



Agenda Item; Health & Safety Audit
Submitted by; Tina Falloon (Assistant Clerk)

1. Approval: Recommendation for Approval.

2. Purpose of the Report: To provide information and a recommendation for Full Council to approve acceptance of a quotation received for the provision of a full Health & Safety audit and ongoing service and support.

3. Background Information: The Town Council has a duty to do everything reasonably practicable to meet the legislative requirements of Health & Safety law, including maintaining systems of work, a safe workplace and safe working environment. It is important that arrangements are in place to reflect changes to legislation and to continually assess all significant risks to employees and others and to develop and maintain preventive and/or protective measures to avoid or reduce risks.

The Council has a broad area of responsibility which includes:

- Office staff who often undertake lone working
- Outdoor Team who regularly work with power tools and other equipment
- Provision of services to the public including landscaping public spaces, litter picking, grounds maintenance, cleaning, erection and dismantling of market stalls and gazebos.

Quotations were sought from 3 companies:

- Work Nest (National Association of Local Councils partner)
- A W Safety
- Terrain Safety

The companies were asked to provide a quotation to:

- Visit the Town Council premises and undertake a Health and Safety inspection / audit in relation to the work of our Office staff and Outdoor Team. This should include a review of our existing Health & Safety documentation and discussions with the staff to identify potential hazards / issues which need addressing.
- Provide a report outlining the results of that inspection / audit, to include both compliance and non-compliance, together with an Action Plan to set out clearly what needs to be done.
- Develop Risk Assessments, Policies, Procedures and a Health & Safety Management system to be recommended to Full Council for adoption.
- Propose specific training where gaps are identified.
- The service to be on the basis of a fixed fee.



The response was as follows:

	Supplier	Audit and H&S support	Training Portal
3.1	Work Nest	£2,874.50 (exc. VAT) per annum £55.00 one-off admin fee.	Free for 12 months. £436 per annum thereafter, unlimited access for up to 9 staff.
3.2	A. W Safety	£2,200 (exc. VAT & expenses per annum) Plus initial training estimated at £2,000	Training modules chargeable on an individual basis, per employee. Unknown total cost.
3.3	Terrain Safety	Did not respond	

It should be noted that certified First Aid Training will be commissioned separately.

4. Legislation: Including, but not exclusively,

Health & Safety at Work etc. Act 1974
 Management of Health & Safety at Work Regulations 1999
 Health & Safety (Display Screen Equipment) Regulations 1992
 Personal Protective Equipment at Work Regulations 1992
 Provision and Use of Work Equipment Regulations 1992
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

5. Accessibility Implications – The audit and ongoing support will take full account of any H&S requirements relating to those with disabling conditions or accessibility issues.

6. Climate Emergency Implications –

There are not considered to be any Climate Emergency Implications.

7. Corporate Plan Implications

Full compliance with Health and Safety legislation will promote the core values and themes outlined in the Corporate Plan 2021 – 2024, A Modern Council promoting efficiency, and providing good and improving levels of service.

8. Financial Implications

The remaining budget for Health & Safety in 2022/23 is £6,483.62.
 Agreed budget for Health & Safety for 2023/24 is £5,000.

Acceptance of the quotation from WorkNest can be met within the existing budget.



9. Recommendation(s)

That the Council accepts the quotation from Work Nest.

That the Assistant Clerk is instructed to place the order with Work Nest and to commission the Health & Safety Audit and subsequent work, at the earliest opportunity. The initial fee for the first year's support will be chargeable within the current financial year.

10. Reasons for recommendation(s)

- 10.1 Provision of a full Health and Safety gap audit, review of policies and risk assessments, will ensure that the Council meets all legislative requirements of Health & Safety law, including maintaining systems of work, a safe workplace and safe working environment.
- 10.2 Whilst A W Safety have quoted on the basis of a fixed price plus charges for e-training, plus disbursements and travel costs, Work Nest will work on the basis of a transparent, fixed price contract, giving the Council surety .
- 10.3 Work Nest are current partners of NALC as recognition of the fact that they provide specialist products tailored for Local Councils.