

Meeting	Finance and Policy Committee
Date	14 th July 2026
Report Title	Health & Safety Matters
Agenda Reference	Agenda 9
Author(s)	Roger Muncey, Health & Safety Lead Operative Georgina Morgan-Denn, Chief Officer/Clerk & RFO (Part 2)

Recommendations:

1. To note the H&S Audit conducted by H&S Lead Operative in July 2026
2. To note the Legal Building Compliance
3. To note the Regulatory and Welfare Compliance
4. To note a budget aspiration for increasing the H&S budget in 2027/2028.
5. To note the continued services of a retained H&S Consultant – annual cost £1,273.00 exc VAT
6. To agree the membership of a new Health & Safety Working Party

1. Introduction

Roger Muncey (H&S Lead Operative) is a Health and Safety practitioner and building compliance surveyor with an HNC qualification and experience in legal building compliance. His previous work included building compliance, asbestos management, and health and safety for organisations including Sainsbury's, Morrisons, the National Trust, local authorities, government sites, military establishments, and police forces. He retired from his previous Health and Safety role in 2022 after managing an asbestos compliance programme for Swindon Borough Council. Roger began supporting Haydon Wick Parish Council (HWPC) in September 2025 and was appointed Lead Operative (Health and Safety) in April 2026. His work has included reviewing risk assessments, first aid provision, personal protective equipment (PPE), Legionella compliance, and other Health and Safety matters.

This audit has been prepared to review HWPC's Health and Safety arrangements, identify areas requiring improvement, and assess compliance with current legal requirements. Some issues identified appear to have been carried forward over several years.

The audit covers the Health and Safety procedures set out in HWPC's policies and identifies any additional legal requirements or improvements that should be considered.

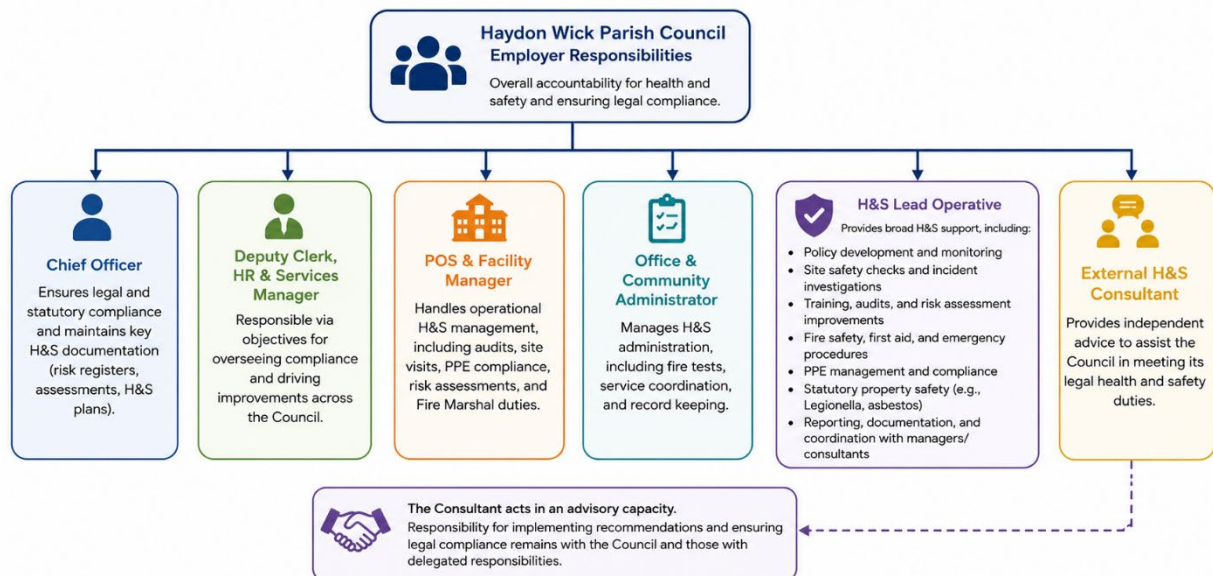
Caveat - Audits require extensive research, and the author has operated as far as reasonably practicable at the time of writing this audit with the information supplied as he understands it at that time.

2. Role Holders / Who Does What

- **Haydon Wick Parish Council:** Employer responsibilities.
- **Chief Officer:** Ensures legal and statutory compliance and maintains key H&S documentation (risk registers, assessments, H&S plans).
- **Deputy Clerk, HR & Services Manager:** Responsible for overseeing compliance and driving improvements across the Council.



- **Parks & Open Spaces Manager:** Handles operational H&S management, including audits, site visits, PPE compliance, risk assessments, and Fire Marshal duties.
- **Office & Community Administrator:** Manages H&S administration, including fire tests, service coordination, and record keeping.
- **H&S Lead Operative:**
Provides broad H&S support, including:
 - Policy development and monitoring
 - Site safety checks and incident investigations
 - Training, audits, and risk assessment improvements
 - Fire safety, first aid, and emergency procedures
 - PPE management and compliance
 - Statutory property safety (e.g., Legionella, asbestos)
 - Reporting, documentation, and coordination with managers/ consultants
- **External H&S Consultant:** retained services of an independent competent H&S advisor who assists the Council in meeting its legal health and safety duties. The role includes identifying hazards, assessing risks, reviewing policies and procedures, monitoring compliance, conducting fire risk assessments, audits and inspections, and recommending improvements for the GMF and Parish Office. The Consultant acts in an advisory capacity.



3. H&S Audit – Purpose

A Health & Safety (H&S) audit is a structured review of an organisation's health and safety management system to assess:

- Legal compliance
- Effectiveness of controls and procedures
- Risk management performance
- Opportunities for improvement



4. Audit Questions

A) Is there a current health and safety policy signed by senior management?

HWPC has a health and safety policy as is the legal requirement under the **1974 health and safety at work act, and the health and safety at work regulations 1999. This legally must be maintained as part of the compliance regime.**

The current policy is being improved as it is called the fire health and safety policy and should be the health and safety policy with the fire policy set within, or fire should have a separate policy.

Please see below the table of suggested improvements from the H&S Audit conducted throughout June 2026.

Issue Identified With The H&S Policy	Suggested Improvements	Next Steps	Compliance
Fire Policy	Should be a separate policy within the H&S Policy	Review and amend policy.	Working Towards
Compliance with Asbestos Regulations 2021	Certificates need to be renewed for the buildings.	HWPC has had a certificate in the past to confirm that there is no asbestos in the building. This documentation needs to be displayed (in case of emergency). Consider buildings survey and renewal of documentation. Consider emergency evacuation plan <i>in case</i> asbestos is found. Put Parks & Open Spaces Operatives through Asbestos Training.	Working Towards
Building Compliance		Add a section in to the H&S Policy, as a separate Appendix for all things Building Compliance. To include legionella, as a legal compliance.	Working Towards
Ladder Policy (Working At Height Regulations)	Update the policy.	Instigate regular checks.	Working Towards
Lone Worker (Health and Safety at work regulations 1999)	Update the policy to ensure appropriate practices are in place.	HWPC always has a minimum of 3 lone workers in winter, and 5 in summer. These employees must be medically assessed and have the medical fitness and competence to work alone. Office team have a lone working process to notify	Compliant



		colleagues when they're leaving the building.	
Office Housekeeping (Health Safety and Welfare Regulations 1992)	Safer way to carry hot beverages up the stairs (screw top mug) considering the space available for projects/event kits and trip hazards cupboards overly stocked (with risk of fall from height)		Working Towards
GMF Housekeeping	As this is a new building, the appropriate measures have been implemented from the outset. This provides a strong foundation for ongoing compliance and establishes the standard for future Health and Safety management.	The GMF building has a strict keep tidy regime with employees being delegated certain tasks.	Compliant
Evacuation of Disabled Visitors	The policy states that each disabled person will be allocated two individuals to assist with their evacuation. This section of the policy should be reviewed, as it does not define the types of disabilities covered, the responsibilities of the nominated assistants, or the process for assigning them. In addition, no records were found to demonstrate that this evacuation procedure has ever been practised or tested.		Consider review

B) Are risk assessments suitable and sufficient?

Risk assessments are currently being worked upon as they require modernisation and more in number, this also is a legal requirement under **1974 Health and Safety at work act and the management of health and safety at work act 1999**. This work is very achievable with time.

A key point to remember here is H&S law constantly changes, also Parks & Open Spaces Team has moved on into a far more modern progressive world, so this is where Health and Safety risk assessments also need to be.

HWPC is currently working on an entirely new risk assessment format delivering a prerequisite system to ensure staff safety. This format also offers an additional control



measures column so risk can be changed or reduced if the task in hand isn't standard, examples can be seen below.

Prerequisite	<u>PPE/RPE required for this task</u> Eye protection, gloves, HI VIZ vest, safety boots & ear protection must be always worn. All PPE equipment should comply to HSE specification. <u>Courses/instruction</u> Training needed: Manual Handling, Needle Stick, COSHH and Chapter 8. All training team members must be supervised by a competent person. <u>Documentation</u> All relevant pre check sheets to be completed before equipment / vehicle use.
---------------------	--

Process/Activity	Hazard & Description of Potential Consequences	Control Measures (Precautions to be Taken)	Risk (with controls)			Additional Controls (if required)	Residual Risk (after additional controls)		
			L	S	R		L	S	R

HWPC has 18 newly assessed items in this format waiting to sign off. Under the **1999 management of the Health and Safety at work act**, it is recognised as good practice for the Duty Holder (in the case of HWPC, the Chief Officer) to sign their approval for each assessment as they are legally the person responsible.

Assessments have been identified for several items of workshop equipment, including the chop saw and grinder. It is estimated that approximately 50 additional risk assessments are required within the GMF.

Safe Systems of Work (SSOW) and method statements should also be reviewed and updated where appropriate, as many are outdated or absent. Although not legally required for every task, they are necessary where risks cannot be adequately controlled by other means.

Addressing these issues will require a significant investment of time but is achievable through a structured programme of work.

C) Have employees received appropriate training?

The **Health and Safety at Work etc. Act 1974** requires employers to take all reasonably practicable steps to ensure employees' health, safety, and welfare, including providing suitable training.

Overall, staff training is of a good standard, particularly in corporate areas such as IT, first aid, and mental health. However, operational and statutory training requires further development to ensure legal compliance, competence, and safe working practices.

During the audit, an individual without sufficient health and safety experience completed Legionella training and was subsequently considered for the Duty Holder role. This was identified and corrected before any legal responsibility was assigned, highlighting the importance of ensuring statutory responsibilities are only allocated to competent, experienced, and authorised personnel.

Regular refresher training should also be introduced for long-serving employees to ensure knowledge reflects current legislation and safer working methods.



Recommendation	Reason	Estimated Cost
Increase the number of Chapter 8 (Roads & Street Works) trained staff	Improve flexibility and resilience of the Tractor & Flail Team	-
Allocate dedicated time for policy, risk assessment and Safe System of Work (SSoW) training, with signed staff acknowledgements	Demonstrate understanding and compliance	-
Ensure role-specific training matches statutory responsibilities	Prevent unsuitable appointments to legal duty holder roles	-
Introduce refresher training for long-serving employees	Maintain competence and reflect updated safe working practices	-
Provide Cable Avoidance Tool (CAT) training for relevant operational staff	Required for safe excavation around underground services in accordance with HSG47	£180 per person
Supply BS8020:2011 insulated tools (tested to 10,000 V)	Reduce the risk of electrocution when working near electrical services	Approx. £250 per tool

D) Are accidents investigated and actions closed out?

The Council has now instigated a new system for accident personal, accident vehicular, and incident.

Any of these 3 have a reporting system to the Parks & Open Spaces Manager and is followed up by the H&S Lead Operative. The employee is asked to the health and safety area, the problem is discussed, paperwork signed and recommendations made by the H&S Lead Operative back to the POS & Facility manager.

Records are then kept for a lesson learned exercise, (is this a regular problem or a one off) and reported to the team at the next Toolbox talk, (TBT). If a (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrence Regulations is recommended this will be highlighted to the duty holder.

Accidents are reported to Finance & Policy Committee in the exempt section of the agenda.

E) Are statutory inspections completed on time?

The statutory inspections that are in place or due in place soon are checked weekly by the H&S Lead Operative and Office & Community Administrator. Fire systems are checked by the trained fire marshals and reported back to the H&S Lead Operative for compliance sign off.

A traffic light system has been introduced to all compliance spreadsheets, and it has been agreed this is the way forward for all future spreadsheets needed. All the Parks & Open Spaces Team are trained on this spreadsheet.

F) Are emergency arrangements tested and effective?

Emergency fire evacuation works well in the office, and everyone knows the procedures and congregation points, however, the Evacuation Policy stated for the company doesn't match the improvements made to the procedure and therefore needs to be updated.

The GMF site emergency procedures are currently being worked upon by the H&S Lead Operative.



Legal building compliance

Failure to maintain statutory compliance may affect the validity of the company's insurance. Building compliance is progressing well. Fire compliance is nearing completion, and legionella surveys are underway at both sites. Some issues appear to be longstanding, highlighting the need for a structured approach to resolving legacy compliance matters.

Legal compliance always starts with what's called the Big 5:

- 1. FIRE**
- 2. LEGIONELLA**
- 3. ELECTRICITY**
- 4. ASBESTOS**
- 5. GAS**

1. Fire (Regulatory Reform Fire Safety Order 2005)

Fire safety is managed through an external specialist contractor. While this provides expert support, there is scope to improve the timeliness of advice and the exchange of information. The introduction of a fire inspection system has been a positive step and is working well.

Outstanding actions include completion of the GMF fire compliance survey and the inclusion of fire risk considerations within all relevant risk assessments.

Providing the contractor with complete information, including room hire activities and occupant profiles, will help ensure fire risk assessments remain accurate and appropriate.

Fire Extinguisher's (Regulatory Reform Fire Safety Order 2005)

Fire extinguisher testing has been put in place. The office, GMF and the portable events extinguishers have all been yearly tested to bring them all into the same date of yearly test, and this is set to continue.

2. Legionella (1974 Health and Safety at Work act, Health and Safety Executive, Approved Code of Practice (ACOP) L8)

HWPC policy states it will consider its duty towards legionella when in fact the law above is in place.

A Legionella survey and compliance report has been a legal requirement since 1974. A health and safety executive document (HSE) has been open to all since 1991.

Failure to comply with this regulation could result in unlimited fines, workplace shutdowns, and even imprisonment for the duty holder.

3. Electricity (Electricity at work regulations 1989)

The electrical sign off and compliance has been updated recently and is being moved to a yearly compliance regime.

4. Asbestos (The duty to manage asbestos 2012 regulation 4)

Asbestos survey and management in a commercial building first became a legal requirement in 2002 amended 2006 and 2012. No Asbestos report can be found by myself for the HWPC office. Even though the building may not contain asbestos, HWPC needs to prove this is the case as far as reasonably practicable at the time. Failure to comply could result in unlimited fines, workplace shutdowns, and even imprisonment for the duty holder. Asbestos survey for HWPC will cost between £250 and £650 depending on the grade of survey and number of samples taken.

Asbestos awareness training will also become a legal requirement (**2012 asbestos regulations, regulation 10**) along with face fit testing for respiratory equipment. (**Control of Substances Hazardous to Health 2002**). **Health and safety guide (INDG479)**

Asbestos awareness costs around £50 per person. Fit testing costs are around £45 per person.



5. Gas

Gas Safety Regulations 1988

HWPC to my findings so far only appears to have the gas boiler in the office checked biannually. This must be changed to annual checks/services to comply with the above law. Failure to comply with this regulation could result in unlimited fines, workplace shutdowns, and even imprisonment for the duty holder.

Please note, apart from the weekly in-house inspections, yearly inspections are required by the original survey company for that category in all the big 5 compliances to keep up the legal duty up to date.

Regulatory and Welfare compliance

- **First aid compliance**

First aid is currently being worked upon at the GMF building; the office is complete under the guidance of Jackie Fawcet. There are enough registered first aiders for each building, although the paperwork/IT needs to be updated. First aid checks are a time-consuming exercise as you must quite literally count plasters. I would recommend this to be passed to the teams as a monthly check as every single vehicle must have a first aid kit. HWPC must supply and find a way to fix first aid kits to the ride on mowers. All other vehicles now carry the legal requirement they need for first aid.

- **Audio compliance (Control of Noise at Work Regulations 2005)**

No records of employee hearing surveillance have been identified. Noise monitoring is recommended to determine employee exposure levels and whether a formal hearing surveillance programme is required, as providing hearing protection alone may not be sufficient to meet legal requirements. A visiting audiologist typically costs between £1,000 and £1,500 per day.

- **Display screen equipment compliance (DSE) (Legal requirement DSE 1999)**

Conducted annually by the Office & Community Administrator across both sites.

- **Pest and insect compliance (Health and Safety at work act 1974, Prevention of damage by pests 1949)**

At the time of this report there is Dermaptera (earwig) infestation at the office entrance. It is the duty of the employer to control this as part of welfare and building compliance. Checks by a contractor should be added to the compliance regime.

- **Ladders (Working at height regulations in 2005. Provision and Use of Work Equipment Regulations (PUWER).)**

Whilst working from height on ladders is rare, a formal ladder inspection and maintenance system should be introduced, incorporating daily, weekly, and annual inspections with recorded checks. This would improve equipment management and help ensure ladders remain safe for use. The system would be simple to implement and supported by ladder safety training, which is available from approximately **£40 per person**.

- **Vaccination compliance (1974 Health and safety at work act and the Management at work Regulations 1999)**

The employer has a legal duty to offer appropriate vaccinations where employees may be exposed to biological hazards. Employees may decline vaccination once informed of the associated risks.



It is recommended that all HWPC operational staff are offered **Tetanus, Hepatitis A, and Hepatitis B** vaccinations due to the nature of their work. Current indicative costs (subject to change) are:

Vaccination	Course	Indicative Cost per Person
Tetanus	Single dose	£35
Hepatitis A	2 doses	£70
Hepatitis B	3 doses	£105

Prices are based on groups of 12 or more; smaller groups may incur an additional **£5 per dose**. The provider will manage consent forms and update vaccination records with each employee's GP. Flu and COVID-19 vaccination costs vary and were unavailable at the time of writing.

Note: Missed appointments remain chargeable as vaccines are ordered and stored specifically for booked individuals.

- **PPE/RPE compliance (1992 and 2022 Personal Protective Equipment at work regulations and the Respiratory Protective equipment regulations)**

PPE and RPE management has improved significantly. A dedicated PPE store has been established, reducing time spent sourcing consumables, and a PPE register is now maintained to track equipment issued to staff. Arrangements are also in place for employees to trial clothing before ordering to ensure correct fit.

However, the current PPE budget is insufficient to meet legal requirements. The annual POST PPE budget of **£2,000** equates to approximately **£117 per person**, whereas the average cost to fully equip a multi-skilled grounds maintenance operative is **£279.28**. This results in a minimum funding shortfall of **£162.28 per person**, increasing the risk of non-compliance with the **Personal Protective Equipment at Work Regulations**.

- **Contractor management (Management of Health and Safety at Work Regulations 1999)**

Countrywide is a large contractor for HWPC; it is our legal duty under the management at work regulations to have a copy of their safety documents. In turn Countrywide should send any upgrades to us.

A letter would generally be sent to a contractor yearly to request updates on their health and safety.

- **Fence line checks (Occupiers Liability Act 1957 /1984)**

HWPC has a legal duty to ensure boundary fencing is regularly inspected and maintained so that it does not present a risk to employees or members of the public. A formal inspection and record-keeping process should be implemented.

The boundary fencing at both sites is generally in good condition. However, at the GMF site, a live electrical cable is hanging from the fence approximately halfway along the left-hand boundary. This issue has been identified, although formal inspection records are not yet in place.

- **Portable Appliance Test (PAT) (Electricity at Work Regulations 1999)**

PAT testing has now been completed. The office and GMF building have had all electrical items tested, and all portable electrical items passed apart from 1. This extension lead was rewired by the tester and put back into service. PAT testing remains yearly due to the high quantity of items. HWPC is approaching 300 electrical plugged items between the 2 buildings.



- **Employee consultation (Consultation with Employees Regulations 1996)**

Employee consultation is facilitated through toolbox talks in both the office and the GMF, with the GMF also operating a staff suggestion box.

Positive progress is being made to strengthen engagement. Health and Safety is now the first agenda item at GMF meetings following the managers' introduction, and employees have been made aware of my role. Staff at the GMF are increasingly approaching me directly to discuss health and safety matters, and I have also met with all office staff to ensure they know they can raise any concerns with me. Continuing to encourage open dialogue will help ensure employees remain engaged and confident that their views are heard.

Closing statement

Overall, many of the issues identified appear to be legacy matters that have remained unaddressed over time. Some compliance discrepancies can be traced back to the original construction in 1997. This highlights the importance of ensuring that health and safety arrangements continue to evolve in line with current standards and requirements.

The issues identified are all capable of being resolved; however, doing so will require appropriate investment and a phased commitment of time and resources.

PART 2

1. Continuation of retained services

The external competent H&S Advisor has been reconfirmed for 2026-27.

Services include:

- Completion of Fire Risk Assessment and site review for new GMF
- Completion of Fire Risk Assessment for the Parish HO
- Complete a review of H&S documentation and updating as required
- Retained competent advisor, including visits to site / meetings (1/2hr month / 6hrs / annum)

Cost is £1,273.00 exc VAT and within the budget allocation.

2. Health & Safety Working Party

Members were recently approached to join the H&S Working Party. Confirmed membership will be:

1. Councillor Leigh Jackson
2. Councillor John Jackson
3. Councillor Sudha Nukana
4. Councillor Alex Roupelis

Admin Support: Roger Muncey accompanied by Jason Watts or Laura Cutter.