Low): Drowning

Medium

Hazard (High/Medium/Low): Infection, HIV, Hepatitis B or C, Leptospirosis, Tetanus

Medium

Hazard (High/Medium/Low): Electric shock

Medium

OUTSIDE WORK- PEOPLE AT RISK

People at risk 2

Grounds staff

People at risk 4

Members of the public

OUTSIDE WORK- HOT/COLD ENVIRONMENTS

Current control: Risk assessment conducted

A risk assessment has been carried out prior to work and considers susceptibility of individuals' health / fitness.

Current control: Suitable PPE provided

Suitable personal protective clothing has been provided for workers exposed to cold or excessive heat

Current control: Regular breaks provided

Regular breaks are provided for workers working in hot/cold environments allowing them to cool/warm up.

M Action: Workers not encouraged to avoid UV exposure

Encourage workers to cover up and apply sunscreen when working outdoors. Provide advice on checking moles, SPF factors etc. Use the she advice leaflet on sub exposure available here: <http://www.hse.gov.uk/pubns/indg147.pdf>

LAST ACTION

Not actioned

OUTSIDE WORK- WEATHER

Current control: Risk assessment conducted

A risk assessment has been carried out prior to work and covers the effects adverse weather conditions e.g. ice, wind, snow.

Current control: Gritting materials available

Gritting materials are available for workers in order to treat work areas in use when icy weather.

Current control: Suitable clothing/equipment provided

Suitable clothing / equipment is provided for those having to work in wet, windy, icy, wintry, fogging conditions.

OUTSIDE WORK- WATER (RISK ASSESSMENT)

Current control: Risk assessment conducted

A risk assessment has been completed for working on or near water.

Current control: Manning levels and control measures identified

The risk assessment identifies the minimum manning levels and the required risk control measures for the identified hazards.

Current control: Water temperature/thermal shock considered

The risk assessment takes account of water temperature and the risk from cold water thermal shock.

Current control: Risk assessment communicated

All personnel involved have been briefed on the task and the content of the risk assessment.

OUTSIDE WORK- WATER (COMMUNICATIONS)

Current control: Suitable communications provided

Suitable systems of communications have been provided.

Current control: Staff briefed on communications protocol

All staff have been briefed in working communications systems and any necessary call signs.

Current control: Communications tested/effective

Communications have been tested and proven to be effective.

OUTSIDE WORK- WATER (RESCUE)

Current control: Suitable flotation device(s) provided

A suitable flotation device is available to assist personnel in reaching the water access rescue point.

Current control: Deployable flotation devices available

Deployable flotation devices device(s) are available at strategic locations throughout the working area.

Current control: Staff aware of how/where to raise emergency alarm

All personnel are aware of how and where to raise the alarm in the event of emergencies.

OUTSIDE WORK- WATER (PPE)

Current control: PPE suitable

PPE is assessed as suitable for working on or near water.

Current control: PPE usage monitored/enforced

Supervisors monitor staff to ensure they are using all the correct PPE.

OUTSIDE WORK- WATER (BUOYANCY AIDS)

Current control: Buoyancy aids provided

The risk assessment includes the use of suitable buoyancy aids and/or lifejackets and these are provided to employees.

Current control: Buoyancy aids inflate automatically

Personnel have been provided with automatic inflation buoyancy aids/lifejackets.

Current control: Staff trained in use of buoyancy aids

All personnel who are required to wear buoyancy aids/lifejackets are trained in their use and operations.

Action: Buoyancy aids not inspected/maintained

All buoyancy aids/lifejackets should be inspected and maintained by a competent person and records retained.

OUTSIDE WORK- WATER (OTHER CONTROLS)

Current control: Staff briefed on necessary hygiene measures

All staff have been briefed thoroughly wash their hands before eating food, drinking, smoking or applying makeup etc.

OUTSIDE WORK- BIOLOGICAL HAZARDS

Current control: Potential exposure to leptospirosis assessed

Risk assessment for work near or on water considers the possibility of Leptospirosis (Weil's Disease).

M Action: Suitable vaccinations against biological hazards required

Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B, Tetanus etc.

LAST ACTION

Not actioned

OUTSIDE WORK- BURIED SERVICES

Current control: Information requested prior to digging/excavation

Energy suppliers / occupiers of premises have been contacted to request information on buried services prior to starting any excavation work.

Current control: Safe procedures followed

Safe procedures are followed when excavating around buried cables located or assumed.

RIDE ON MOWERS- HAZARDS

Hazard (High/Medium/Low): Cuts, abrasions, entanglement

Medium

Hazard (High/Medium/Low): Amputation

Medium

Hazard (High/Medium/Low): Adverse weather

Medium

Hazard (High/Medium/Low): Ejected objects/particles

Medium

RIDE ON MOWERS- PEOPLE AT RISK

People at risk 2

Grounds staff

People at risk 4

Members of the public

RIDE ON MOWERS- RISK ASSESSMENT

Current control: Risk assessment completed

A risk assessment has been completed for the use of ride on mowers.

Current control: Assessment considers terrain & ground collapse

The assessment takes account of potentially hazardous terrain such as ditches, holes, embankments or other area which may prone to collapse.

Current control: Operators briefed

Operators have been briefed on the risk assessments.

Current control: Operators trained

Operators have been trained in the use of the ride on mowers.

Current control: Operators stop machinery if approached

Employees have been instructed to stop machinery if approached by another employee or third party.

RIDE ON MOWERS- INSPECTION/TEST ETC

Current control: Regular inspection & testing undertaken

Pre use inspection and testing is done to ensure that all guards are correctly adjusted and working and all safety systems operate correctly. All checks and tests are recorded.

Current control: Mowers serviced regularly

Mowers are regularly serviced in line with the supplier's recommended servicing schedule and records kept

RIDE ON MOWERS- OPERATION

Current control: Area cleared prior to mowing

The area to be mowed is cleared, beforehand, of all objects which could be picked up and thrown by the mower.

Current control: Mowing only occurs in adequate lighting

Mowing does not take place when there is inadequate lighting.

Current control: Vehicles immobilised when unattended

When parking or leaving a machine unattended, it is immobilised to provide for public safety and prevent vandalism.

RIDE ON MOWERS- PROTECTION/WARNING

Current control: Seat fitted with automatic cut-off switch

The seat of the ride on mowers is fitted with an automatic cut off switch.

Current control: Machines adequately guarded

The drive mechanisms, pulleys, shafts and cutters of the mowing machines seen are adequately guarded.

RIDE ON MOWERS- REFUELLING

Current control: Appropriate refuelling equipment provided

Operators have been provided with appropriate refuelling equipment.

Current control: Refuelling procedure in place

There is a dedicated refuelling procedure for the mowers.

Current control: Employees aware of refuelling hazards

Employees have been instructed regarding the hazards involved and the safety precautions to be observed when storing, handling and dispensing petrol.

3 ENERGY USE & STORAGE

ELECTRICAL SAFETY- HAZARDS

Hazard (high/medium/low): Electric shock

Medium

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

ELECTRICAL SAFETY- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Visitors

People at risk 4

Members of the public

ELECTRICAL SAFETY- FIXED WIRING

Current control: Fixed wiring tests in date

Fixed wiring tests were last carried out in 2014 and should be re-tested in 2019.

ELECTRICAL SAFETY- PORTABLE APPLIANCES

Current control: PAT testing in date

Portable appliance testing, as appropriate to the equipment, is up to date.

Current control: Inventory of portable appliances available

There is an inventory of all portable electrical appliances in use.

Current control: Employees trained on pre-use checks

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.

Current control: Low voltage equipment used where required

Low voltage portable electrical appliances are used where there is an increased risk of electrical hazards due to workplace hazards or environment.

Current control: RCD protection provided

Residual current protection is used in conjunction with portable electrical appliances where there is an increased risk of electrical hazards due to workplace hazards or environment.

ELECTRICAL SAFETY- OTHER CONTROLS

Current control: Switchgear areas suitable

Electrical switchgear areas are free from storage of combustible materials and access to the switchgear is free of obstructions.

Current control: Electrical cupboards & switchgear secured

All electric cupboards and switch rooms are secured to prevent unauthorised access.

Current control: Sufficient electrical sockets

Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

GAS- HAZARDS

Hazard (high/medium/low): Explosion

Medium

Hazard (high/medium/low): Asphyxiation

Low

GAS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Visitors

People at risk 4

Members of the public

GAS- CONTROLS

Current control: Annual inspection conducted

The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained.

Current control: Pipework protected

Gas pipework is protected from damage, by vehicles, by the provision of robust barriers or is safe by position.

4 HAZARDOUS SUBSTANCES & AGENTS

ASBESTOS- HAZARDS

Hazard (High/Medium/Low): Inhalation of asbestos fibres

Medium

ASBESTOS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 4

Maintenance staff

ASBESTOS SURVEY

Current control: Asbestos survey conducted

The premises have been surveyed to identify the presence of asbestos.

ASBESTOS MANAGEMENT

Current control: Asbestos register available

A plan or register showing the location of all asbestos containing materials and presumed asbestos containing materials is available.

Current control: Asbestos procedures in place

A procedure is in place to ensure that anyone liable to disturb asbestos containing materials is made aware of its location.

Current control: Work on asbestos controlled

Any work involving the disturbance of asbestos is controlled to ensure that precautions are taken to prevent the release of asbestos fibres.

Current control: Work on asbestos risk assessed

Where minor work on asbestos material is carried out a risk assessment is completed.

M Action: Asbestos not labelled

Carry out labelling of all known asbestos containing materials in areas where practicable to do so and where it will not cause undue distress to the public.

LAST ACTION

Not actioned

COSHH- SUBSTANCES USED /PRODUCED

Examples of substances used/produced

Hazardous substances including: pesticides used by

COSHH- HAZARDS

Hazard (High/Medium/Low): Exposure by inhalation

Medium

Hazard (High/Medium/Low): Exposure by ingestion

Medium

Hazard (High/Medium/Low): Exposure by skin contact

Medium

Hazard (High/Medium/Low): Exposure by contact with eyes

Medium

Hazard (High/Medium/Low): Exposure by injection

Medium

COSHH- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Visitors

People at risk 8

Members of the public

COSHH- INFORMATION & ASSESSMENT

Current control: Inventory of substances created

A list of the hazardous substances used, stored, created on or transported from the premises has been created.

Current control: Safety data sheets obtained

Health and safety data sheets have been obtained from the suppliers for all substances hazardous to health used or stored.

Current control: COSHH assessments completed

An assessment of the health risk to each employee for each hazardous substance has been carried out.

Current control: Substances assessed before first use

Procedures are in place to ensure that work liable to expose employees to substances hazardous to health is not carried out unless a suitable and sufficient COSHH assessment has been made.

Current control: Inventory reviewed & updated

The list of substances hazardous to health is regularly reviewed and revised as necessary.

Current control: COSHH assessments reviewed

COSHH assessments are reviewed at regular intervals.

COSHH-TRAINING & SUPERVISION

Current control: Control measures monitored by supervision

Control measures arising from the COSHH assessments are monitored by supervision.

Current control: Training on hazardous substances given

Employees exposed to hazardous substances have been provided with information, instruction and training on the risks to health and the precautions to be taken.

COSHH-STORAGE

Current control: Substances stored safely

Substances hazardous to health are stored safely.

COSHH- PPE & RPE

Current control: Appropriate PPE provided

Protective clothing and equipment is provided to the employees exposed to hazardous substances.

COSHH- EMERGENCIES & HEALTH SURVEILLANCE

Current control: Appropriate first aid facilities provided

Appropriate first aid facilities are available and kept fully stocked and in-date.

LEGIONELLA- HAZARDS

Hazard (High/Medium/Low): Inhalation of Legionella bacteria

Medium

LEGIONELLA MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Members of the public

People at risk 4

Visitors

LEGIONELLA MANAGEMENT- GENERAL CONTROLS

Current control: Legionella assessment conducted

The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination.

Current control: Cold water entering building monitored

Cold water entering the building and stored in tanks is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

Current control: Temperature of stored hot water adequate

The hot water boiler stores water at a sufficiently high temperature to prevent the growth of Legionella bacteria.

Current control: Shower heads cleaned & descaled

Shower heads are cleaned and descaled periodically to control the growth of Legionella bacteria.

Current control: Training of building services personnel conducted

Appropriate training of building services personnel is carried out.

5 TOOLS, EQUIPMENT & SYSTEMS

WORK EQUIPMENT- HAZARDS

Hazard (High/Medium/Low): Misuse of equipment

Medium

Hazard (High/Medium/Low): Breakdown / failure

Medium

Hazard (High/Medium/Low): Insufficient guarding

Medium

Hazard (High/Medium/Low): Use by untrained personnel

Medium

WORK EQUIPMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 4

Visitors

People at risk 5

Members of the Public

WORK EQUIPMENT- SUITABILITY

Current control: Work equipment suitable

Work equipment provided is suitable for the processes, tasks and environment.

WORK EQUIPMENT- MAINTENANCE

M Action: Maintenance/inspection program required

Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.

LAST ACTION

Not actioned

M Action: Logs and records required

Keep records of inspections and maintenance for all work equipment.

LAST ACTION

Not actioned

M Action: Inventory required

Create an inventory of all work equipment which records the location and serial number of each item of equipment.

LAST ACTION

Not actioned

WORK EQUIPMENT- SAFETY

M Action: Assessments required

Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.

LAST ACTION

Not actioned

6 WORK AT HEIGHTS

WORKING AT HEIGHT- HAZARDS

Hazard (High/Medium/Low): Using ladder/stepladder/kick stool to store/retrieve goods at height

Medium

WORKING AT HEIGHT- PEOPLE AT RISK

People at risk 1

All employees

WORKING AT HEIGHT- CONTROLS

Current control: Work at height avoided where possible

Whenever possible work at height is avoided.

Current control: Work risk assessed if unavoidable

If work at height is carried out then a risk assessment is completed first.