

**To receive the Town Council Health and Safety Audit Report and consider any actions and expenditure**

**Report to:** Full Town Council

**Date of Report:** 8/01/2025

**Officer Writing the Report:** Service delivery Manager

**Officers Recommendations**

Members to note the overview of the Independent Health & Safety Audit carried out on the 27 September 2024 along with any associated actions.

Associated cost budgeted at the start of each year of the Town Council (April to March) to cover the audit cost.

**Report Summary**

Our Health & Safety Audit was carried out as above by an independent external auditor. This is to ensure the Town Council follow the correct procedures and processes for H&S in the workplace.

A summary of this audit has been provided below.

We have shown many improvements from the previous report carried out in September 2024 with a number of red highlighted actions required. Work was undertaken during this period turning them to either amber, yellow or green on completion. The new report has no red sections requiring urgent attention. There are only 8 amber recommendations to work through from a total of 38 sections.

**Current Audit results**

0, RED, is not compliant.

8, AMBER, requires attention to become compliant.

12, YELLOW, complete procedures to become compliant.

19 GREEN, compliant.

In general, the majority of hazards are being well managed. Document management procedures have also shown some improvements, this needs to be continued.

A range of data sheets are on file. Full COSHH assessments are required for hazardous chemicals. A review of the chemicals used is due for a review and updated accordingly.

One item highlighted was to control staff exposure to dust in the workshop area (stone, wood, and general dust). The 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.

We have changed the process for staff, including PPE when working in this way to minimise exposure.

A range of Legionella Risk Assessments have been completed. A review was carried out by the external auditor to ensure any outstanding actions have been addressed and ensure the control programs are being effectively implemented.

A range of digital and hard copy risk assessments are available, and the significant findings have been shared with staff. This has been recorded along with all assessments regularly reviewed.

We are also working through the data filing to create easy location for all H&S related files for staff to locate on our system.

The Service Delivery Department show commitment to protecting the safety of staff and the public. We will continue to make Improvements through the year demonstrating our commitment to achieving a high standard of H&S.

## **Budgets**

**Budget Availability:** £4,303

**Budget Codes:** 6214 PF Health & Safety

**Committed Spend:** £1,982

**Signature of Officer:**

Service Delivery Manager