

Month	Item	H&S Support Comments	Next Steps	Review	Outcome	Consultant Advice (as & when required)
	POS Team					
06/03/2025	Chapter 8 stop-go practice	Coached the team through stop and go systems and safety, before leaving for roadworks on Moredon Road.			JW at coaching	
Mar	Broken tools. Chipper and small chain hand saw removed from service	Talked to team about reporting broken tools and the safety implications of broken equipment Chipper and sthil saw removed from service			JW at talk	
01/04/25	MS Accident Reporting	Coached MS through writing the report and reviewing the outcomes. Ensuring that care is taken to mitigate against future damage/incidents.	RM & MS present to JW	JW reviewed and spoke to MS, third occurrence will result in further action	Completed paperwork and JW to monitor future occurrences under management reporting lines. No further action at present, close down 16.04.25	
25/04/2025		Collection of large H&S order and repairs to road safety equipment			Completed, RM	
30/04/2025	Research transportation of fuel	ongoing			Handed to LC & JW	
06/02/2025	Research insulated digging tools	Legal requirement research for digging tools and correct BS number sent to manager JW			email sent to JW by RM	
June	Water spillage workshop floor	RM to advise team and contractors about using the hose outside and not creating slip hazard inside the workshop.			completed RM. meeting in yard with team and spoke with council contractor manager.	
	Grounds Maintenance Facility					
August	Fire Risk Assessment Undertaken		Awaiting report		Implement extinguisher & signage recommendations	
September	Housekeeping / Handover meeting with Contractor due		Awaiting date		Implement maintenance & H&S checklist	
	Office					
Apr-25	Conduct weekly fire checks	Support Fire Officers with weekly checks and further training/ actions arising.		JF/HA to conduct weekly checks and report findings to RM.	Standing item on monthly H&S meetings, held with RM JW GMD LC JF to begin from 30.04.25	
Apr-25	Upstairs Office Fire Ladder	1. Windows only open outwards so getting access to ladder would be difficult. 2. Does this fit in with fire regs - extra safeguard - but is it legal? Duty holder will end up responsible. Educate the team and see if consultant would consider another fire escape in future. 16.04.25	GMD to review comments with AR and advise on next steps and training.	sent mail to GMD about fire precautions	GMD to advise office staff on fire exits	Advice received - we could consider a ladder that is attached to the office building. Risk is low. Treat as domestic building.
30/4/25	Fire Audit	Check fire audit sheets are being done correctly and audit.		JW Informed	RM completed	
13/5/25	Fire Audit	Check fire audit sheets are being done correctly and audit. All problems sorted and correct.			RM completed	

28/5/25	Fire Audit of marshals	Check fire audit sheets are being done correctly and audit. All problems sorted and correct.		JW informed	RM completed	
05/02/2025	Trip hazards	email office trip hazards as per meeting request. All management copied.	RM to mail office staff about trips and slips and copy JW,LC, GMD	Positive Feedback	RM completed	
	Operational Risk Assessments					
	1C leaf blower	RM rewritten: covers 3 tools hand backpack petrol. hand electric	Review with JW	Reviewed	Revision 1 folder for team	To be signed off
	2C Road sweeper	RM rewritten: 1 plant machinery	Review with JW	Reviewed	Revision 1 folder for team	To be signed off
	3C hedge trimmer	RM rewritten: covers 3 tools long and short reach petrol and short battery.	Review with JW	Reviewed	RM completed	To be signed off
June	4C chainsaw	RM rewritten: Covers 3 tools chainsaw, pole saw and chain pruner.	Review with JW	Reviewed	Revision 1 folder for team	To be signed off
August	5C Cement mixer	RM rewritten: covers 1 tool (plant)	Review with JW	Reviewed	Revision 1 folder for team	To be signed off
	6C company vehicles	RM rewritten: Covers 4 Diesel tippers and Diesel panel vans goupils, electric vans.	Review with JW	Reviewed	Revision 1 folder for team	To be signed off
	8C strimmer/ brushcutter	RM rewritten: Covers 3 petrol strim, petrol brush cut battery strim	Review with JW	Reviewed	Revision 1 folder for team	To be signed off
July						
	7C ride on mower					
	More to do					
	Training					
July	Office Level 3 First Aid					
September	Fire Marshall training - extra marshalls 1 x Office & 1 x POST					
September	First Aid Training x 8 x POST & 4 x Office					
TBA	COSHH Refresher 1 x Office & Legionella 1 x POST					