



WT Consultancy

# **2024 Health and Safety Audit Lyme Regis Town Council**

Carried out by: Wayne Turner CMIOSH

20<sup>th</sup> of September 2024

## Executive Summary

The audit revealed a range of observations regarding Lyme Regis Town Council's health and safety management systems. While there are positive practices in place, such as the implementation of training programs and inspections, several critical areas require immediate attention. Notably, the lack of suitable and sufficient risk assessments and the failure to carry out CDM roles and responsibilities effectively were identified as significant concerns. These deficiencies pose serious risks not only to employees but also to the public, particularly in environments where high-risk activities are conducted.

The audit established a comprehensive action plan to address these issues, ensuring that the organisation remains compliant with health and safety regulations and enhances the overall safety culture within the workplace.

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## Introduction

This audit report outlines the findings and observations from the health and safety audit conducted by Wayne Turner, the Managing Director of WT Consultancy (SW) Ltd, on the 20th of September 2024.

The audit aimed to assess the current health and safety practices within the organisation, focusing on compliance with relevant regulations and identifying areas for improvement.

During the audit, Wayne Turner met with Adrian Turner and Peter Williams to discuss the various health and safety measures currently in place and to highlight the importance of maintaining a safe working environment for all employees and stakeholders.

## Audit Findings

Consideration	Statutory Provision	Observation
<p><b>Does the organisation have access to competent health and safety advice, either internally or externally, to assist in complying with health and safety obligations?</b></p>	<p><b>UK - Health and Safety at Work etc. Act 1974, Section 2(3):</b> Employers must appoint one or more competent persons to assist them in undertaking the measures necessary to comply with the statutory health and safety requirements. The appointed person(s) must have adequate knowledge, training, and experience to fulfil this role.</p> <p>Additionally, <b>Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (MHSWR)</b> specifies that employers must ensure they have access to competent health and safety advice from one or more suitable persons within the organisation or, where necessary, externally.</p>	<p>Peter Williams has completed the IOSH Managing Safely course, which equips him with a solid foundation in health and safety management. However, to enhance the organisation's health and safety performance, it would be beneficial to seek more expert advice. This could include engaging with qualified health and safety consultants or professionals who possess specific expertise in areas relevant to our operations, ensuring that we remain compliant with current legislation and best practices. By doing so, the organisation can better identify risks and implement effective strategies to mitigate them, thereby promoting a safer working environment for all employees.</p>

<p><b>Does the organisation ensure that all work equipment provided is suitable, maintained, inspected, and used safely in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER)?</b></p>	<p><b>UK - Provision and Use of Work Equipment Regulations 1998 (PUWER):</b>  <b>Regulation 4(1):</b> Employers must ensure that work equipment is suitable for the intended task, and that it is selected and used to prevent risks to health and safety.  <b>Regulation 5(1):</b> Employers must ensure that work equipment is maintained in an efficient state, in efficient working order, and in good repair.  <b>Regulation 6(1):</b> Where the safety of work equipment depends on installation conditions, it must be inspected to ensure it is correctly installed and remains safe.</p>	<p>There are currently no risk assessments in place that comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER). This lack of risk assessments poses a significant risk to the safety of employees using work equipment, as potential hazards have not been identified or controlled. It is essential for the organisation to conduct suitable and sufficient risk assessments for all work equipment to ensure that it is safe for use and that employees are adequately informed about the associated risks. Implementing these assessments will help the organisation comply with PUWER and enhance overall workplace safety.</p>
<p><b>Has the organisation taken all necessary steps to identify and manage the risk of asbestos exposure in accordance with the Control of Asbestos Regulations 2012?</b></p>	<p><b>UK - Control of Asbestos Regulations 2012:</b>  <b>Regulation 4(1):</b> Duty holders must manage asbestos in non-domestic premises, including identifying the presence of asbestos-containing materials (ACMs) and assessing the risk of exposure.  <b>Regulation 5:</b> Employers must ensure that the presence of asbestos is identified before any building or maintenance work begins, and a suitable risk assessment is conducted if asbestos is present or suspected.</p>	<p>Asbestos Management Plans are currently in place; however, a review is necessary as the plan for Guildhall was found to be out of date. Maintaining up-to-date Asbestos Management Plans is crucial for ensuring the safety of employees and visitors by effectively managing the risks associated with asbestos exposure. Regular reviews and updates will help identify any changes in the building's condition or use that could affect the management of asbestos, ensuring compliance with the Control of</p>

	<p><b>Regulation 10:</b> Employers must provide adequate information, instruction, and training to employees who are likely to be exposed to asbestos.</p>	<p>Asbestos Regulations 2012. By reviewing and updating these plans, the organisation can enhance its risk management strategies and ensure a safer working environment.</p>
<p><b>Does the organisation have adequate fire safety measures in place, including risk assessments, emergency plans, and fire prevention systems, in accordance with the Regulatory Reform (Fire Safety) Order 2005?</b></p>	<p><b>UK - Regulatory Reform (Fire Safety) Order 2005:</b></p> <p><b>Article 9:</b> Employers and duty holders must conduct a fire risk assessment to identify risks and implement appropriate fire safety measures. This assessment must be regularly reviewed.</p> <p><b>Article 11:</b> The organisation must have a fire safety management plan in place, including measures for fire prevention, emergency procedures, and ensuring that occupants can safely escape in the event of a fire.</p> <p><b>Article 13:</b> Employers must provide adequate fire detection and alarm systems, as well as fire-fighting equipment, to ensure the safety of employees and others.</p>	<p>A fire drill was successfully carried out on the 24th April 2024, demonstrating a commitment to fire safety preparedness. However, while Fire Risk Assessments are in place, the actions identified within them have not been actioned, and no comprehensive plan has been developed to address the identified risks. Additionally, the current emergency procedures, emergency lighting, and means of escape were not considered suitable, potentially risking lives in the event of an actual fire. It is imperative for the organisation to prioritise implementing the actions outlined in the Fire Risk Assessments and to enhance emergency preparedness to ensure the safety of all employees and visitors. Regular reviews and updates of fire safety measures will contribute significantly to creating a safer working environment.</p>

<p><b>Does the organisation assess and control the risks related to dangerous substances and explosive atmospheres, in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)?</b></p>	<p><b>UK - Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR):</b>  <b>Regulation 5(1):</b> Employers must carry out a suitable and sufficient risk assessment to identify the presence of dangerous substances and the risk of fire, explosion, or other events arising from those substances.  <b>Regulation 6(1):</b> Employers must implement measures to eliminate or reduce the risks from dangerous substances, such as preventing the formation of explosive atmospheres, avoiding ignition sources, and mitigating the effects of incidents.  <b>Regulation 7(1):</b> The organisation must classify hazardous areas where explosive atmospheres may occur and ensure that appropriate precautions are in place to manage risks in those areas.</p>	<p>It has been noted that fuel and gas are stored at the cadet hut; however, there is no DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) assessment in place. The absence of a DSEAR assessment raises significant safety concerns, as it prevents the identification and management of risks associated with the storage of dangerous substances. Implementing a suitable and sufficient risk assessment is essential to ensure that potential explosive atmospheres are adequately controlled and that safety measures are in place to protect employees and others who may be affected. The organisation must prioritise conducting a DSEAR assessment to comply with regulations and enhance the overall safety of the storage area.</p>
<p><b>Does the organisation adequately assess and control the risks from hazardous substances, in compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)?</b></p>	<p><b>UK - Control of Substances Hazardous to Health Regulations 2002 (COSHH):</b>  <b>Regulation 6(1):</b> Employers must carry out a suitable and sufficient risk assessment to identify exposure to hazardous substances and the risks posed to health.  <b>Regulation 7(1):</b> Employers must prevent or, where this is not reasonably practicable, adequately control exposure to hazardous substances by implementing appropriate control measures.</p>	<p>COSHH risk assessments are currently in place; however, they are not specific to the tasks being carried out within the organisation. This lack of specificity can lead to inadequate control measures being implemented, potentially exposing employees to hazardous substances without appropriate guidance on safe handling and use. It is essential for the organisation to revise these assessments</p>



	<p><b>Regulation 8:</b> The organisation must ensure that the exposure of employees to hazardous substances is reduced to as low a level as reasonably practicable, and ensure proper maintenance, examination, and testing of control measures.</p> <p><b>Regulation 12:</b> Employers must provide employees with adequate information, instruction, and training regarding the risks from hazardous substances and the measures in place to protect their health.</p>	<p>to ensure they are tailored to the specific tasks and substances involved. By doing so, the organisation can effectively mitigate risks, provide clear instructions for safe working practices, and enhance the overall health and safety of the workplace. Regular reviews and updates of COSHH assessments will ensure ongoing compliance with regulations and better protection for employees.</p>
<p><b>Has the organisation conducted a suitable and sufficient risk assessment for the control of Legionella bacteria in water systems, in compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Health and Safety Executive's Approved Code of Practice L8?</b></p>	<p><b>UK - Control of Substances Hazardous to Health Regulations 2002 (COSHH):</b></p> <p><b>Regulation 6(1):</b> Employers must carry out a suitable and sufficient risk assessment to identify and evaluate the risk of exposure to hazardous substances, including Legionella bacteria.</p> <p><b>Health and Safety Executive (HSE) Approved Code of Practice L8, Regulation 2.138:</b> Employers or those in control of premises must manage the risk of Legionella in water systems by identifying and assessing sources of risk, implementing control measures, and monitoring and reviewing the effectiveness of those measures.</p> <p><b>Regulation 7(1) of COSHH:</b> Employers must implement appropriate control measures, such as water temperature control, cleaning and disinfection of systems, and routine monitoring to minimise the risk of Legionella bacteria proliferation.</p>	<p>Legionella risk assessments are in place, and water management is effectively controlled for Guildhall Cottage, demonstrating a proactive approach to preventing Legionnaires' disease. However, there is currently no clear indication of who holds responsibility for managing water safety in properties with tenants. This lack of clarity could lead to potential risks if responsibilities are not clearly defined and communicated. It is crucial for the organisation to establish and document the responsibilities for water management in all properties, including those with tenants, to ensure that appropriate measures are taken to control the risks associated with Legionella. This will enhance the safety and wellbeing of all individuals who may</p>

		be affected by water systems within these properties.
<p><b>Does the organisation assess and control the risks from workplace noise exposure, in accordance with the Control of Noise at Work Regulations 2005?</b></p>	<p><b>UK - Control of Noise at Work Regulations 2005:</b></p> <p><b>Regulation 5(1):</b> Employers must carry out a suitable and sufficient risk assessment to identify the risks to workers' health from noise exposure and determine the need for preventive measures.</p> <p><b>Regulation 6(1):</b> Employers must eliminate or reduce noise exposure to as low a level as reasonably practicable by implementing appropriate engineering controls, such as noise reduction measures and soundproofing.</p> <p><b>Regulation 7:</b> If noise exposure exceeds the lower exposure action values (80 dB(A)), employers must provide hearing protection and information to employees about noise hazards. If it exceeds the upper exposure action values (85 dB(A)), hearing protection must be worn, and a noise control programme implemented.</p> <p><b>Regulation 10:</b> Employers must provide information, instruction, and training to workers exposed to noise risks, including the effects of noise on health and how to use hearing protection correctly.</p>	<p>It has been observed that noise levels are not adequately controlled under the current risk assessments. This oversight raises concerns regarding potential exposure to harmful noise levels, which could impact the health and wellbeing of employees. Without specific controls or measures in place to manage noise exposure, there is an increased risk of hearing loss and other related health issues. It is essential for the organisation to update the risk assessments to include comprehensive noise assessments and implement effective noise control measures. This will help ensure compliance with the Control of Noise at Work Regulations 2005 and promote a safer working environment for all employees. Regular monitoring and review of noise levels will further enhance workplace safety.</p>

<p><b>Does the organisation assess and control the risks from hand-arm and whole-body vibration exposure, in accordance with the Control of Vibration at Work Regulations 2005?</b></p>	<p><b>UK - Control of Vibration at Work Regulations 2005:</b></p> <p><b>Regulation 5(1):</b> Employers must carry out a suitable and sufficient risk assessment to identify employees at risk from hand-arm vibration (HAV) and whole-body vibration (WBV), and determine the need for protective measures.</p> <p><b>Regulation 6:</b> Employers must take appropriate action to eliminate or reduce exposure to vibration to as low a level as reasonably practicable. This includes implementing engineering controls, maintaining equipment, and using alternative methods where feasible.</p> <p><b>Regulation 7:</b> If the risk assessment indicates that employees may be exposed to vibration above the action values (2.5 m/s<sup>2</sup> for hand-arm vibration or 0.5 m/s<sup>2</sup> for whole-body vibration), employers must provide appropriate information, instruction, and training on the risks and use of any necessary protective equipment.</p> <p><b>Regulation 8:</b> Employers must provide health surveillance for employees who are likely to be exposed to significant levels of vibration, ensuring that any adverse health effects are identified early.</p>	<p>Although specific measuring equipment for assessing exposure to vibration was not observed during this audit, it is understood that such equipment is utilised by the organisation to monitor vibration levels in the workplace.</p>
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<p><b>Does the organisation have adequate measures in place to ensure safety when working at height, in accordance with the Work at Height Regulations 2005?</b></p>	<p><b>UK - Work at Height Regulations 2005:</b></p> <p><b>Regulation 4:</b> Employers must ensure that all work at height is properly planned, supervised, and carried out in a safe manner. This includes assessing the risks associated with work at height and implementing appropriate safety measures.</p> <p><b>Regulation 5:</b> Employers must take appropriate steps to prevent falls, including using suitable work equipment (e.g., guard rails, scaffolding, and safety harnesses) and ensuring that any equipment used for work at height is correctly installed and maintained.</p> <p><b>Regulation 6:</b> Where it is not possible to eliminate the risk of falling, employers must ensure that suitable and sufficient measures are in place to minimise the distance and consequences of any fall.</p> <p><b>Regulation 8:</b> Employers must ensure that those involved in work at height are competent and adequately trained to perform their tasks safely.</p>	<p>Working at height training is provided to employees every three years, ensuring that they are informed about safe practices; however, the effectiveness of this training was not assessed during this audit. Additionally, ladders used for work at height are subject to routine inspections, which is a positive safety measure. However, there are currently no suitable and sufficient risk assessments in place specifically for activities involving working at height. The absence of these risk assessments may expose employees to unnecessary hazards. It is crucial for the organisation to develop and implement comprehensive risk assessments that address the specific risks associated with working at height to ensure compliance with the Work at Height Regulations 2005 and to enhance the overall safety of employees during such activities. Regular reviews and updates of these assessments will further contribute to maintaining a safe working environment.</p>
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<p><b>Does the organisation implement a permit-to-work system to manage high-risk activities, ensuring that all necessary safety checks and controls are in place prior to commencing work?</b></p>	<p><b>UK - Management of Health and Safety at Work Regulations 1999:</b></p> <p><b>Regulation 3:</b> Employers are required to make a suitable and sufficient assessment of the risks to health and safety of their employees and others who may be affected by their activities. This includes identifying when a permit-to-work system is necessary for high-risk activities.</p> <p><b>Regulation 5:</b> Employers must ensure that appropriate procedures are in place to implement effective control measures for work activities, which can include the use of permits to work for activities such as hot work, working at height, or confined space entry.</p> <p><b>Regulation 8:</b> Employers must ensure that employees are provided with adequate information, instruction, and training regarding the permit-to-work system and the specific hazards associated with the tasks they are required to perform.</p>	<p>Permits to work are in place for activities involving working at height and for contractors, indicating that the organisation recognises the importance of managing high-risk tasks. However, the suitability of these permits was not evaluated during this audit. Ensuring that the permits are not only in place but also appropriate for the specific activities and risks involved is crucial for effective safety management. It is recommended that the organisation regularly reviews and assesses the permits to work to confirm that they adequately address the risks associated with the tasks being undertaken. This will help enhance compliance with health and safety regulations and ensure a safer working environment for all employees and contractors involved in high-risk activities.</p>
<p><b>Does the organisation ensure the safe design, operation, and maintenance of pressure systems in accordance with the Pressure Systems Safety Regulations 2000?</b></p>	<p><b>UK - Pressure Systems Safety Regulations 2000:</b></p> <p><b>Regulation 3:</b> Employers must ensure that pressure systems are designed and constructed to be safe for their intended use, considering the hazards associated with the system.</p> <p><b>Regulation 4:</b> Employers must carry out a suitable and sufficient risk assessment for any pressure system that could expose individuals to risk,</p>	<p>It is understood that the insurance company conducts annual visits to assess the pressure systems within the organisation. However, it is advised that this arrangement be confirmed to ensure that the assessments are thorough and effective. During these visits, it is essential to verify that full compliance with statutory provisions, such as the</p>

	<p>identifying potential failure modes and necessary safeguards.</p> <p><b>Regulation 6:</b> Employers must ensure that a written scheme of examination is prepared for each pressure system that includes details of the examination procedures, frequency, and responsible personnel.</p> <p><b>Regulation 8:</b> Employers must ensure that competent persons carry out the examinations and inspections of pressure systems, and appropriate actions are taken to address any identified defects or deficiencies.</p>	<p>Pressure Systems Safety Regulations 2000, is achieved. Ensuring that these assessments are comprehensive will help mitigate risks associated with pressure systems and ensure the safety of employees and the workplace. Regular communication with the insurance company regarding the findings and recommendations from these visits will further enhance the organisation's approach to managing pressure systems safely.</p>
<p><b>Does the organisation conduct regular and suitable risk assessments for all work activities and ensure that appropriate control measures are implemented to mitigate identified risks, in accordance with the Management of Health and Safety at Work Regulations 1999?</b></p>	<p><b>UK - Management of Health and Safety at Work Regulations 1999:</b></p> <p><b>Regulation 3(1):</b> Employers must make a suitable and sufficient assessment of the risks to the health and safety of their employees and others who may be affected by their work activities. This assessment must identify the measures that need to be taken to comply with health and safety legislation.</p> <p><b>Regulation 5:</b> Employers must ensure that the risk assessment is reviewed regularly, especially if there are significant changes to the work environment or processes, or if incidents occur that indicate a change in risk levels.</p> <p><b>Regulation 8:</b> Employers must provide employees with appropriate information, instruction, and training regarding the risks identified in the risk</p>	<p>There is a serious concern regarding the lack of suitable and sufficient risk assessments within the organisation. Instead of specific risk assessments tailored to the various activities, only generic risk assessments are in place, and these assessments are not thorough. This oversight significantly increases the potential for unrecognised hazards and risks to employees. Immediate attention is required to develop and implement comprehensive risk assessments that accurately reflect the specific risks associated with each activity. Addressing this issue will not only enhance compliance with the Management of Health and Safety at Work Regulations</p>

	assessments and the control measures implemented to manage those risks.	1999 but also promote a safer working environment for all employees. Regular reviews and updates of these assessments should be established as part of the organisation's health and safety management system.
<b>Does the organisation prepare and implement clear method statements for high-risk activities, ensuring that safe systems of work are communicated and adhered to by all relevant personnel, in accordance with the Health and Safety at Work etc. Act 1974 and associated regulations?</b>	<p><b>UK - Health and Safety at Work etc. Act 1974: Section 2(3):</b> Employers must provide such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees. This includes the preparation of method statements that outline safe systems of work.</p> <p><b>UK - Management of Health and Safety at Work Regulations 1999:</b></p> <p><b>Regulation 5:</b> Employers must ensure that risks are assessed and that adequate measures are in place to manage those risks. Method statements serve as a tool to detail how specific tasks will be carried out safely, thereby helping to mitigate risks.</p> <p><b>UK - Construction (Design and Management) Regulations 2015 (CDM):</b></p> <p><b>Regulation 13:</b> Principal contractors must ensure that method statements are prepared for work that is deemed to be high risk, and that these statements are communicated to all workers involved in the activities.</p>	It has been observed that method statements are not utilised within the organisation. The absence of method statements is concerning, as they play a crucial role in outlining safe systems of work for specific tasks, helping to ensure that all employees understand the procedures and controls necessary to mitigate risks. Without method statements, there is a higher likelihood of inconsistencies in how tasks are performed, potentially compromising safety. It is essential for the organisation to implement method statements for relevant activities to enhance clarity, improve compliance with health and safety regulations, and ensure that all workers are adequately informed about the safe execution of their tasks. Developing and maintaining these method statements will contribute to a safer and more efficient working environment.

<p><b>Does the organisation provide adequate first aid facilities, equipment, and trained personnel to ensure the health and safety of employees in accordance with the Health and Safety (First-Aid) Regulations 1981?</b></p>	<p><b>UK - Health and Safety (First-Aid) Regulations 1981:</b></p> <p><b>Regulation 3:</b> Employers must provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be administered to employees if they are injured or become ill at work. This includes ensuring that a sufficient number of employees are trained in first aid.</p> <p><b>Regulation 5:</b> Employers must carry out a first-aid needs assessment to determine the appropriate level of first aid provision required based on factors such as the nature of the work, the size of the organisation, and the risks associated with the work activities.</p> <p><b>Regulation 6:</b> Employers must ensure that first-aid kits are adequately stocked, accessible, and maintained, and that information regarding first aid arrangements is communicated to all employees.</p>	<p>There is currently no formal process in place for ensuring adequate first aid cover at all times. During the audit, it was noted that there was only one first aider on site, which raises concerns about the ability to respond effectively to medical emergencies. This issue had already been identified, and it is positive to note that a training date is scheduled for December for the Emergency First Aid at Work course, with an aim to have as many people as possible attend. To enhance workplace safety, it is crucial to establish a formal process for maintaining sufficient first aid cover, ensuring that multiple trained first aiders are available during all working hours. Regular training and a clear first aid cover policy will help ensure a swift and effective response to any medical incidents, ultimately contributing to a safer working environment for all employees.</p>
<p><b>Does the organisation ensure that all employees and contractors are adequately competent to perform their tasks safely and effectively, in accordance with the Health and Safety at Work etc. Act 1974 and the Management of</b></p>	<p><b>UK - Health and Safety at Work etc. Act 1974: Section 2(2)(a):</b> Employers have a duty to ensure, so far as is reasonably practicable, the health and safety of their employees while at work. This includes providing appropriate training and supervision to ensure competence.</p> <p><b>UK - Management of Health and Safety at Work Regulations 1999:</b></p>	<p>A skills matrix is in place to assess the competencies of staff and contractors, which is a positive step towards ensuring that the right qualifications and skills are available for specific tasks. However, it is noted that the review of this matrix is conducted manually, which may lead to inefficiencies and potential oversights.</p>



<p><b>Health and Safety at Work Regulations 1999?</b></p>	<p><b>Regulation 7:</b> Employers must ensure that any person who is appointed to assist in complying with health and safety obligations is competent to perform those tasks. This applies to both staff and contractors.</p> <p><b>Regulation 8:</b> Employers must provide adequate information, instruction, and training to employees to ensure that they understand the risks associated with their work and the measures in place to manage those risks.</p>	<p>Additionally, there was no indication of when this skills matrix was last reviewed, raising concerns about the currency and accuracy of the information. To enhance the effectiveness of the skills matrix, it is recommended that a more systematic approach be adopted for regular reviews and updates. Establishing a clear schedule for reviews will help ensure that all competencies are current and that staff and contractors are adequately trained for their roles, ultimately contributing to a safer and more compliant working environment.</p>
<p><b>Does the organisation ensure that all lifting operations are properly planned, supervised, and carried out using suitable lifting equipment in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)?</b></p>	<p><b>UK - Lifting Operations and Lifting Equipment Regulations 1998 (LOLER):</b></p> <p><b>Regulation 4:</b> Every employer must ensure that lifting operations are carried out safely and that lifting equipment is used in a way that ensures the safety of all employees and others who may be affected. This includes planning the lifting operation and ensuring that it is adequately supervised.</p> <p><b>Regulation 5:</b> Employers must ensure that lifting equipment is suitable for the intended use and is appropriately marked to indicate its safe working load.</p> <p><b>Regulation 6:</b> Employers must ensure that lifting equipment is maintained in a safe condition and is</p>	<p>Allianz last conducted an inspection of the person lift on the 15th May 2024, demonstrating compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). It is important to note that no other lifting equipment is currently used within the organisation.</p>

	<p>inspected at regular intervals by a competent person to ensure it remains safe for use.</p> <p><b>Regulation 9:</b> Employers must provide adequate information, instruction, and training to employees involved in lifting operations to ensure that they understand the risks associated with lifting equipment and can operate it safely.</p>	
<p><b>Does the organisation ensure that the fixed wiring installations are designed, installed, maintained, and inspected in accordance with the Electricity at Work Regulations 1989 and the IET Wiring Regulations (BS 7671)?</b></p>	<p><b>UK - Electricity at Work Regulations 1989:</b>  <b>Regulation 4(1):</b> Employers must ensure that all electrical systems are constructed and maintained to prevent danger. This includes ensuring that fixed wiring installations are regularly inspected and tested.</p> <p><b>UK - IET Wiring Regulations (BS 7671):</b>  <b>Regulation 134.1.1:</b> Fixed wiring installations must be designed, installed, and maintained to provide adequate safety for the intended use and to ensure protection against electrical shock and fire hazards.</p> <p><b>Regulation 615.1:</b> It is a requirement that all fixed installations are periodically inspected and tested at suitable intervals to ensure their continued safety and compliance with the regulations.</p>	<p>Fixed wiring checks have been carried out, indicating that the organisation is proactive in ensuring electrical safety. However, it was not known whether there are any outstanding items or issues identified in the testing process. To ensure continued compliance with the Electricity at Work Regulations 1989 and to enhance safety, it is recommended that the organisation review the test reports thoroughly. This review should focus on identifying any priority items that require immediate attention and ensuring that they are closed out promptly. Addressing any outstanding issues will contribute to maintaining a safe electrical system and protecting employees from potential electrical hazards. Regular monitoring and follow-up on these items will further enhance the organisation's commitment to electrical safety.</p>

<p><b>Does the organisation comply with the Construction (Design and Management) Regulations 2015 by ensuring that health and safety is integrated into the planning and management of construction projects from the design phase through to completion?</b></p>	<p><b>UK - Construction (Design and Management) Regulations 2015 (CDM):</b></p> <p><b>Regulation 4:</b> Clients must make suitable arrangements for managing a project, ensuring that health and safety risks are properly managed throughout the project lifecycle, from design through to construction and maintenance.</p> <p><b>Regulation 5:</b> Designers must eliminate, reduce, or control foreseeable risks to the health and safety of any person affected by the project, including during the construction and maintenance phases.</p> <p><b>Regulation 6:</b> Principal contractors must plan, manage, and monitor the construction phase, ensuring that effective measures are in place to ensure the health and safety of workers and others affected by the work.</p> <p><b>Regulation 12:</b> The organisation must ensure that adequate health and safety information is provided to all parties involved in the project, including workers, contractors, and clients.</p>	<p>A visit was made to Beach Store, where it became very clear that roles and responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) were not being adequately carried out. It was observed that members of the public could easily walk onto the site without being challenged, exposing themselves to high-risk activities, such as the use of nail guns and circular saws that were left unattended. This lack of site management poses a significant safety risk not only to the public but also to workers on site. It is crucial for the organisation to enforce access control measures and ensure that all roles and responsibilities under CDM are clearly defined and implemented. This will help to protect both the public and workers by mitigating risks associated with construction activities and ensuring compliance with health and safety regulations. Immediate action is needed to address these concerns and improve site safety management.</p>
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## Action Plan

No.	Observation	Action Required	Responsible Person	Target Completion Date	Status
1	Access to competent health and safety advice is needed.	Seek expert health and safety advice and resources.	Health and Safety Officer	30th October 2024	Not Started
2	No risk assessments compliant with PUWER in place.	Develop suitable and sufficient risk assessments for all work equipment.	Safety Manager	15th November 2024	Not Started
3	Asbestos Management Plans are out of date for Guildhall.	Review and update the Asbestos Management Plans.	Facilities Manager	30th November 2024	In Progress
4	Fire Risk Assessments are in place but actions have not been actioned.	Implement actions from the Fire Risk Assessments and review emergency procedures.	Fire Safety Officer	15th December 2024	Not Started
5	No DSEAR assessment in place for fuel and gas storage at the cadet hut.	Conduct a DSEAR assessment for all areas storing dangerous substances.	Safety Manager	30th October 2024	Not Started
6	COSHH risk assessments are not specific to tasks.	Revise COSHH risk assessments to reflect specific tasks and substances used.	Safety Manager	15th November 2024	Not Started
7	Legionella risk assessments are in place, but responsibilities for properties with tenants are unclear.	Clarify and document responsibilities for managing water safety in properties with tenants.	Facilities Manager	30th October 2024	Not Started

<b>8</b>	Noise levels are not adequately controlled under risk assessments.	Update risk assessments to include specific noise assessments and control measures.	Safety Manager	15th November 2024	Not Started
<b>9</b>	Permits to work for activities involving working at height and contractors are not reviewed for suitability.	Regularly review and assess the permits to work to ensure they address risks effectively.	Health and Safety Officer	30th October 2024	Not Started
<b>10</b>	Inspections of pressure systems conducted by Allianz; confirmation of thoroughness needed.	Confirm the thoroughness of the inspections with Allianz and ensure compliance with statutory provisions.	Facilities Manager	30th October 2024	Not Started
<b>11</b>	Serious concerns about the lack of suitable risk assessments; only generic assessments are in place.	Develop and implement comprehensive risk assessments tailored to specific activities.	Safety Manager	15th November 2024	Not Started
<b>12</b>	Method statements are not utilised.	Develop and implement method statements for relevant activities.	Health and Safety Officer	30th November 2024	Not Started
<b>13</b>	No formal process for ensuring adequate first aid cover; only one first aider on site.	Establish a formal process for maintaining sufficient first aid cover; schedule training for more staff.	Health and Safety Officer	15th December 2024	In Progress
<b>14</b>	Skills matrix is in place but reviewed manually; last	Implement a systematic approach for regular	HR Manager	30th November 2024	Not Started

	review date unknown.	reviews of the skills matrix.			
<b>15</b>	Allianz last inspected the person lift on 15th May 2024; no other lifting equipment is used.	Continue regular inspections and ensure thoroughness for any lifting operations.	Facilities Manager	Ongoing	In Progress
<b>16</b>	Fixed wiring checks carried out; unsure if there are outstanding items.	Review test reports and close out any priority items identified.	Facilities Manager	15th November 2024	Not Started
<b>17</b>	CDM roles and responsibilities not carried out; public access to high-risk activities without challenge.	Implement access control measures and ensure CDM responsibilities are clearly defined and enforced.	Project Manager	Immediate	Not Started

## Conclusion

In conclusion, the successful audit conducted on the 20th of September 2024 highlights both the strengths and weaknesses of the current health and safety practices at Lyme Regis Town Council. It is imperative that the organisation prioritises addressing the critical issues identified, particularly those related to risk assessments and the enforcement of CDM responsibilities.

Immediate action is required to rectify these concerns and ensure a safe working environment for employees and the public alike. By committing to the recommended actions outlined in the audit report, Lyme Regis Town Council can strengthen its health and safety management system, foster a culture of safety, and ultimately protect what matters most — its people and the public.

## Disclaimer

This audit report reflects the findings and observations made during the assessment conducted by Wayne Turner, Managing Director of WT Consultancy (SW) Ltd, on the 20th of September 2024. It is important to note that this audit was not exhaustive and did not encompass all areas of health and safety within the organisation. Consequently, any items or areas that have not been specifically mentioned in this report were not addressed during the audit process.

The observations and recommendations provided herein are based on the specific areas reviewed at the time of the audit and should not be interpreted as a comprehensive evaluation of the organisation's overall health and safety compliance. It is the responsibility of Lyme Regis Town Council to ensure that all relevant health and safety matters are adequately managed and addressed in accordance with applicable regulations and best practices.