

**To receive the Health and Safety Audit 2025-26 and consider any actions and associated expenditure.**

**Report to:** P&F

**Date of Report:** 23.09.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Officers Recommendations**

Members are requested to review the Town Council's Health and Safety Audit for 2025–26, noting the auditor's scores—particularly those risks assessed at levels '1' and '2'.

It is recommended that authority be delegated to the Assistant Service Delivery Manager to ensure that all necessary actions are implemented immediately, working within budget where applicable.

**Report Summary**

The Town Council has received its annual Health and Safety Audit, the report is attached as Appendix A.

Five areas were scored as '1'; of these, four have been addressed and completed in line with the recommendations provided.

<b>1</b>	Requires Attention. Not compliant with the organisations policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.
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Sixteen areas were scored as '2', with the ASDM currently reviewing and implementing the recommended actions as appropriate.

<b>2</b>	Not fully compliant with the organisations policies/procedures or guidance.
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17 areas were scored 3.

**3**

Recommendations or comments only. Compliant and/or considered good practice.

For further details and review, please refer to the comments provided in the Action Plan section of Appendix A – Health & Safety Report.

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk