

MEETING REPORT

Meeting: Policy & Resources Committee, 19 February 2024
Agenda item: PR23-057
Report subject: Health & Safety Report
Report author: Julie Gilbert, Assistant Town Clerk

Accidents and Near Misses

On 8 January 2024 a member of Watermark staff was working in the coffee shop clearing crockery. As they opened the dishwasher door they cut their finger. First aid was applied but no sickness absence was required as a result.

The accident investigation found that the handle of the dishwasher had been partly broken off leaving a screw exposed. The broken piece of the handle was located on a shelf in the coffee shop kitchen, however the Manager was unaware that the handle had been broken.

It is likely that the injury was caused by the staff member catching their finger on the screw exposed under the edge of the broken handle.

Action

The screw was taped over as a temporary measure so it was no longer exposed and the hazard removed. The dishwasher dates back to the building first opening over 16 years ago and parts are obsolete, therefore a replacement handle was unable to be found. The Watermark Manager is currently sourcing a replacement dishwasher.

The Manager to request that staff notify her if any equipment is broken in order that she can identify any hazards and address the risks.

Visits and Inspections

Town Hall Intruder and CCTV
Town Hall Health and Safety Survey
Town Hall fire evacuation drill
Watermark Intruder and Fire Service
Town Hall Lift Service
Watermark Coffee Machine Pressure Test
Town Hall Fire Alarm Service
Cemetery Asbestos Inspection
Ladder inspections

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General

Health and Safety Survey

The Town Council's insurance risk assessor conducted the annual health and safety survey in January 2024. He was satisfied that the health and safety is well managed and has provided his report (copy attached). The action plan highlights improvements that could be made. One of his main recommendations was for external experts to conduct fire risk assessments and legionella assessments for The Watermark and Town Hall rather than officers conducting these in-house. The Town Clerk has confirmed for quotations to be sought from experts and the work then instructed.

Parks

Town Council Vehicle Accident

On Friday 2 February a Parks Officer was driving the parks vehicle eastbound just beyond the roundabout leading from Leonards Road onto Exeter Road. A large retail electrical appliance van was parked facing eastbound on double yellow lines on Exeter Road between the roundabout and junction of Exeter Road/Charlton Terrace. The vehicle was parked partially on the footway but mainly in the carriageway. As the Parks Officer drove past they clipped the wing mirror of the stationary van, smashing both vehicles' wing mirrors.

The Town Council has funded the purchase of a replacement wing mirror for the electrical retail vehicle and the electrical retail company will pay for the repair of their wing mirror. The Town Council has purchased a replacement wing mirror for the Council van and the parks team will repair this.

The Parks Officer confirmed that they were not exceeding the speed limit. They stated that the stationary vehicle's wing mirror was large and extended out quite far into the road, however the parks officer was trying not to stray too far into the opposite side of the road. They have been advised to exercise caution when driving and be aware of safe passing distances when overtaking other vehicles.

Dog Fouling

There has been a complaint from a member of the public about the amount of dog mess in Filham Park, especially around the fishing lake, and they are concerned that this is a health hazard. The Parks Officers have confirmed that this is becoming an increasing problem across all of the parks and open spaces. The issue is being referred to the next Parks and Open Spaces Committee for discussion and how it can be tackled.

Cricket Club Fencing

The Cricket Club has been approached following concerns regarding the rusting wire mesh fencing protruding into Filham park from the boundary of the cricket pitch. There are exposed sharp wires and these are considered to be a safety hazard. Action was requested as soon as possible in order to prevent any potential injuries, and going forward when the fencing is

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replaced any mesh will need to be attached on the inside of the posts along the cricket pitch boundary.

The club has responded advising that there is a planned working party weekend in mid-March to undertake some wider repairs to the fencing. Ahead of that their groundsman is awaiting a relenting in the current wet weather to be able to undertake a number of short-term matters which includes the edges referred to. They are currently costing some (non-metal) mesh to replace the existing. It is likely that they will have to do this in phases because of the cost involved, but they plan to deal with the area identified ahead of the season. The club are happy to look at putting any future mesh on the inside, and indeed this maybe easier where they are replacing in phases.