

## Uppingham Town Council

Date: 28.09.17


Actions Required By: Neil Wedge (NW) and John Dawson (JD)

ITEM	ACTION COMMENTS	BY	DATE DONE
Accidents	<ul style="list-style-type: none"> <li>Make sure all Accidents are recorded in the accident book.</li> <li>Always record which arm/hand/finger/foot (L/R)</li> <li>Data protection – requires all accident records be removed from the accident book and kept in a secure location (office)</li> </ul>	NW	25.10.17 25.10.17
<b>EVERY EMPLOYEE MUST RECEIVE RELEVANT TRAINING and have the EVIDENCE. OPTING OUT IS NOT AN OPTION</b>			
Training Evidence of training Training records	<ul style="list-style-type: none"> <li><b>Evidence</b> - keep copies of all training records - in one folder with a divider for each employee.</li> <li>Follow the recommended renewal training dates.</li> <li>Training Attendance record sheet (Blank).</li> <li>Induction training – for <b>every</b> employee/self-employed/seasonal/casual/agency worker.</li> <li>Anyone who may come into contact with asbestos - including contractors must have a minimum of Asbestos Awareness training.</li> </ul>	JD JD	03.10.17 03.10.17
Training Requirements	<ul style="list-style-type: none"> <li>First Aid – Neil Wedge.</li> <li>Manual Handling – everyone.</li> <li>Working at height – anyone who uses ladders or stepladders.</li> </ul>	NW	05.12.17
Policies	<ol style="list-style-type: none"> <li><a href="#">Health &amp; Safety Policy</a></li> <li><a href="#">COSHH</a></li> <li><a href="#">Contractors Safety Rule</a></li> <li><a href="#">First Aid</a></li> <li><a href="#">Isolation procedures</a></li> <li><a href="#">Ladder</a></li> <li><a href="#">Lone Working</a></li> <li><a href="#">Manual Handling</a></li> <li><a href="#">Mobile Phone &amp; Headsets</a></li> <li><a href="#">No Smoking</a></li> <li><a href="#">PPE</a></li> <li><a href="#">RIDDOR</a></li> <li><a href="#">Sharps</a></li> <li><a href="#">Working at Height</a></li> </ol>	JD	03.10.17 03.10.17 03.10.17 03.10.17 28.09.17 03.10.17 28.09.17 03.10.17 03.10.17 03.10.17 03.10.17 03.10.17 03.10.17 03.10.17
Checklist	<ol style="list-style-type: none"> <li><a href="#">Accident Near Miss Investigation</a></li> <li><a href="#">Asbestos Signed Agreement</a></li> <li><a href="#">Contractors &amp; Sub Contractors checklist</a></li> <li><a href="#">Contractors Induction training</a></li> <li><a href="#">Induction training checklist</a></li> </ol>	JD	03.10.17 28.09.17 28.09.17 05.10.17 28.09.17
Risk Assessments	<ol style="list-style-type: none"> <li><a href="#">Catering</a></li> <li><a href="#">Cleaning</a></li> <li><a href="#">Fire Evacuation Procedures</a></li> <li><a href="#">Litter Picking</a></li> <li><a href="#">Office</a></li> <li><a href="#">Town Hall Information to Hirers</a></li> <li><a href="#">Visiting Third Party Sites</a></li> </ol>	NW	05.10.17 05.10.17 05.10.17 05.10.17 20.10.17 05.10.17 05.10.17

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ITEM	ACTION COMMENTS	BY	DATE DONE
Uppingham TH existing procedures for the hirers	<ul style="list-style-type: none"> <li>• Review the existing procedures</li> <li>• Each hirer should be walked through the building and shown.                             <ul style="list-style-type: none"> <li>○ The emergency exit doors.</li> <li>○ The alarm call points.</li> <li>○ The Fire Assembly Points.</li> <li>○ Where the mains electric/gas switch/valve are even if access, cannot gain they will be informed enough to assist the fire brigade.</li> </ul> </li> </ul>	JD  NW	See above
Disclosure and Barring Services (DBS) checks	<ul style="list-style-type: none"> <li>• <a href="#">Disclosure and Barring Services (DBS) checks</a></li> <li>• Check P1 – <b>Legal responsibilities</b> before asking an employee to apply through DBS.</li> </ul>	NW	Requested (£25)
Driving Licence	<ul style="list-style-type: none"> <li>• <b>Seek employees permission</b> to check and record the status of driving licence using the DVLA website, from <b>every person</b> who drives a Company vehicle or drives while 'at work', every year.</li> </ul>	NW	25.10.17
Gas Safety	<ul style="list-style-type: none"> <li>• Check the Gas Safe Certificate is in place and is inspected annually by a registered Gas Safe engineer.</li> <li>• Are there carbon monoxide sensors in the kitchen and cellar?</li> <li>• Keep a clear safe access to the Gas Mains switch at all times.</li> <li>• Require 'Main Gas Valve' sign – positioned to be clearly seen.</li> <li>• Protect the cellar gas vent from carpark vehicles.</li> </ul>	NW	
Aerosols and paints in cellar Fire and explosions Hazardous fumes	<ul style="list-style-type: none"> <li>• Store paints/aerosols (flammable/highly flammable) in a secure metal cabinet to protect people during evacuation in the event of a fire.</li> </ul>	NW	
Fire Risk assessment (RA)	<ul style="list-style-type: none"> <li>• Require a new fire RA for the Town Hall</li> <li>• All Uppingham Town Council properties must have a fire RA, produced by either the Town Council or their tenants.</li> </ul>	NW	06.11.17
Contractors  Evidence of employing competent contractors	<ul style="list-style-type: none"> <li>• Make sure all contractors, including Agencies, receive and complete and sign the Contractors Form Safety Rules.</li> <li>• They must return P11-13 with the requested details and information.</li> <li>• Make sure relevant contractors receive any existing overhead powerlines and underground services plans.</li> </ul>	NW	
Thorough Inspections  LOLER 1998 regulations	<p>All lifting equipment require a Thorough Inspection under the LOLER 1998 regulations</p> <ul style="list-style-type: none"> <li>• The Town Hall lift is inspected every 6mths.</li> </ul>	NW	

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Electricity	<ul style="list-style-type: none"> <li>• Fixed electrical wiring for all Uppingham Town Council properties require NICEIC Periodical Testing completed by a 'Competent' registered Electrician.               <ul style="list-style-type: none"> <li>○ The Town Hall renewal date is 20.08.17.</li> </ul> </li> <li>• Clearly label all electrical switch gear AND especially 'Mains On/Off' switches.</li> <li>• Keep access to all distribution boards clear at all times for emergency access.</li> <li>• Must PAT test all portable equipment and extension leads annually, unless stated otherwise.</li> </ul>	NW	Quotes in  26.10.17  Quotes in
Disabled access  Comments Reasonable adjustments for access to a public building  Egress from 1 <sup>st</sup> Floor	<ul style="list-style-type: none"> <li>• There is no suitable wheelchair disabled access through the main entrance into the Town Hall.</li> <li>• There is disabled access via the rear carpark which requires assistance to open the door.</li> <li>• There needs to be clear signage to direct disabled people to this entrance and to the disabled parking at the rear.</li> <li>• Review the existing disabled signage to include pictorial disabled symbols.</li> <li>• 'Reasonable adjustments' are required for disabled to the access the door at the back of the Town Hall. Comments by the <b>Equality and Human Rights Commission</b> said they could not advise but recommended 'taking advice'</li> <li>• <b>Lincolnshire CC Social Care</b> said 'Reasonable adjustments would be to have a bell or intercom at the back door for someone to come and open the door'</li> <li>• See comments below (1<sup>st</sup> Floor)</li> </ul>	NW	
First Aid equipment  Security  Accident book	<ul style="list-style-type: none"> <li>• First Aid boxes must be made available for emergency use in the building and available to hirers.</li> <li>• There are tamper tags or tamperproof box seals available for First Aid boxes.</li> <li>• Provide an accident book for the hirers.</li> <li>• Store them in the kitchen and there should be a First Aid sign on the cupboard door.</li> </ul>	NW	Ordered  Ordered  In place  Ordered
Kitchen Hand washing Hot water Risk Assessment  Existing sign above the fridge  Fire Extinguisher/Blanket	<ul style="list-style-type: none"> <li>• Is the second sink for hand washing, if so, requires 'Hand Washing Only' sign and a soap dispenser.</li> <li>• 'Hot Water' safety sign over hot water taps.</li> <li>• The Kitchen risk assessment includes food cooking because even though there is no cooking the facilities are there and so could be used.</li> <li>• Remove the existing 'black surround' sign, which is a harbour for harmful bacteria.</li> <li>• If replacing the sign - change the word 'sides' for 'surfaces.'</li> <li>• Require Fire Extinguisher &amp; Blanket in the Kitchen</li> </ul>	NW	25.10.17  25.10.17  26.10.17  26.10.17  25.10.17

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Housekeeping Storage cupboards Cellar	<ul style="list-style-type: none"> <li>Make sure there is clear access in each store to prevent trip hazards</li> <li>Some shelf storage management would make for efficient and safer storage.</li> </ul>	NW	
Town Council Chamber Unsafe floor	<ul style="list-style-type: none"> <li>There are damaged floorboards in the Council Chamber, which must be repaired as soon as possible.</li> </ul>	NW	
1 <sup>st</sup> Floor Emergency egress (exit) for disabled persons.  Sloping floor	<ul style="list-style-type: none"> <li>There are no safe egress provisions for disabled persons In the event of an emergency, when the lift may not be used.</li> <li>Options should be discussed with the person conducting the Fire Risk Assessment.</li> <li>Requires a 'Sloping floor' warning sign</li> </ul>	NW	
Ladders/Stepladders  Prevent falls from a height	<ul style="list-style-type: none"> <li>Check/inspect ladders/stepladders.</li> <li>Remove the wooden ladder in cellar.</li> <li>Must not allow any 'Domestic' class ladders or stepladders on the premises.</li> <li>Class 1 and EN 131 ladders and stepladders are compliant.</li> </ul>	NW	
Emergency access from 1 <sup>st</sup> floor  External exit	<ul style="list-style-type: none"> <li>The external platform from the Council Chamber emergency exit door is slippery and must have an anti-slip surface to prevent slip injuries.</li> <li>There is no handrail support when exiting through the emergency exit door. There is no guard rail to protect from falling onto the asbestos guttering.</li> <li>Require a guardrail on the roof side for support and protection from the asbestos guttering.</li> </ul>	NW	23.10.17
Foot path to carpark  Trip hazard	<ul style="list-style-type: none"> <li>Highlight the edging trip hazard on the path to the carpark from the front of the Town Hall</li> </ul>	NW	Ordered