

SAFETY ACTION PLAN

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Asbestos	It appears that all premises have been assessed for asbestos containing material however a recent incident has lead to question the competence of the assessor who has subsequently gone out of business. In view of the potential question over the competency we recommend further assessments are undertaken on all buildings by a competent assessor.	1	19/05/2016	
Fire Safety	It is recommended to review your fire assessment annually or more frequently if you make significant changes to the building. We consider the assessment for the Public Hall should be reviewed as there appears to be a good case for an automatic fire alarm throughout bearing in mind the potential for having 300 visitors. Early detection would be essential. At present it appears the under stage area is the only detection in the building. See report in 2014	1	19/05/2016	
Fire Safety	Liaise with tenants in the Guildhall to ensure they are aware of the fixed precautions provided e.g. smoke detection and sound of the alarm. They are responsible for their own evacuation	1	19/05/2016	
Fire Safety	Whilst the Council does have an evacuation plan it should be reviewed to ensure it is sufficient for each of the buildings i.e. the Public Hall's plan will be different from the Museum's. Also the Public Hall will have a different plan for an evening with entertainment (300 visitors) to the one were there is a smaller event such as a Council Meeting. All employees should be aware of their role. The Museum staff are unaware of their roles.	2	11/06/2016	
Fire Safety	All event organisers should provide the Council with a risk assessment of the activity such as The Lions' Pantomime. The assessment should consider access and egress in the event of an emergency as well as other risks	2	11/06/2016	
Fire Safety	Fit an automatic fire alarm. The Public Hall is a large and complex building which has large volumes of people within it. Early warning of a fire is essential for the safe evacuation and we would recommend an automatic alarm be discussed with your fire assessment advisors.	2	11/06/2016	
Fire Safety	Several fire doors were not shutting properly and do not have either intumescent strips or smoke retardant foam around them. They do not form an effective seal and will not stop fire travelling	2	11/06/2016	

External Areas	The Council should arrange for an arboriculturalist to report on all the trees in its area and devise an on-going inspection regime to ensure they remain in good condition.	2	11/06/2016	
Asbestos	Prepare a written plan that sets out the location of the asbestos containing material and how the risk will be managed and the steps to be taken to put the plan into action. This must include informing tenants of the location and the need not to disturb it. The plan and the arrangements should be reviewed periodically.	3	10/08/2016	
Asbestos	Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location. An exchange of information between the Council and a contractor is essential to enable the contractor to put in place adequate precautions	3	10/08/2016	
Asbestos	Before any minor work is carried out on asbestos materials, an assessment of the potential exposure to asbestos must be carried out by a competent person and a written plan prepared of the work completed. Minor work could include decorating, hanging pictures etc.	3	10/08/2016	
COSHH	Carry out a COSHH Assessment for each hazardous substance in use or created.	3	10/08/2016	
COSHH	Develop a management system that ensures before any hazardous substance is taken into use a COSHH assessment is first completed and any actions determined put into place.	3	10/08/2016	
COSHH	Provide training for relevant employees that use hazardous substances.	3	10/08/2016	
COSHH	Record all training and information given to employees on the use of hazardous substances.	3	10/08/2016	
COSHH	It was not clear what hazardous substances were used at the time of the meeting however cleaning products can have health effects which need to be considered when using and storing them. Certain items may react in a fire with others and should be stored safely. Refer to the data sheets for information.	3	10/08/2016	
Fire Safety	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.	3	10/08/2016	
Fire Safety	Establish a procedure for the evacuation of disabled persons particularly in the event of a large show being put on.	3	10/08/2016	

Fire Safety	Ensure that a procedure is in place to call the emergency services in the event of a fire emergency. A member of staff will do this during working hours but to hirers know the procedure?	3	10/08/2016	
Fire Safety	The alarm system is tested in the Public Hall and the Museum however it was not clear whether the Guildhall alarm is tested. If it isn't, it should be. Record all tests.	3	10/08/2016	
Fire Safety	The fire door leading to from the Council chamber should have a vision panel to prevent it being opened into the path of another escapee from a different room	3	10/08/2016	
Fire Safety	The Long Room has no extinguishers and nor does the kitchen beside it	3	10/08/2016	
Fire Safety	Although the fire extinguishers are maintained there appears to be one or two missing from certain areas such as the Long Room. Review the level of extinguishers with your fire assessor.	3	10/08/2016	
Legionella Bacteria	Each building should be assessed for the presence or likelihood of Legionella	3	10/08/2016	
Legionella Bacteria	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings.	3	10/08/2016	
Legionella Bacteria	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	3	10/08/2016	
Lone Working	Undertake a risk assessment which covers work undertaken by lone workers. This should include the WC cleaner as well as the Foresters Hall cleaner and various other Council workers.	3	10/08/2016	
Lone Working	Ensure working when dark or at night is covered in the lone working risk assessment.	3	10/08/2016	
Lone Working	Risk assessment of young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone.	3	10/08/2016	

Lone Working	Ensure risk assessment for lone working covers where potential violence / criminal activity may place workers at higher risk.	3	10/08/2016	
Lone Working	Arrangements should be put in place to consult with staff on lone working either via a health and safety committee or directly.	3	10/08/2016	
Personal Protective Equipment (PPE)	Ensure risk assessments identify the need for PPE and who is required to wear it.	3	10/08/2016	
External Areas	The areas and equipment around the Town should be subject to inspection the frequency of which can be determined by risk assessment e.g. the memorial and Pipewell may be inspected monthly whereas Rapson Field and Thorn Park need a more frequent inspection.	3	10/08/2016	
Work Equipment	Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.	3	10/08/2016	
Work Equipment	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.	3	10/08/2016	
Work at Height	Before working at height a risk assessment must be completed.	3	10/08/2016	
Work at Height	Establish a safe system of work for all work at height. This includes the scaffold platform work, gutter cleaning etc.	3	10/08/2016	
Work at Height	Provide information and training for employees required to work at height, complete risk assessments or prepare systems of work.	3	10/08/2016	
Work at Height	Ensure those using the scaffold are trained properly including hirers.	3	10/08/2016	
Work at Height	All temporary working platforms including scaffolds and ladders etc. must be inspected before first use; after substantial additions, dismantling or other alteration	3	10/08/2016	

Health and Safety Policy	The Health and Safety Policy is being prepared by Ellis Whittam and will be sent to you in due course.	3	10/08/2016	
Employee Training	Provide all new staff with health and safety instruction as part of their induction training.	3	10/08/2016	
Accident / Incident Reporting	Make suitable arrangements to include near miss / incident reporting	3	10/08/2016	
Accident / Incident Reporting	Investigate the details of each serious accident/incident to identify the probable cause(s) and/or trends.	3	10/08/2016	
Contractors	Review safety systems and procedures of contractors prior to engagement. Undertake assessment of health and safety standards adopted by the contractors.	3	10/08/2016	
Asbestos	Carry out labelling of all known asbestos containing materials.	4	08/11/2016	
Fire Safety	Review the level of lighting in the clock tower. The emergency lighting stops before the top. This may be adequate to light the entire area but it should be checked	4	08/11/2016	
Fire Safety	Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.	4	08/11/2016	
Legionella Bacteria	Water systems should be disinfected before being taken into service and after shut downs of five or more days. Water systems should be disinfected periodically (normally annually) by chlorination or by temporarily raising water temperature.	4	08/11/2016	
Manual Handling	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury.	4	08/11/2016	
Manual Handling	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training	4	08/11/2016	
Misc.	Fit red cord alarm pulls to the WCs	4	08/11/2016	

Temperature	Provide wall mounted thermometers, one to each area (not each work room)	4	08/11/2016	
Health and Safety Policy	The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.	4	08/11/2016	
Health and Safety Policy	The Health and Safety policy should be readily available for staff. Make the policy available by <placing on intranet, providing copy in staff room, signposting it's whereabouts on the notice board>	4	08/11/2016	
Health and Safety Policy	Clarify roles and responsibilities for health and safety, set these out in the H&S Policy and provide training to ensure competence of key persons. In particular it would be advisable to have a member of staff with a Health and Safety qualification or some training.	4	08/11/2016	
Monitoring and Measuring	Set suitable priorities for the safety action plan and monitor regularly	4	08/11/2016	
Monitoring and Measuring	Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.	4	08/11/2016	
Communication and consultation	Arrangements must be put into place for communicating with and consulting staff on Health and Safety matters.	4	08/11/2016	
Employee Training	Develop a programme of basic Health and Safety training for staff.	4	08/11/2016	
Risk Assessment	Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment	4	08/11/2016	
Risk Assessment	Ensure competent persons are employed to carry out risk assessments.	4	08/11/2016	
Risk Assessment	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.	4	08/11/2016	
Risk Assessment	Ensure staff are given access to risk assessments and changes are notified.	4	08/11/2016	
Fire Safety	Consider replacing the stair nosings with colour contrasting ones. This is mainly in the Guildhall but other staircases could benefit from being more visible. Also the external granite stairs in the Public Hall	5		