



HYGIENE 2 HEALTH LIMITED

STRICTLY PRIVATE AND CONFIDENTIAL

HEALTH AND SAFETY AUDIT/REVIEW

Company:	Saltash Town Council	Town Clerk:	Sinead Burrows
Address:	The Guildhall, 12 Lower Fore Street SALTASH Cornwall PL12 6JX	Person(s) Seen:	Ian Bovis Mike Cotton
		Date Of Inspection:	27 th September 2024
		Auditor:	Lee Mc Dowell
Report To:	Ian Bovis	Copies To:	Sinead Burrows

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Summary:

A commitment to protecting the safety of staff and residents was demonstrated and it is envisaged improvements will continue to be made.

In general, a lot of hazards are being reasonably well managed with some exceptions listed in the main body of this report, however your document management procedures do not always allow you to evidence the controls in place in a timely fashion. Some improvements have been made but this needs to be continued.

A range of data sheets are on file. Full COSHH assessments are required for hazardous chemicals. It is understood that a review of the chemicals used will be completed shortly. Control must be in place to control staff exposure to dust (stone, wood, and general dust). Your risk assessments (GM RA1 & GM RA7) state portable dust extraction will be available and used when required. It should be noted that workplace dust has strict exposure levels which cannot be exceeded.

A range of Legionella Risk Assessments have been completed. A review was carried out by H2H. Ensure any outstanding actions have been addressed (update the workplans in the assessments) and ensure the control programs are being effectively implemented.

A range of risk assessment are available, and the significant findings have been shared with staff. This has been recorded, however ensure all assessments are regularly reviewed.

It was confirmed that a new company has been appointed to service the fire alarm systems etc. Documents are available however this needs to be better organised to allow for auditing. An in-date certificate for the library could not be located. Confirm with the company the servicing programme and ensure certificates are available for auditing.

Improvements continue to be made.

Scoring Key

Each section will receive a score 0 to 3 with 0 being the poorest and 3 the highest score available. Each section will be scored, and a total score will be awarded for compliance with the legal requirements and company Policies and Procedures.

3	Recommendations or comments only. Compliant and/or considered good practice.
2	Not fully compliant with the organisations policies/procedures or guidance.
1	Requires Attention. Not compliant with the organisations policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.
0	Legally non-compliant. Falls well below levels expected by the organisations or legislation. Likely to result in an Enforcement Notice or follow up action if noted by an Enforcement Officer.

Audit Findings and Action Plan

No	Issue	Risk rating	Action	Dated	Signed off
Management of Fire Safety					
1.	<p>Fire Risk Assessments Review the Fire Risk Assessments (FRAs) to ensure the points which require actioning have been completed. This will form the basis of your review. A review date can be added to the front of the assessments. A formal review by an independent consultant can then be completed in 2 to 3 years, providing there have been no significant changes. It is noted that a review of the library's Fire Risk Assessment has taken place. Ensure the other Fire Risk Assessments are updated.</p>	1			
2.	<p>Weekly Fire Safety Checks It was stated that weekly fire safety checks and means of escape checks are being completed and these are being recorded in a fire logbook on each site.</p>	3			
3.	<p>Fire Alarm It was confirmed that a new company has been appointed to service the fire alarm systems etc. Documents are available however this needs to be better organised to allow for auditing. An in-date certificate for the library could not be located.</p> <p>Confirm with the company the servicing programme and ensure certificates are available for auditing.</p>	1			
4.	<p>Emergency Lighting The annual discharge checks are being completed in-house. The annual servicing of the Guildhall had not been recorded in the fire logbook. Ensure records are up to date.</p>	2			
5.	<p>Fire Drills Fire drills are now being recorded in the fire log books. Ensure the owners of the café at the station are clear on the fire procedures.</p>	3			
6.	<p>Fire Action Plan A written procedure is required for the evacuation of buildings in the event of a fire. H2H has forwarded an example. On completion all staff must receive training.</p>	2			

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7.	Fire Risk Assessment It was confirmed that works to the front of the library are due to start shortly. Prior to work commencing a temporary amendment should be made to your Fire Risk Assessment as the front entrance door will not be available. It was stated the occupancy figure will be reduced to reflect the loss of the primary entrance and exit.	2			
8.	Ignition Sources Ensure your Fire Risk Assessment is updated to reflect the installation of electric vehicle charging points. Ensure the charging points are serviced in line with manufacturer's requirements.	3			
9.	Storage of Flammables Flame vaults are available in a range of storage areas. Ensure all flammables are stored in flame vaults. Improvements are noted from the last audit however a number of flammable chemicals were still being stored out of the flame vaults.	2			
10.	Fire Safety Training It is noted that staff have completed face to face Fire Warden training within the last 12 months.	3			

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Management of Health & Safety					
11.	Health & Safety Policy A Health and Safety Policy is in place which appears to cover the general requirements. It is recommended that this is reviewed to ensure it adequately addresses the specifics of your operations. H2H will forward a quotation for consideration.	2			
12.	Documentation A review of documentation was completed. Although a range of testing and servicing has been completed, documentation was not always easily accessible and difficult to audit. Your document management system should be reviewed to ensure documentation can be easily audited. Some improvements from the last audit were noted. H2H advised on appropriate systems during the audit.	2			
13.	Accidents Ensure all accidents are properly investigated in line with the requirements of your Health and Safety Policy. Improvements have been made in the recording and investigation of accidents.	3			
14.	General Health & Safety The cemeteries were inspected during the audit. A good standard of management is noted with walkways being maintained and any significant hazards addressed promptly.	3			
15.	Contractors A procedure of managing contractors is being applied, with insurance details and risk assessments etc being collected and saved on the finance system. It is recommended that you have regards to SSIP certification when selecting contractors.	3			
16.	Radon Radon Surveys have been completed and it is noted the library is in the process of being retested. As a precaution a window is being left open in the room with elevated readings.	3			

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17.	<p>Play Equipment It is noted a number of parks are in the process of being redeveloped with new equipment etc.</p> <p>An inspection was completed in November 2023 by external contractors and reports are on the Zurich Insurance report system which is not user friendly. It is recommended that all reports are downloaded and any points identified are recorded when actioned.</p> <p>In-house inspections are being completed regularly. The in-house inspection process must have regards to the type of new equipment being installed. Ensure information on inspection requirements are obtained from the manufacturers/installers.</p>	3			
18.	<p>COSHH A range of data sheets are on file. Full COSHH assessments are required for hazardous chemicals. H2H will provide an example. It is understood that a review of the chemicals used will be completed shortly.</p>	1			
19.	<p>Asbestos Asbestos Surveys are now available for all buildings occupied by STC. Ensure staff are familiar with the type and location of asbestos. Ensure the condition of the asbestos is kept under review having regards to the recommendation in each asbestos report.</p> <p>A copy of the reports should be available for reference at each main building.</p>	2			
20.	<p>Control of Dust Controls must be in place to control staff exposure to dust (stone, wood, and general dust).</p> <p>Your risk assessments (GM RA1 & GM RA7) state portable dust extraction will be available and used when required.</p> <p>It should be noted that workplace dust has strict exposure levels which cannot be exceeded.</p>	1			

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Management of Health & Safety					
21.	<p>Personal Protective Equipment A range of PPE was available to staff. A PPE specification is recommended.</p> <p>It was confirmed that staff have been trained on completion of face fit testing and that this will be completed for all staff shortly.</p>	3			
22.	<p>First Aid Good First Aid coverage was noted.</p>	3			
23.	<p>Vehicle Checks Weekly vehicle check records are completed and daily checks are done but not recorded. It was confirmed that the checks have been made specific to each type of vehicle.</p>	3			
24.	<p>Hand/Arm Vibration (HAV) The controls listed in your risk assessment GM/RA11/V1 Hand Arm Vibration HAVs need to be fully implemented. Therefore, the exposure time (trigger time) of staff needs to be properly assessed. As staff carry out multiple tasks, the exposure for each machine needs to be assessed and added together. Once you have this information you should use the HAVs tools available on the HSE website to work out if your staff exposure is above the exposure action value (EAV).</p> <p>It was confirmed a range of controls have been put in place to protect staff, however trigger time has not been fully assessed due to the constant change of activities and the variation in exposure levels.</p> <p>It was confirmed that job allocation will be reviewed and amended to reduce potential exposure time to only allowing a maximum of 4 hours a day carrying out potentially higher vibration risk activities.</p>	2			
25.	<p>Dangerous Machinery Review and update your Machinery/Equipment Inventory. The inventory should include a full list of equipment which requires testing and servicing, details on the testing and servicing required, and when it was completed and is next due. Progress has been made and this needs to be continued.</p> <p>The in-house check sheet for large equipment is a good addition to your controls.</p>	2			

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26.	Testing and Servicing The testing of the bolt tension for the Cross is now being completed by a specialist contractor.	3			
27.	Testing and Servicing It was confirmed that the hanging baskets are regularly checked and that secondary chains have been installed. Each basket is inspected prior to installation at the start of the season. The flag holders on the main street should be inspected annually, including the bolts and the condition of the structure they are fixed to. Formalise and record your inspection processes.	2			
28.	General Health & Safety It was confirmed that improvements to access arrangements and walkways have been made at Fairmead allotments.	3			
29.	Falls From Height It was confirmed the fence separating the Brunel memorial to the drop down to the A38 has been repaired during the summer.	3			
30.	Risk Assessment/Falls from Height The access arrangements to the Guildhall loft space have been assessed. It was confirmed that there is a boarded out walkway, however all stored materials have been removed and access is now only required for maintenance purposes.	3			
31.	Risk Assessment A range of risk assessments are available. The significant findings have been shared with staff and this has been recorded.	3			
32.	Risk Assessment A number of risk assessments have been reviewed and updated as changes to procedures etc are made. Ensure all risk assessments are reviewed regularly and the Risk Assessment Register updated.	2			

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33.	<p>Cemetery Safety Within St Stephens churchyard there are a number of headstones etc., which are a potential hazard.</p> <p>A new system of securing head stones has been agreed and will be rolled out shortly.</p> <p>Ensure the risk assessment/system of work is updated and that roles and responsibilities between the relevant parties (Church, families council etc) are confirmed.</p>	2			
34.	<p>Risk Assessment A risk assessment is required for all areas where staff regularly undertake ground maintenance works. This should include consideration of activities to be carried out: traffic - including rail, pedestrians safety, open water, livestock, equipment required, inclines, slips trips and falls and any site specific risks.</p> <p>It was confirmed this is in the process of being completed and will be finalised this year.</p>	1			
35.	<p>Pressure Systems Confirmation is required that the compressor requires a written scheme of inspection. Your insurance company may be able to assist with this.</p>	1			
36.	<p>Health Surveillance Staff are exposed to a range of hazards which potentially have long term health implications. Consideration should be given to health surveillance including:</p> <ul style="list-style-type: none"> • Hearing • Dermatitis • Hand Arm Vibration <p>It was confirmed that health surveillance has been completed within the last 12 months.</p>	3			

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Management of Health & Safety					
37.	<p>Slips Trips & Falls The car park to Isambard House is uneven and a potential trip hazard. Fill the potholes/resurface.</p> <p>It was confirmed that works will commence on the 4th November 2024 to resurface the car park.</p>	1			
38.	<p>Legionella Control A range of Legionella Risk Assessments have been completed. A review was carried out by H2H. Ensure any outstanding actions have been addressed and ensure the control programs are being effectively implemented.</p>	1			
39.	<p>Electrical Safety It was confirmed that PAT testing is completed in-house. The frequency should be reviewed. Only high risk appliances need inspection annually. This includes equipment which is:</p> <ul style="list-style-type: none"> • Moved frequently • Exposed to the elements • Likely to suffer from mechanical damage • Used in high risk environments • Accessible to the general public • Exposed to rough handling <p>Lower risk equipment can be inspected less frequently (3 to 5 years).</p>	3			