

Health and Safety Report – P&R Committee August 2021

Accidents and Near Misses

Nothing to report

Visits and Inspections

Six monthly fire inspection – Town Hall
CCTV and Intruder Alarm Service – Town Hall

Booked in

Loler inspection for passenger lifts and cinema projector lift – Town Hall and Watermark
Fixed electrical testing - Town Hall and Watermark
Moveable wall – Stowford Hall, Watermark
Painting of chapels – Woodlands Cemetery
Repairs to Mortuary roof – Woodlands Cemetery
Memorial inspections of those highlighted in 2019 as requiring a 2-year inspection – Woodlands Cemetery

Staffing

Online training has been ordered for all staff in Manual Handling Awareness, Fire Safety Awareness and Fire Warden training for supervisors, and Food Safety and Hygiene Level 2 for Catering for Watermark staff.

On Monday 19 July all limits on social contact were removed in accordance with Step 4 of the Government's Covid-19 roadmap out of lockdown. However, the Town Council still requests that visitors to The Watermark and Town Hall wear face coverings when moving around the buildings, and they are encouraged to use track and trace. Hand sanitisers are located around the buildings, and the information desk in the library has been reinstated with a plastic screen in place.

Town Hall staff have returned to mainly working in the office, with one member of staff working from home two days a week due to personal reasons. A vulnerable member of staff has returned to fully working in the office, and has completed a Vulnerable Persons Risk Assessment confirming they will assess whether to work from home subject to the number of bookings for room hire in the Town Hall. Communal facilities in the Town Hall are restricted to hirers, and restrictions on numbers of hirers in both buildings are in place during the day when staff are present, but this limit is relaxed in the evenings.

A quarterly staff meeting took place on 10 August.

A Bioblitz event in Filham Park was successfully run despite the weather, and a Tour of Great Britain and a Christmas event are planned involving Town Hall staff. These are managed with stringent health and safety requirements in place.

An external event has been approved for Victoria Park in September. The required health and safety documentation has been provided, but is subject to Government guidance at the time.

Other

Butterpark

The building remains fully secured with derelict site notices in place, and continues to be regularly inspected.

Heras fencing has been ordered to prevent access at the main entrance to the site, and the garage doors have been repaired.

Julie Gilbert
Assistant Town Clerk

Jonathan Parsons
Town Clerk