

Health and Safety Report – P&R Committee September 2023

Accidents and Near Misses

Late on Friday 21 July 2023 after staff had finished for the day, an email was received into the Town Hall inbox from a member of the public. They reported that their daughter had punctured herself on protruding screws in an Ivybridge Town Council sign on the MacAndrews Field pedestrian gate. They attached a photograph of the screws and requested a response as soon as possible.

The Assistant Town Clerk responded on the morning of the following working day, Monday 24 July, advising that she was sorry to hear this and that the gate signage would be investigated. She attached an accident form for them to complete and return. The complainant responded on Tuesday 8 August 2023 to advise that email attachment had ended up in their spam folder, but they would complete and return the form. No completed accident form has been received to date.

Action

The Parks Officer investigated the signage and observed the protruding screws. The sign was then relocated to a thicker part of the gate where the screws no longer protruded. The Parks Officers have been reminded to be aware of any potential hazards that could occur when undertaking maintenance tasks.

Visits and Inspections

LOLER Lift Inspections – Town Hall and Watermark
Fire Alarm System Service – Town Hall
CCTV Service – Town Hall
Retractable Seats Service - Watermark

Parks

Filham Park – Extra signage has been placed on the approach to the height barrier to highlight the height restriction, however the signage itself appears to have been struck by a vehicle.

Butterpark - There have been a spate of break ins during the summer and the police have been called when reports are received that offenders are on-site. The Parks Officers check the site daily and endeavour to secure the site, recording their actions with photographic evidence. The utility supplies have been disconnected.

Victoria Park - On a site visit to Victoria Park it was observed that a beech tree had fallen in the Chantry, but branches were overhanging the stone wall and embedded into trees in the park. Contact was made with the owners and they have instructed a tree surgeon to remove the fallen tree.

The parks team inspected and removed exposed nails from bug house in the nature garden. It had been vandalised and the nails had become exposed.

Longtimber Woods – At the beginning of August during the strong winds one tree fell down into the river and another had a hanging limb. The tree contractor attended and dealt with these.

Training

An online food allergen awareness course has been ordered for all Watermark staff involved with food handling.

Julie Gilbert
Assistant Town Clerk

Jonathan Parsons
Town Clerk