



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:	Sinead Burrows Mike Cotton
		Date Of Inspection:	22 nd September 2023
		Auditor:	Lee Mc Dowell
Report To:	Sinead Burrows	Copies To:	NA

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Hygiene 2 Health Ltd
Hawthorn Cottage, Chilsworthy, GUNNISLAKE, Cornwall PL18 9PB
Tel: (01822) 832032 E-Mail: info@hygiene2health.co.uk
Registered in England No. 03931467 VAT No. 750 3143 66

Summary:

This was the second audit completed by H2H and some improvements are noted.

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 management procedures and documentation do not reflect what is being done to manage health and safety. A number of documents were not available for auditing as they were not easily accessible. This has improved since the first audit however your document management still requires improvement.

No documentation was available for auditing regarding your fire alarm servicing and inspection. Ensure certification is available for auditing.

It was stated that a full inspection of the play equipment is carried out annually by an external contractor and that regular in-house checks are completed however no documentation was available for auditing and details could not be confirmed. Ensure any points raised in the annual inspections have been addressed.

The lack of detailed Asbestos Surveys for the Guildhall requires addressing and you need to identify the location of asbestos and regularly inspect it to ensure there has been no deterioration.

A range of risk assessment are available, the significant findings have been shared with staff and this has been recorded.

Ensure you review your Fire Risk Assessment and standardise your fire safety checks.

Fire Safety Score	NA
Health And Safety Score	NA
Management Systems Score	NA

Audit Assessment Score:	NA
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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 company policies/procedures or guidance.
1	Requires Attention. Not compliant with company policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.
0	Legally non-compliant. Falls well below levels expected by the company 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.	Fire Risk Assessments Review the Fire Risk Assessments 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.	1			
2.	Weekly Fire Safety Checks It was stated that weekly fire safety checks and means of escape checks are being completed, however a slippage in record keeping was noted. Currently different processes are being used for recording fire checks. Standardise your approach to avoid confusion.	1			
3.	Fire Alarm No documentation was available for auditing regarding your fire alarm servicing and inspection. It is noted that a contract is in place and that visits take place. Ensure certification is available for auditing.	1			
4.	Emergency Lighting The annual discharge checks are being completed in-house. Good records noted.	3			
5.	Fire Drills Fire drills are now being recorded in the fire log books.	3			
6.	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.	2			
7.	Fire Signage Confirmation of the fire assembly points for the Guildhall, Library and Station are required. Where practical, signage should be provided.	2			
8.	Means of Escape The edges to the step down to the side fire exit in the Library require painting to highlight the change in height.	2			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Fire Safety					
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 Ensure that there are adequate numbers of Fire Marshals available to take control in a fire situation, and that all staff have received some Basic Fire Awareness training on what to do if they discover a fire and what action to take on hearing the fire alarm.	1			

No	Issue	Risk rating	Action	Dated	Signed off
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.	2			
13.	Accidents Ensure all accidents are properly investigated in line with the requirements of your Health and Safety Policy. It is noted that this is currently being addressed.	2			
14.	Roller Shutter Doors It was confirmed that roller shutter doors are serviced, however no documentation was available for auditing.	2			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
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.	3			
16.	Radon No Radon Survey was available for auditing. An up-to-date Radon Survey should be completed for all premises.	2			
17.	Play Equipment It was stated that a full inspection of the play equipment is carried out annually by an external contractor and that regular in-house checks are completed however no documentation was available for auditing and details could not be confirmed. Ensure any points raised in the annual inspections have been addressed.	0			
18.	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.	1			
19.	Asbestos An Asbestos Survey is required for each building occupied by Saltash Town Council. This should identify the location of any known or assumed asbestos. This information must be shared with staff and relevant contractors. It is noted an Asbestos Survey is available for a range of buildings, however the Guildhall requires a survey. The finding of the surveys must be reviewed, and any known or suspected asbestos regularly visually inspected for deterioration.	1			
20.	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: <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 	3			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
21.	Personal Protective Equipment A range of PPE was available to staff. A PPE specification is recommended.	3			
22.	First Aid Good First Aid coverage was noted.	3			
23.	Vehicle Checks Weekly vehicle check records are completed and daily checks are done but not recorded. It is recommended that the checks are made specific to each type of vehicle.	3			
24.	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) .	1			
25.	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. It was confirmed that servicing etc., is completed however no documentation was available for auditing.	1			
26.	Testing and Servicing The testing of the bolt tension for the Cross is significantly overdue. This requires attention. It was confirmed that the original torque tension specification is required.	1			
27.	Testing and Servicing It was confirmed that the hanging baskets are regularly checked and that secondary chains have been installed. In addition, 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.	1			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
28.	Working at Heights A review of ladders has been completed and only commercial class ladders are used. Update your Ladder Register and ensure inspections are recorded.	2			
29.	Falls From Height The fence separating the Brunel memorial to the drop down to the A38 is deteriorating. This should be replaced to prevent access to the bank. It is noted that hostile planting would deter access.	2			
30.	Risk Assessment/Falls from Height The current access arrangements to the Guildhall loft space need to be discussed. It was confirmed that there is a boarded out walkway, however there is the potential to fall a long way through the unguarded sections of the ceiling. Confirm what access is required, and what controls are/will be in place and complete a risk assessment.	1			
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 The current procedure for changing the flag in the Guildhall requires assessing. Your current risk assessment BG/RA3/V2 General Operations Office and Council Buildings states: A review of the current process to change the flag will be carried out with a view to simplify the process and reduce the need to reach outside the building. Ensure this is actioned.	1			
33.	Risk Assessment The Kirsten multi-tool with various attachments and the Wright stand on mower require risk assessing.	1			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
34.	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.	1			
35.	Violence and Aggression Reasonable controls to protect staff appear to be in place. Check your risk assessment BG/RA1/V1 Lone Working, Violence and Aggression to ensure it adequately reflects the controls you have in place.	2			
36.	Pressure Systems Confirmation is required that the compressor requires a written scheme of inspection. Your insurance company may be able to assist with this.	1			
37.	Health Surveillance Staff are exposed to a range of hazards which potentially have long term health implication. Consideration should be given to health surveillance including: <ul style="list-style-type: none"> • Hearing • Dermatitis • Hand Arm Vibration 	2			
38.	Legionella Control A range of Legionella Risk Assessments have been completed. A review was carried out by H2H. H2H will resend all the revised Legionella Risk Assessments for reference. Ensure any outstanding actions have been addressed and ensure the control programs are being effectively implemented.	1			
39.	Managers H&S Checks H2H will forward a standard template for Managers Checks to be amended to reflect your operations. It is recommended that this is implemented to assist you with your management of health and safety.	2			
40.	Window Safety Within the Guildhall, confirmation is required that the low-level glazing is toughened glass. It would appear that a number of panes do meet the required standards.	2			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
41.	Slips Trips & Falls The carpark to Isambard house is uneven and a potential trip hazard. Fill the potholes/resurface.	1			
42.	Cemetery Safety Within St Stephens churchyard there are a number of headstones etc., which are a potential hazard. Once you have inspected and have identified a potential issue, this will need to be actioned. Clarity on the procedure is required. It may be the church's responsibility or the families who own the plot. Action will need to be taken within a reasonable timeframe, particularly if near walkways etc.	1			
43.	General Hazards Within parks managed by you, particularly around play equipment, a review of the condition of fencing, particularly chain link fencing, is required to ensure there are no cut and snag risks. Where issues are identified they should be addressed based on risk.	1			

AUDIT SCORE

MARKING SCHEME See scoring matrix

A. MANAGEMENT OF FIRE SAFETY		
1.	Means of Escape – Obstructions/Paths	3
2.	Emergency Procedures	3
3.	Emergency Lighting	3
4.	Fire Alarms	3
5.	Fire Risk Assessment & Management	3
6.	Internal Fire Doors	3
7.	Signage/Notices	3
8.	Flammable Liquid Storage	3
9.	Fire Risks Cupboards/Storage	3
10.	Chimney Safety	3
11.	Bin Areas – Arson Risk	3
12.	Electrical Switch Room	3
13.	Other Fire Risks/Fire Separation	3
14.	Fire Extinguishers	3
15.	Laundry	3
16.	Fire Pack – Available and Complete	3
17.	Weekly Checks & records	3
18.	Deep Fat Fryer	3
SUB TOTAL (54)		

B. MANAGEMENT SYSTEMS		
19.	Health and Safety Policy	3
20.	Team Meetings	3
21.	Manager Inspections	3
22.	Staff Training General	3

C. MANAGEMENT OF HEALTH AND SAFETY		
23.	Risk Assessments – General	3
24.	Electrical Safety	3
25.	Working from Heights (inc Ladders)	3
26.	Window Safety	3
27.	Internal Walkways/Corridors	3
28.	External Paths/Walkways	3
29.	Internal Steps/Staircases	3
30.	External Steps/Staircases	3
31.	Bathrooms	3
32.	Legionella Risk Assessments	3
33.	Legionella: Hot and Cold Water Checks	3
34.	Deadlegs and Weekly Flushing	3
35.	Legionella: Showers	3
36.	Legionella: Other items	3
37.	Gas Safety/LPG	3
38.	DIY/Maintenance	3
70.	Display Screen Equipment	3
40.	Manual Handling	3
41.	COSHH	3
42.	First Aid	3
43.	Waste Storage - cleanliness	3
44.	Noise Assessment	3
45.	Dangerous Machines	3
46.	Asbestos	3
47.	Lift/Lifting Equipment	3
48.	Accident Reporting/RIDDOR	3
49.	Accident Investigations	3
50.	Contractors	3
51.	Pedestrian & Vehicle Safety	3
60.	Other Health and Safety Hazards	3
61.	Pressure Systems	3

Max. Score =**Total Score =****Total Assessment Rating % =****Fire Safety %****Health And Safety %****Management Systems %**