



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
7 September 2022

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Civic Centre & Strategy Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Wednesday 14 September 2022 at 6pm**.

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr P. Corkindale - Chairman	Cllr S. Mahmood
Cllr C. Graham – Vice Chairman	Cllr A. Shohid
Cllr C. Abberton	Cllr M. Walker
Cllr E. Bernardini	Cllr John Kirby – Ex-officio
Cllr J. Lawless	

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Welcome & Introduction – For Noting

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

2. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes – For Decision

Members are asked to approve the minutes of the meeting of the Civic Centre & Strategy Committee Meeting held Wednesday 8 June 2022.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Wednesday 8 June 2022.

Copy attached

7. Town Plan Update – For Decision

To consider the attached report from the Assistant Town Clerk relating to the Town Plan.

Copy attached

8. Budget Report – For Noting

To consider the attached report from the RFO.

Copy attached

9. Health & Safety Update – For Noting

To consider a report from the Town Clerk following the annual Health & Safety inspection

Copy attached

10. External Repairs – For Decision

To consider a report from the Town Clerk relating to external building repairs.

Copy attached

11. Civic Centre Hire Charges – For Decision

To consider a report from the Town Clerk on the current Civic Centre Hire Charges.

Copy attached

12. Draft Budget 2023/24 – For Decision

To consider the Committee Budget request for 2023/24 to be submitted to the Budget Working Group.

To follow

13. Items for future agendas – For Decision

To consider items for inclusion on future agendas.

14. Date of next meeting

The date of the next meeting of this committee will be held on Wednesday 16 November 2022 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney, Town Clerk

APOLOGIES

Contact the office during normal opening hours (01535) 872126

Email: sarah.kissack@keighley.gov.uk

Late apologies should be made by phone to the senior officer scheduled to attend.



KEIGHLEY TOWN COUNCIL

Minutes of the Civic Centre & Strategy (CCS) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Wednesday 8 June 2022

Present: Councillor Abberton
Councillor Bernardini
Councillor Corkindale
Councillor Graham
Councillor Wood
Councillor M Walker
Councillor Kirby – Ex Officio

Also Present: Joe Cooney, Town Clerk
Councillor Lawless - Observing

001/2022 (CCS) Election of Chairman

Cllr Corkindale proposed by Cllr M Walker seconded by Cllr Abberton.

RESOLVED that Cllr Corkindale be elected Chairman for the Municipal year 2022/23.

002/2022 (CCS) Election of Vice Chairman

Cllr Graham proposed by Cllr Kirby seconded by Cllr Wood

Cllr M Walker proposed by Cllr Corkindale seconded by Cllr Abberton

RESOLVED that Cllr Graham be elected Vice Chairman for the Municipal year 2022/23.

003/2022 (CCS) Apologies for absence

Cllr Mahmood

RESOLVED to accept the above apologies.

004/2022 (CCS) Declarations of Interest

RESOLVED there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

005/2022 (CCS) Public Question Time

None.

006/2022 (CCS) Minutes

RESOLVED to confirm the minutes of the meeting held on Wednesday 8 April 2022 be confirmed as a true record of the proceedings and signed by the Chair.

007/2022 (CCS) Progress Report

NOTED – to note the Progress Report on decisions taken at the meeting on Wednesday 8 April 2022.

008/2022 (CCS) Town Plan

Members considered a report from the Assistant Town Clerk/CDO on the Town Plan progress.

NOTED – the update on the Town Plan.

009/2022 (CCS) Budget

Members considered a report from the Town Clerk on committee budget allocation for 2022/23.

NOTED – the report on the committee budget.

RESOLVED to have the budget as an item on all future agendas for the remainder of the municipal year.

010/2022 (CCS) Audio & Lighting Upgrade

Members considered a report from the Town Clerk detailing information on quotes received for the upgrade to the audio and lighting provision in the main hall and bar area.

RESOLVED members noted a budget of £8,500 has been allocated for the project.

RESOLVED members noted the three quotations received which are outlined in Appendix A, B and C.

RESOLVED members appointed Contractor A as the lowest cost quote, £5,679.70 to undertake the audio and lighting upgrades.

RESOLVED members delegated to the Town Clerk the implementation of the project to meet operational requirements.

RESOLVED members delegated to the Town Clerk the authority to spend the remaining sum from the allocated £8,500 budget to install, if possible, dimmable lights in the Main Hall.

011/2022 (CCS) External Repairs

Members considered a report from the Town Clerk relating to external repairs to the Civic Centre.

RESOLVED to authorise the repair to the wooden panels on Spencer Street side of the building and on the internal roof.

RESOLVED to request details quotes for all remaining works to be presented to the next committee meeting for decision.

RESOLVED to determine what colour options are possible for the railings and building frontage and information reported to the next committee meeting.

012/2022 (CCS) Future Agenda Items

Civic Centre Hire Charges – Cllr Graham

013/2022 (CCS) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Wednesday 14 September 2022 at 6.00pm.

Signed **Date**
Chair



REPORT FROM: TOWN CLERK

TO: CIVIC CENTRE & STRATEGY COMMITTEE

DATE: 14 SEPTEMBER 2022

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
CIVIC CENTRE & STRATEGY MEETING DATED 8 JUNE
2022**

Item No	Committee Decision	Update
1.	<p>Audio & Lighting</p> <p>RESOLVED members noted a budget of £8,500 has been allocated for the project.</p> <p>RESOLVED members noted the three quotations received which are outlined in Appendix A, B and C.</p> <p>RESOLVED members appointed Contractor A as the lowest cost quote, £5,679.70 to undertake the audio and lighting upgrades.</p> <p>RESOLVED members delegated to the Town Clerk the implementation of the project to meet operational requirements.</p> <p>RESOLVED members delegated to the Town Clerk the authority to spend the remaining sum</p>	<p>All installations works have been completed. Total cost £7,400.</p>

	from the allocated £8,500 budget to install, if possible, dimmable lights in the Main Hall.	
2.	<p>External Repairs</p> <p>RESOLVED to authorise the repair to the wooden panels on Spencer Street side of the building and on the internal roof.</p> <p>RESOLVED to request details quotes for all remaining works to be presented to the next committee meeting for decision.</p> <p>RESOLVED to determine what colour options are possible for the railings and building frontage and information reported to the next committee meeting.</p>	<p>Work has been completed.</p> <p>Appears elsewhere on the agenda.</p>
3.	<p>Future Agenda Items</p> <p>Hire Charges – Cllr Graham</p>	<p>Appears elsewhere on the agenda.</p>

KEIGHLEY TOWN COUNCIL

Item 7

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	Wednesday 14 September 2022

SUBJECT	TOWN PLAN REPORT
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PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

RECOMMENDATION(s):

2. That Members choose a third representative from the Committee to attend the Town Plan Steering Group meeting in the absence of the Chair or Vice Chair.
3. That Members use this information to make decisions and allocate funding where applicable with specific reference to the Committee's areas of responsibility within the Town Plan.

REASONS FOR RECOMMENDATION:

4. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually, in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.

SUMMARY OF KEY POINTS:

5. Forthcoming Town Plan Steering Group meeting dates: 13 July 2022, 21 September 2022, 14 December 2022 and 1 March 2023.
6. The Town Plan 2020-23 sets out the Council's aims and objectives over a 3-year period. This year will see the final year of the Plan.
7. The Town Plan Steering Group meets quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.

8. It is important that all Members are involved in the delivery of the Town Plan.
9. Chairs of Committees are asked to add to the Town Plan proposed Actions for their respective Committees in advance of the Town Plan Steering Group meetings.
10. It is the responsibility of the Chair of each Committee to attend the Town Plan Steering Group and to share this Committee's progress. If the Chair cannot attend, he/she must arrange for the Vice Chair or elected third Member of the Committee to attend.
11. The Chair of each Committee will share the discussion had at each Town Plan Steering Group meeting with Members of their Committee at their next meeting.
12. The Key Objectives, attached as Appendix A, detail the responsibilities of this Committee over the life of the Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

13. With the exception of staffing and essential running costs, all other Council funding including Committee Budgets should be allocated with reference to Town Plan Objectives.

TOWN PLAN IMPLICATIONS:

14. All decisions should be made with direct reference to the Town Plan.

CLIMATE CHANGE IMPLICATIONS:

15. Wherever appropriate climate change considerations are factored into all activities implemented with reference to the Town Plan.

POLICY IMPLICATIONS:

16. There are no new policy implications arising from this report.

DETAILS OF CONSULTATION:

17. In some circumstances consultations may have taken place.

BACKGROUND PAPERS:

18. Town Plan.

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson, Assistant Town Clerk/CDO pip.gibson@keighley.gov.uk

Town Plan 2020-2023

Key Objective	What we will do	Timescale	Who's responsible	Actions 2022/23
Civic Pride				
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff	Events Programme 2022. CD Funded: Mini Bounce Planet; Youth Arts Development Programme; Outdoor Education Programme; People's Planters; Community Consultation; Keighley In Frame; Do it Yourself Ward Funding: Bookmarks; Bin Sponsorship (Todley Hall Rd & Westburn Avenue); Play in Parks; Mini Bounce; CCTV Long Lee Cricket Club; Grant Funded: Keighley in Bloom; Children's Literature Festival; Ma Kelly's Kitchen; Keighley Cricket Club; Lund Park Community Group; Keighley Lions; Events x 3 at Lund Park; Defib at Lund Park; Benches at Holden Park; Keighley Business Awards;
CP020	Develop a marketing plan to increase usage of the Civic Centre as a function venue.	Medium Term (2021/22)	Civic Centre and Strategy Committee	A new marketing plan is in development
Community Development				
CD008	Seek external funding and sponsorship for the development of open access Café/Workshops in the Civic Centre.	Short Term (2020/21)	Community Development Committee & Civic Centre & Strategy Committee	ACTION COMPLETED 2020/21
Developing the Local Environment				
Arts & Culture				
AC007	Organise a pilot programme of open access Creative Café/Workshops.	Short Term (2020/21)	Community Development committee. Civic Centre & Strategy	ACTION COMPLETED, the Downstairs Project Launched October 2021 and holds twice weekly open access workshops.
AC011	Commit to reopening the Police History Museum.	Long Term (2022/23)	Civic Centre & Strategy Committee	

KEIGHLEY TOWN COUNCIL

Item 8

REPORT TO THE CIVIC CENTRE & STRATEGY COMMITTEE



REPORT AUTHOR	Responsible Financial Officer (RFO) Peter Clarke
EMAIL	peter.clarke@keighley.gov.uk
Date	Wednesday 14 September 2022

SUBJECT	Period 5 Finance Position Statement for 2022-23
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PURPOSE:

1. This report provides Members with an update on the financial position of the Civic Centre & Strategy Committee for period 5 of financial year 2022-23. It outlines the revenue budget and financial position based on information at the end of August 2022.

RECOMMENDATIONS:

2. That the report is noted.

REASONS FOR RECOMMENDATION:

3. The report is to update the Committee.

INTRODUCTION:

4. This report is the first monitoring report presented to Members of the Civic Centre & Strategy Committee on the 2022-23 budget. It provides the forecast revenue and capital financial position of the Committee at the 31st March 2023.
5. This report gives details of expenditure by budget heading and makes note of significant variances.

EARMARKED RESERVES:

6. The Council has allocated the following Earmarked reserves which fall under the remit of the Civic Centre & Strategy Committee. The Committee is able to draw down on these Earmarked Reserves for the purposes specified.
7. The Earmarked Reserves are as follows:

	Total Ear. Reserve £000	Total Draw Down £000	Remaining Amount £000
Estates Capital Reserve	20	-	20
Community Infrastructure Levy	9	2	7
Total Cost	29	2	27

8. The Estates Capital Reserve is restricted to Capital expenditure projects related to the Council's Estates.
9. The above reserves will remain until the amount is drawn down or the Council resolves to return the reserve to the General Fund.

BUDGET:

10. The total budget for the committee is £101k.
11. Since the 1st April 2022 the committee has spent 56k of that budget.
12. This expenditure includes £6k for installation of a new audio and lighting system for the main hall. This was under the Estates Building Improvements budget.
13. The committee has also committed to £11k worth of expenditure with regards to Estates Repair & maintenance & Estates Building Improvements.
14. The committee's remaining revenue budget is £34k.

	Total Budget £000	Total Allocat. £000	Remaining £000
Estates Repair & maintenance	25	22	3
Estates Building Improvements	16	9	7
Office Security & Maintenance	1	-	1
Office Water	9	-	9
Office Electricity	9	3	6
Office Gas	7	2	5
Office Rates	30	28	2
Covenant License	2	2	1
Alcohol License	-	-	-
Music License	2	1	1
Total Cost	101	67	34

15. The remaining £7k from the Estates Building Improvements budget is allocated for external building repairs to the Civic Centre.

REVENUE INCOME:

16. The total revenue income from the Civic Centre is £31k.
17. The revenue income is £12k than the budgeted figure of £19k.

	Total Budget £000	Total Income £000	Variance £000
Income – Tenants	13	21	(8)
Income – Room Hire (Meetings)	6	1	5
Income – Room Hire (Main Hall)	-	5	(5)
Income – Bar Sales	-	4	(4)
Total Cost	19	31	12

TRADING:

18. The Council conducts trading on commercial terms through a bar at the Civic Centre. Below is a summary of the trading to date for the current financial year 2022/23:

	£000	£000
Bar Sales		4
Turnover	4	
Bar Stock Purchase		(4)
Minus Stock held		3
Cost of Sales	(1)	
Gross Surplus/(Loss)	3	
Agency Staff		(4)
Total Overheads	(4)	
Net Surplus/(Loss)	(1)	

19. While the bar trading is reporting a loss this can be largely attributed to the high cost of agency staff. Once the Council moves to casual staff, this will cost will reduce significantly.

20. For comparison trading figures for the previous financial year 2021/22 are below:

	£000	£000
Bar Sales		11
Turnover	11	
Bar Stock Purchase		(9)
Minus Stock held		1
Cost of Sales	(8)	
Gross Surplus/(Loss)	3	
Agency Staff		(6)
Total Overheads	(6)	
Net Surplus/(Loss)	(3)	

TOWN PLAN IMPLICATIONS:

21. N/A.

CLIMATE CHANGE IMPLICATIONS:

22. N/A.

COMMUNITY IMPACT:

23. N/A.

POLICY IMPLICATIONS:

24. N/A.

DETAILS OF CONSULTATION:

25. N/A

APPENDICES:

26. N/A.

BACKGROUND PAPERS:

27. N/A.

FURTHER INFORMATION PLEASE CONTACT: Peter Clarke,
peter.clarke@keighley.gov.uk, 01535 872126

KEIGHLEY TOWN COUNCIL

Item 9

REPORT TO CIVIC CENTRE & STRATEGY COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Wednesday 14 September 2022

SUBJECT	Health & Safety Update
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PURPOSE:

1. To update members on the outcome of the council's annual health and safety inspection.

RECOMMENDATION(s):

2. Members note the report.

REASONS FOR RECOMMENDATION:

3. To provide oversight of the council's health & safety performance

SUMMARY OF KEY POINTS:

4. On the 6 July 2022, the council was subject to its annual health & safety audit.
5. The audit is undertaken by Work Nest (formerly called Ellis Whittam) the council's Health & Safety advisors.
6. The primary purpose of the report is to comment on the existing risk control measures the council have in place and provide details of improvements required to health and safety arrangements in order to comply with legislative requirements and best practice.
7. On completion of the audit, no outstanding actions or requirements were found. The council met each of the objectives detailed in the report.
8. A copy of the report is attached in appendix A.

9. Over the previous two years the council had made continual improvements to ensure all necessary health & safety requirements were being met. The outcome of the audit report is a testament to the work that has been done in the previous two years.
10. It is important the council continues to maintain the standards that have been set and ensure the agreed policies and procedures are fully implemented.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

11. None directly arising from this report.

TOWN PLAN IMPLICATIONS:

12. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

13. N/A.

COMMUNITY IMPACT:

14. N/A.

POLICY IMPLICATIONS:

15. N/A.

DETAILS OF CONSULTATION:

16. N/A.

BACKGROUND PAPERS:

17. Appendix A – Health & Safety Audit 2022

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

Score Band
Date and Start Time

Green
6 Jul 2022 at 9:30am

Manager Name
Job Title
Auditor

Joe Cooney
Town Clerk
Philip Tate

Action Status

Key	 High	 Critical
Open	-	-
Closed	-	-

Contents

Executive Summary	A
Safety Action Plan	B
Assessment/Inspection Report	C

A Executive Summary

Scope:

This is a General Risk Assessment and covers the significant health & safety and fire issues at Keighley Town Council, North Street, Keighley, BD21 3RZ. It is an assessment of the health, safety and fire risks arising from the premises and the activities within and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

Keighley Town Council is one of the largest parish councils in the country by area, it provides services including allotments, public spaces and gardens, woodland and nature reserves. Within the Civic Centre it lets out rooms for use as offices, for meetings and community groups and events. There is also a museum which is yet to be re-opened. There are currently 7 employees.

Activities/Areas/Premises covered/not covered:

All areas of the premises were inspected during the visit.

Attendees:

Joe Cooney - Town Clerk

Philip Tate - WorkNest Health & Safety Consultant

Purpose of Report

This document has been prepared on your behalf by WorkNest and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where WorkNest are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Any improvements required are identified as actions and appear in Section B 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section C 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the SafetyNest.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Important note: In some instances WorkNest will carry out a Workplace Inspection instead of a general assessment. The type of work we have carried out will be described within the 'Scope' section. A Workplace Inspection is designed to provide an overview of your compliance with legislative requirements. It does not go into the same level of detail as an assessment. Sections B & C will appear in the report as described above. Section C will identify if a risk is being managed or not and will provide brief notes on how to achieve compliance. Unlike the assessment report a Workplace Inspection report does not provide an overall Risk Rating.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the WorkNest Advice Line on: 0345 226 8393

This report becomes uncontrolled when printed.

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

About Workplace Inspections

If this report indicates it is a Workplace Inspection (refer to Scope section) then it provides a record of an inspection of the workplace and whether you are complying with health and safety legislative requirements or not. Where compliance is not achieved, the report will provide corrective action and a recommended timeframe to complete.

Remember your WorkNest H&S Consultant is there to help and can be contacted for advice on how to achieve compliance.

Introduction

Terminology

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the premises and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are employees or others, such as members of the public.

Some health and safety law imposes an '**absolute** duty which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term '**reasonably practicable**' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to [Priority](#) and [Risk](#). An explanation of these descriptors together with the section of the report they are found in is provided below:

Priority Rating - Section B Safety Action Plan

This is a measure of the significance of the risk identified and how soon action should be taken.

“Critical” Immediate risk. Complete within 48hrs.

“High” Serious legal contravention. Complete within 7 days.

“Medium” Legal contravention. Complete within 3 months.

“Low” Minor contravention. Complete within 6 months.

Risk Rating - Section C Assessment/Inspection Report

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place. The overall risk ratings shown below will only appear in General Risk Assessment reports and not Workplace Inspection reports.

“High Risk” relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

“Medium Risk” relates to the possibility of a serious injury or serious health effect.

“Low Risk” relates to the occurrence of a minor injury or reversible minor health effect.

B Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
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MANAGEMENT OF H&S- POLICY

Current control: Policy is current

The Health and Safety Policy is current and up to date.

Current control: Policy brought to staff attention

The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.

Current control: Policy available to staff

The Health and Safety Policy is made available to all staff.

MANAGEMENT OF H&S- ORGANISATION

Current control: Effective structure in place

The organisation has an effective structure in place for the management of health and safety.

Current control: Overall responsibility accepted

The most senior member of the management team has accepted that they have overall and final responsibility for the safe running of the business.

Current control: Specific H&S responsibilities allocated

Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions.

Current control: H&S training adequate

Training has been provided to ensure that key persons at senior levels, middle management, supervisory positions and general workforce, are competent to undertake their health and safety responsibilities.

Current control: Reporting of H&S concerns adequate

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

MANAGEMENT OF H&S- MONITORING ETC

Current control: Monitoring carried out

Monitoring of health and safety controls and standards is carried out and recorded.

Current control: H&S plan developed

There is a Health and Safety action plan, which is prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

Current control: H&S performance criteria established

The company has established performance criteria for health and safety.

Current control: H&S performance reported

Performance for health and safety is fed back to the most senior level of the organisation.

MANAGEMENT OF H&S- COMMS & CONSULTATION

Current control: Staff involvement

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

Current control: H&S on meeting agendas

Health and Safety is a regular agenda item on meetings that are held with staff.

Current control: Non-union representation

Since the organisation does not recognise a trade union (or there is no Trade Union in place) the consultation takes place with staff and their elected representatives.

MANAGEMENT OF H&S- TRAINING

Current control: Induction training includes H&S

Induction training for new staff includes health and safety subjects.

Current control: Basic H&S training in place

Arrangements have been made for staff to be given basic Health and Safety training.

Current control: Specific training needs identified

Jobs with specific training needs have been identified and arrangements have been made for staff to be given job specific Health and Safety training. This includes ensuring all legal requirements for training have been met (for example first-aid training).

Current control: Training records kept

Accurate records of the training provided are maintained.

Current control: Training needs reassessment/review

Training needs are re-assessed and reviewed:- As jobs change; - As a result of health and safety monitoring;- As a result of accidents, incidents and cases of ill-health;- Where risk assessments identify a need.And refresher training is carried out as and when needed.

Current control: E-learning

E-learning is used to provide staff with training on health, safety and other subjects as part of the organisation's training programme.

MANAGEMENT OF H&S- RISK ASSESSMENT

Current control: Risk assessments in place

Risk assessments are in place for the organisation's activities.

Current control: Carried out by competent persons

Risk assessments are carried out by suitably competent persons.

Current control: Risk assessment reviews undertaken

A programme of risk assessment review is established and risk assessment reviews are recorded.

Current control: Staff informed of findings

Staff are informed of the risks and precautions established in the risk assessments. There is also a record of when employees have been informed of the contents of the Risk Assessments

MANAGEMENT OF H&S- ACCIDENTS ETC

Current control: Reporting procedure in place

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

Current control: Investigations conducted

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

Current control: Accident book provided

An Accident Book is provided for the recording of accidents.

Current control: Ill-health reporting in place

There are arrangements in place to report any work-related ill-health.

Current control: RIDDOR reporting arrangements in place

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MANAGEMENT OF H&S- EMERGENCY PLANS

Current control: Procedures in place

Procedures for serious or imminent danger are established.

Current control: Procedures communicated

Staff are provided with suitable training in emergency plans and understand their role within them.

Current control: Arrangements in place with external bodies

There are suitable arrangements with external emergency services or utility companies in the event of an emergency.

MANAGEMENT OF H&S- NOTICES

Current control: H&S law poster displayed

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.

Current control: Employer's liability certificate displayed

A copy of the employers' liability insurance certificate is displayed or is available in electronic form to all employees.

Current control: No smoking signs displayed

No smoking signs are displayed at entrance to buildings.

WORKPLACE-PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 5

Other building occupants

WORKPLACE-CLEANLINESS & WASTE

Current control: Good decorative order

The furniture, walls and floors are kept clean and in good decorative order.

Current control: General housekeeping adequate

General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.

Current control: Adequate/suitable waste receptacles

Adequate and suitable waste receptacles are provided throughout the workplace.

WORKPLACE-FALLS/FALLING OBJECTS

Current control: Stored materials etc stable

Stored materials and objects are stable.

Current control: Suitable shelving

Shelving is strong and secure and suitable for the materials stored on it.

Current control: Floor level changes marked

Changes of level on flooring are marked.

Current control: Filing cabinets suitable

Filing cabinets are fitted with anti-tilt mechanisms.

WORKPLACE-FLOORS & TRAFFIC ROUTES

Current control: Floors free of trips & slips

The floors are free from slipping and tripping hazards.

Current control: Floors in good condition

The floors/floor coverings are in good condition.

Current control: Outdoor surfaces suitably maintained

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Current control: Suitable handrails on stairs & steps

Suitable handrails are fitted to stairs/steps.

Current control: Access steps in good condition

Access steps into the premises are in good condition.

WORKPLACE-LIGHTING

Current control: Sufficient indoor lighting

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Current control: Sufficient external lighting

Adequate lighting is provided to all of the external areas.

WORKPLACE-ROOM DIMENSIONS/SPACE

Current control: Workrooms have sufficient space

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

WORKPLACE-SMOKING

Current control: No smoking policy in place and adhered to

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

WORKPLACE-TEMPERATURE

Current control: Thermometers available

Readily-accessible thermometers are available to monitor the workplace temperature.

Current control: Suitable temperature maintained

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Current control: Rest areas & other facilities at suitable temperature

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

Current control: Reasonable efforts made to control temperature

All reasonable effort has been made to maintain temperature at a comfortable level when working with hot/cold processes.

WORKPLACE-VENTILATION

Current control: Adequate supply of air

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

WORKPLACE-WELFARE

Current control: Suitable & sufficient sanitary facilities

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Current control: Sanitary facilities have warm water, soap and drying facility

Sanitary conveniences have warm/hot water, soap and means of drying.

Current control: Sanitary facilities adequately ventilated, lit etc

Sanitary conveniences are suitably ventilated, lit and kept clean.

Current control: Adequate supply of drinking water

An adequate supply of water is readily available and cups provided.

Current control: Potable or non-potable water marked

Drinking water is marked where significant risk of drinking non-drinking water exists.

Current control: Secure space for belongings

An adequate, suitable and secure space is provided to store workers' belongings.

Current control: Suitable & sufficient rest areas

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Current control: Suitable changing facilities

Suitable changing facilities are provided with storage for work clothing.

Current control: Hot drink can be obtained/prepared

The rest area includes the facility to prepare or obtain a hot drink.

Current control: Means of heating food available

A means of heating food is provided where hot food cannot be obtained nearby.

Current control: Suitable rest facilities for new & expectant mothers

Suitable rest facilities for pregnant women and nursing mothers are provided and include facility to lie down.

TRANSPARENT/TRANSLUCENT SURFACES

Current control: Apparent or suitably marked

Transparent or translucent surfaces are apparent or suitably marked.

Current control: Need for safety glass assessed and provided where required

The premises have been assessed to determine if safety glass is required and appropriate safety glass has been fitted in all areas where it is required.

Current control: Safe cleaning of windows

Windows can be cleaned safely.

WORKPLACE-WINDOW RESTRICTORS

Current control: Window restrictors fitted for vulnerable persons

The premises are accessible by children or vulnerable adults and window restrictors are fitted.

Current control: Window restrictors are appropriate and inspected

The window restrictors fitted are appropriate, purpose built and subject to documented inspection

WORKPLACE-WORKSTATIONS & SEATING

Current control: Suitable workstations & seating provided

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Current control: Seating provides adequate support

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

WORKPLACE-PEST CONTROL

Current control: Pest control in place

A pest control regime is in place

Current control: Safety data sheets obtained

Safety data sheets have been obtained for any hazardous substances used for pest control

Current control: Log book maintained

The pest control log book is up to date and includes a floor plan showing the location of all pest control devices.

ELECTRICAL SAFETY- HAZARDS

Hazard (high/medium/low): Electric shock

Medium

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

ELECTRICAL SAFETY- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 4

Members of the public

People at risk 5

Other building occupants

ELECTRICAL SAFETY- FIXED WIRING

Current control: Fixed wiring tests in date

Fixed wiring tests were last carried out in 2021 and should be re-tested in 2026.

Current control: Electrical Installation Condition Report

An Electrical Installation Condition Report (EICR) has been obtained for the recent fixed wiring test and is held on file.

Current control: Electrical Installation Condition

The recent fixed wiring test has identified the electrical installation as being in a satisfactory condition.

ELECTRICAL SAFETY- PORTABLE APPLIANCES

Current control: PAT testing in date

Portable appliance testing, as appropriate to the equipment, is up to date.

Current control: Inventory of portable appliances available

There is an inventory of all portable electrical appliances in use.

Current control: Employees trained on pre-use checks

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.

Current control: Low voltage equipment used where required

Low voltage portable electrical appliances are used where there is an increased risk of electrical hazards due to workplace hazards or environment.

ELECTRICAL SAFETY- OTHER CONTROLS

Current control: Electrical cupboards & switchgear secured

All electric cupboards and switch rooms are secured to prevent unauthorised access.

Current control: Sufficient electrical sockets

Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

GAS- HAZARDS

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

Hazard (high/medium/low): Asphyxiation

Low

GAS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 4

Members of the public

GAS- CONTROLS

Current control: Annual inspection conducted

The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained.

Current control: Pipework protected

Gas pipework is protected from damage, by vehicles, by the provision of robust barriers or is safe by position.

Current control: Leakage procedure developed

In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.

Current control: Leakage procedure communicated

Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.

Current control: Isolators identifiable

The gas supply isolators are readily identifiable.

CLEANING- HAZARDS

Hazard (High/Medium/Low): Exposure to chemicals and/or dusts

Medium

Hazard (High/Medium/Low): Slips, trips and falls

Medium

Hazard (High/Medium/Low): Faulty electrical/mechanical equipment

Medium

Hazard (High/Medium/Low): Cuts and/or infection from sharps e.g. needles, broken glass etc

Medium

CLEANING- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 5

Other building occupants

CLEANING- SAFE SYSTEMS OF WORK

Current control: Safe system of work developed

A safe system of work has been developed for all cleaning activities.

Current control: Written safe system of work available

Where necessary a written safe system of work is available.

Current control: Training in safe system of work completed

Employees have been trained in the safe system of work.

Current control: Training records kept

Training records are kept.

CLEANING- HAZARDOUS SUBSTANCES (COSHH)

Current control: Employee training/supervision adequate

Employees are suitably trained and supervised in the safe and correct use of hazardous cleaning materials and substances.

Current control: Hazardous substances used by authorised/trained persons

Use of hazardous cleaning materials and substances is restricted to trained/experienced authorised persons only.

Current control: Safety data sheets obtained for hazardous substances

MSDS have been obtained for all hazardous cleaning substances.

Current control: Safety data sheets available to users

MSDS are made available to users.

Current control: Safety data sheets reviewed

MSDS are reviewed at least annually.

Current control: Hazardous substances storage

Hazardous substances are stored in their original containers.

Current control: Marking hazardous substance containers

Hazardous substance containers are clearly marked.

Current control: Incompatible hazardous substances

Incompatible hazardous substances are stored in separate locations.

CLEANING- EQUIPMENT

Current control: User checks

Training includes basic instruction in simple user checks of portable electrical appliances.

Current control: Defect reporting

Training includes instructions on reporting details of faulty/damaged portable appliances and to take appliances out of use until repaired.

Current control: Inspection/testing performed

Combined inspection/testing is done on portable electrical appliances by a competent employee or a contractor.

CLEANING- BARRIERS & NOTICES

Current control: Barriers & notices provided

Where applicable safety warning barriers and/or notices are used during cleaning work.

CLEANING- PERSONAL PROTECTIVE EQUIPMENT

Current control: Suitable PPE provided

Suitable personal protective equipment is provided and used by all employees undertaking cleaning activities, i.e., rubber gloves, disposable gloves, tabards etc.

Current control: PPE monitored and replaced

Condition of PPE is monitored and PPE is replaced when required.

Current control: PPE issue recorded and signed for

PPE issue is recorded and signed for by employees.

Current control: Duty to wear PPE communicated

Employees have been instructed about their duty to wear personal protective equipment where circumstances dictate.

CONTRACTOR MANAGEMENT- HAZARDS

Hazard (High/Medium/Low): Injury to contractors

Medium

Hazard (High/Medium/Low): Injury to staff

Medium

Hazard (High/Medium/Low): Injury to public

Medium

CONTRACTOR MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 5

Other building occupants

CONTRACTOR MANAGEMENT- COMPETENCE

Current control: Contractor competence checked

The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor.

Current control: Contractor plant confirmed as suitable

All plant supplied by the contractor has been confirmed as being fit for purpose, adequately maintained and where appropriate inspected and tested.

Current control: Contractor employees confirmed as competent

The contractor's employees have been trained and are competent to carry out designated tasks and use associated plant.

Current control: Contractors provided with relevant information

Contractors are provided with relevant information on your safety policy and applicable rules.

Current control: Contractor provides RAMS

Risk assessments and method statements that are required have been provided, checked and considered adequate prior to the commencement of work.

Current control: Contractor holds adequate insurance

The contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

Current control: Contractors do not subcontract without permission

Contractors do not sub contract work out to a third party without the express permission of the client and relevant checks of the subcontractor being carried out.

CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION

Current control: Checks carried out

Checks are carried out to ensure installation and/or working practices are carried out correctly and recorded where appropriate.

DISPLAY SCREENS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries due to poor posture

Medium

Hazard (High/Medium/Low): Unsuitable furniture/bad workstation design

Medium

Hazard (High/Medium/Low): RSI due to heavy workload using the keyboard/mouse

Medium

Hazard (High/Medium/Low): Eyestrain due to poor lighting

Medium

Hazard (High/Medium/Low): Unsuitable computer screen

Low

Hazard (High/Medium/Low): Incorrectly positioned screen

Low

DISPLAY SCREENS- PEOPLE AT RISK

People at risk 3

DSE users

DISPLAY SCREENS- USER IDENTIFICATION

Current control: Some employees are users

Some employees have been identified as users.

DISPLAY SCREENS- INFORMATION ETC

Current control: Information etc provided to users

DSE Users have been provided with information, instruction and training on how to set up their workstation.

DISPLAY SCREENS- WORKSTATIONS

Current control: Assessments completed

DSE workstation assessments have been completed and relevant corrective actions have been implemented.

Current control: Assessments routinely reviewed

DSE assessments are routinely reviewed at least annually.

Current control: Assessments reviewed after equipment changes

DSE assessments are reviewed when workstations and/or equipment changes.

Current control: Assessments reviewed after staff changes

DSE assessments are reviewed when staff change roles or new starters join the organisation.

DISPLAY SCREENS- EYE TESTS

Current control: All users offered tests

All users have been offered eye tests.

Current control: Records kept of tests

Records are kept of those users taking up the eye test.

DISPLAY SCREENS- CORRECTIVE APPLIANCES

Current control: Corrective appliances provided

Corrective appliances are provided for users who require them for DSE work.

Current control: Records kept

Records are kept of users who are provided with corrective appliances.

FIRE SAFETY OVERVIEW- HAZARDS

Hazard (High/Medium/Low): Sources of Ignition: e.g. electricity, gas equipment & smoking.

Medium

Hazard (High/Medium/Low): Combustible material: e.g. paper, packaging, fixtures and furnishings

Medium

Hazard (High/Medium/Low): Inadequate means of detection/ alarm systems

Medium

Hazard (High/Medium/Low): Inadequate controls, emergency procedures, training, drills etc

Medium

Hazard (High/Medium/Low): Inadequate access and arrangements for emergency services

Medium

FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK

People at risk

All employees, Customers, Contractors, Members of the public, Visitors, Other building occupants/users.

FIRE SAFETY OVERVIEW- RISK ASSESSMENT

Current control: Risk assessment carried out

A specific fire risk assessment has been carried out.

Current control: Risk assessment reviewed periodically

The fire risk assessment is reviewed periodically.

Current control: Action plan in place or in progress

The recommendations from the fire risk assessment have been implemented or an action plan is in place to address outstanding recommendations.

FIRE SAFETY OVERVIEW- EVACUATION PLANS

Current control: Evacuation plan prepared

A fire evacuation plan has been prepared.

Current control: Employees trained/familiar with plan

All employees have been given instructions and training in the fire evacuation plan and are familiar with their role in the evacuation plan

Current control: Arrangements made with other building occupants

Arrangements have been made with other occupants of the building to ensure the safety of employees and others in the event of fire.

FIRE SAFETY OVERVIEW- FIRE DRILLS

Current control: Periodic drills conducted

Periodic fire drills are carried out to ensure that all employees can evacuate the premises as quickly as possible.

FIRE SAFETY OVERVIEW- DISABLED PERSONS

Current control: General arrangements in place

General arrangements are in place for the evacuation of disabled persons.

FIRE SAFETY OVERVIEW- EMERGENCY SERVICES

Current control: Procedures in place for calling emergency services

Suitable procedures are in place for the calling of emergency services.

Current control: Arrangements in place to liaise with emergency services

Arrangements are in place to liaise with the emergency services in the event of a fire.

FIRE SAFETY OVERVIEW- DETECTION & ALARMS

Current control: Automatic fire alarm fitted

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

Current control: Fire alarm audible in all occupied areas

The fire alarm is audible in all occupied parts of the building.

Current control: Weekly fire alarm tests conducted

The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

Current control: Fire alarm serviced at suitable intervals

The fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

FIRE SAFETY OVERVIEW- ASSEMBLY POINTS

Current control: Suitable assembly point arrangements in place

A designated fire assembly point has been provided. The designated assembly point is clearly signed, or where not possible, staff are aware of the location. The location of the assembly point is clearly shown on fire action notices.

FIRE SAFETY OVERVIEW- FIRE DOORS

Current control: Functioning fire doors fitted

Fully functioning self closing fire resistant doors are fitted to protect fire escape routes.

FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES

Current control: Staircases have colour-contrasting nosings

Staircases have colour contrasting stair nosings.

FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS

Current control: Adequate, suitably positioned fire extinguishers provided

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

Current control: Extinguishers serviced

All fire extinguishers are annually inspected and serviced by a competent person.

Current control: Employees trained how to use extinguishers

Employees have been trained on the operational use of portable fire extinguishers.

Current control: Fire blanket provided in kitchen

A fire blanket is provided in the kitchen.

FIRE SAFETY OVERVIEW- SIGNAGE

Current control: Suitable fire signs displayed

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Current control: Warnings displayed on lifts

All lifts are signed as to the prohibition of their use in event of a fire/emergency.

Current control: Fire action notices displayed

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

FIRE SAFETY OVERVIEW- WEEKLY CHECKS

Current control: Weekly checks conducted

Weekly fire checks include verifying that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Weekly fire checks on extinguishers are recorded.

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING

Current control: Adequate emergency lighting provided

Means of escape routes within the building and final exits have adequate emergency lighting.

Current control: Monthly tests conducted

The emergency lighting system is tested monthly by in-house personnel.

Current control: Emergency lighting system serviced/inspected

Emergency lighting undergoes an annual service inspection.

Current control: Tests recorded

All emergency lighting tests are recorded.

Current control: Luminescent signage provided

Luminescent fire signage is used instead of emergency lighting.

FIRST AID AT WORK- HAZARDS

Hazard (High/Medium/Low): Delayed response leading to injuries/ill health being exacerbated.

Medium

FIRST AID AT WORK- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Lone workers

People at risk 3

Members of the public

People at risk 4

Visitors

FIRST AID AT WORK- NEEDS ASSESSMENT

Current control: Needs assessment completed

A first aid needs assessment has been completed to determine the type and level of first aid provision required in the workplace.

FIRST AID AT WORK- PERSONNEL

Current control: Adequate first aiders (EFAW trained)

In accordance with the first aid needs assessment, an adequate number of first aiders trained in Emergency First Aid at Work are provided for all work shifts.

FIRST AID AT WORK- EQUIPMENT

Current control: First aid kits provided

First aid kits are provided at key locations accessible to all employees.

Current control: Persons nominated to check kits

Persons have been nominated to regularly check all first aid kits and ensure they remain in date and fully stocked. Records are kept of these checks

Current control: Identities of first aiders published

The names and contact details of nominated first aiders are displayed on First aid notices, or other suitable means are employed to ensure all relevant persons are aware of the identities of first aid personnel.

Current control: Remote workers have access to first aid

Arrangements are made for remote workers to have access to first aid provision.

MANUAL HANDLING OPERATIONS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries

Movement of various items of furniture and equipment. Medium risk.

MANUAL HANDLING OPERATIONS- PEOPLE AT RISK

People at risk 1

All employees

MANAGING MANUAL HANDLING OPERATIONS

Current control: Manual handling avoided

Wherever practicable the manual handling of loads likely to result in a risk of injury is avoided.

Current control: Manual handling risks assessed

Manual handling assessments have been completed where activities are likely to cause a risk of injury.

Current control: Manual handling training provided

Manual handling training has been provided for employees identified as being at risk based on Task / Individual / Load / Environment methodology.

Current control: PPE provided

Protective clothing is issued to employees to minimise the risk of manual handling injuries and does not impede the wearers ability to safely undertake manual handling duties

NEW/EXPECTANT MOTHERS- HAZARDS

Hazard (High/Medium/Low): Restricted work space

Medium

Hazard (High/Medium/Low): Noise

Medium

Hazard (High/Medium/Low): Vibration

Medium

Hazard (High/Medium/Low): Infections

Medium

Hazard (High/Medium/Low): Chemicals

Medium

Hazard (High/Medium/Low): Violence

Medium

Hazard (High/Medium/Low): Extreme work conditions

Medium

Hazard (High/Medium/Low): Manual handling

Medium

NEW/EXPECTANT MOTHERS- PEOPLE AT RISK

People at risk

New and expectant mothers

NEW/EXPECTANT MOTHERS- RISK ASSESSMENT

Current control: Assessments conducted

Suitable arrangements are in place to assess the risks for any new or expectant mothers at work. For expectant mothers the assessment includes any hazardous chemicals which could affect either the mother or the foetus.

Current control: Assessments reviewed

Once the initial assessment has been carried out, it is frequently reviewed and updated as the pregnancy develops to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding.

Current control: Assessment findings communicated

Women of childbearing age are informed of the significant findings of the assessment and what they need to do if they become pregnant.

Current control: Alternative work

If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspended from work on paid leave for as long as necessary.

STRESS MANAGEMENT- HAZARDS

Hazards

Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale.
[INDICATE HIGH/MEDIUM/LOW]

STRESS MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Managers

STRESS MANAGEMENT- CONTROLS

Current control: Stress policy in place

A stress policy has been adopted by the company and is made available to all employees.

Current control: Bullying/harassment policy in place

A bullying/harassment policy is in place.

Current control: Support system in place

A support system is in place for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling.

WORK EQUIPMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Maintenance staff

People at risk 4

Visitors

WORK EQUIPMENT- SUITABILITY

Current control: Work equipment suitable

Work equipment provided is suitable for the processes, tasks and environment.

WORK EQUIPMENT- MAINTENANCE

Current control: Maintenance/inspection program in place

Work equipment is subject to a planned maintenance system/inspection programme.

Current control: Logs and records kept

Maintenance logs and inspection records are kept for all work equipment.

Current control: Inventory kept

An inventory of work equipment is maintained, with serial numbers and the location of each item of equipment.

2 COMMON TOPICS

LONE WORK- HAZARDS

Hazard (High/Medium/Low): Delayed access to first aid/emergency services etc.

Medium

Hazard (High/Medium/Low): Unsafe use of work equipment

Medium

Hazard (High/Medium/Low): Manual handling activities

Medium

Hazard (High/Medium/Low): Lack of supervision

Medium

Hazard (High/Medium/Low): Violence / Aggression

Medium

LONE WORK- PEOPLE AT RISK

People at risk 1

Lone workers

LONE WORK- EMERGENCIES

Current control: Satisfactory emergency provisions in place

The provisions in place for lone workers with regards to emergencies (e.g. fire, equipment failure, illness, accidents etc.) are satisfactory.

Current control: Mobile communications available

Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio etc.).

LONE WORK- MONITORING/SUPERVISION

Current control: Relevant monitoring of information

Monitoring systems in place record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.).

PASSENGER & GOODS LIFTS- HAZARDS

Hazard (High/Medium/Low): Failure of the lifting equipment.

Medium

Hazard (High/Medium/Low): Access to moving parts of the lifting gear.

High

Hazard (High/Medium/Low): Maintenance of the lifting equipment.

Medium

Hazard (High/Medium/Low): Entrapment within the lift car.

Low

PASSENGER & GOODS LIFTS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Visitors

People at risk 3

Contractors

People at risk 4

Members of the public

People at risk 5

Other building occupants/users

PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION

Current control: Thorough examination performed

Lifts are thoroughly examined by a competent person at appropriate intervals. (Every 6 months for lifts that are used to carry people and once a year for goods lifts)

Current control: Test certificates retained

Current test certificates (for the lift equipment and ropes) are kept readily available for inspection. Inspection records need to be kept for at least 2 years.

Current control: Service contract in place

A service contract is established for lifts to ensure they are regularly maintained, inspected and tested.

PASSENGER & GOODS LIFTS- SAFETY MEASURES

Current control: Lift doors interlocked

Lift doors are interlocked to prevent access to the lift shaft when the lift car is not present at the landing.

Current control: Doors fitted with pressure sensors etc

The lift doors are fitted with pressure sensing devices/ photoelectric cells.

Current control: Safe working load displayed

A notice specifying the maximum permitted safe working load is conspicuously displayed inside the lift car.

Current control: Employees advised about overloading lift

Employees have been warned of the hazards associated with overloading the lift.

Current control: Audible alarm/phone fitted

The lift car is fitted with an audible alarm button/telephone.

Current control: Alarm/phone checked & tests recorded

The audible alarm/telephone is checked regularly and records of these tests are retained.

PASSENGER & GOODS LIFTS- EMERGENCIES

Current control: Warnings about use of lifts in emergencies displayed

Suitable warning notices are displayed at the lift landings to warn people not to use the lift in the event of fire or emergency.

Current control: Staff trained for lift stopping between floors

Designated members of staff have been trained in the procedure to be followed in the event of the lift stopping between floors.

Current control: Arrangements for callout if lift stops between floors

Arrangement exists with the local Fire Brigade/lift servicing contractor for calling out a service engineer to release occupants if the lift stops between floors.

PASSENGER & GOODS LIFTS- PLANT ROOMS

Current control: Access restricted

Access to the lift plant room is restricted.

Current control: Prohibition of unauthorised persons signed

A notice is conspicuously displayed prohibiting entry of unauthorised persons.

Current control: Plant room tidy

The lift plant room is kept tidy.

Current control: Emergency lighting in plant room

The lift plant room is equipped with emergency lighting.

Current control: Equipment adequately guarded

All items of lift plant and equipment are adequately guarded.

Current control: Maintenance restricted to competent persons

Maintenance work involving the lift drive mechanism is only carried out by authorised competent persons.

VIOLENCE AT WORK- HAZARDS

Hazard (High/Medium/Low): Physical violence

Medium

Hazard (High/Medium/Low): Aggressive behaviour

Medium

Hazard (High/Medium/Low): Verbal abuse

Medium

VIOLENCE AT WORK- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Visitors

People at risk 3

Customers

People at risk 4

Other building occupants/users

VIOLENCE AT WORK- POLICY

Current control: Employees consulted

A process of employee consultation has been undertaken to determine whether employees feel threatened by verbal or physical violence.

Current control: Policy devised & implemented

A specific policy on violence at work has been devised and implemented.

Current control: Employees instructed/informed

A programme of instructing employees in the policy on violence has been implemented.

Current control: Incidents record/investigated

A form is used to record all incidents of verbal and physical abuse, including threats, endured by employees and a thorough investigation is completed.

3 HAZARDOUS SUBSTANCES & AGENTS

ASBESTOS- HAZARDS

Hazard (High/Medium/Low): Inhalation of asbestos fibres

Medium

ASBESTOS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 4

Maintenance staff

ASBESTOS SURVEY

Current control: Asbestos survey conducted

The premises have been surveyed to identify the presence of asbestos.

ASBESTOS MANAGEMENT

Current control: Asbestos register available

A plan or register showing the location of all asbestos containing materials and presumed asbestos containing materials is available.

Current control: Asbestos plan or register review

The Asbestos Register or Plan is regularly reviewed.

Current control: Asbestos procedures in place

A procedure is in place to ensure that anyone liable to disturb asbestos containing materials is made aware of its location.

Current control: Asbestos labelled

Asbestos containing material is labelled.

Current control: Condition of asbestos monitored

Asbestos Containing Materials are kept in good repair and regularly monitored. Records are kept of any changes.

COSHH- SUBSTANCES USED/PRODUCED

Examples of substances used/produced

Hazardous substances including: General cleaning products/pesticides used infrequently off site.

COSHH- HAZARDS

Hazard (High/Medium/Low): Exposure by inhalation

Medium

Hazard (High/Medium/Low): Exposure by ingestion

Medium

Hazard (High/Medium/Low): Exposure by skin contact

Medium

Hazard (High/Medium/Low): Exposure by contact with eyes

Medium

Hazard (High/Medium/Low): Exposure by injection

Medium

COSHH- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 4

Other building occupants/users

People at risk 5

Members of the public

COSHH- INFORMATION & ASSESSMENT

Current control: Inventory of substances created

A list of the hazardous substances used, stored, created on or transported from the premises has been created.

Current control: Safety data sheets obtained

Health and safety data sheets have been obtained from the suppliers for all substances hazardous to health used or stored.

Current control: COSHH assessments completed

An assessment of the health risk to each employee for each hazardous substance has been carried out.

Current control: Substances assessed before first use

Procedures are in place to ensure that work liable to expose employees to substances hazardous to health is not carried out unless a suitable and sufficient COSHH assessment has been made.

Current control: Inventory reviewed & updated

The list of substances hazardous to health is regularly reviewed and revised as necessary.

Current control: COSHH assessments reviewed

COSHH assessments are reviewed at regular intervals.

COSHH-TRAINING & SUPERVISION

Current control: Control measures monitored by supervision

Control measures arising from the COSHH assessments are monitored by supervision.

Current control: Training on hazardous substances given

Employees exposed to hazardous substances have been provided with information, instruction and training on the risks to health and the precautions to be taken.

Current control: Training records kept

Training records are kept for each employee.

COSHH-STORAGE

Current control: Substances stored safely

Substances hazardous to health are stored safely.

COSHH- PPE & RPE

Current control: Appropriate PPE provided

Protective clothing and equipment is provided to the employees exposed to hazardous substances.

LEGIONELLA- HAZARDS

Hazard (High/Medium/Low): Inhalation of Legionella bacteria

Medium

LEGIONELLA MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 5

Maintenance staff

People at risk 6

Other building occupants/users

LEGIONELLA MANAGEMENT- GENERAL CONTROLS

Current control: Legionella assessment conducted

The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination. All under the control of a competent contractor, Aquatrust.

Current control: Cold water entering building monitored

Cold water entering the building and stored in tanks is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

Current control: Hot water monitoring in place

Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

Current control: Temperature of stored hot water adequate

The hot water boiler stores water at a sufficiently high temperature to prevent the growth of Legionella bacteria.

Current control: Shower heads cleaned & descaled

Shower heads are cleaned and descaled periodically to control the growth of Legionella bacteria.

Current control: Outbreak procedure developed

An outbreak procedure has been developed.

Current control: Cold water tanks checked

The condition of cold water tanks is monitored on a regular basis

Current control: Infrequently used outlets identified and controlled

Infrequently used outlets have been identified and are flushed on a weekly basis. This includes any system which stores water including pressure washers.

Current control: Hot water tanks/calorifiers inspected

Hot water tanks and calorifiers are inspected on a regular basis

Current control: Routine checks on domestic water systems

The domestic water system is subject to routine maintenance by a competent person

Current control: Checks and sampling recorded

All checks and sampling are recorded.

4 LEISURE & RECREATION

BARS AND CELLARS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Delivery staff

BARS AND CELLARS- PART 1

Current control: Safe access to beer cellar

Access to the beer cellar is safe.

Current control: Cellar floors in good condition

Beer cellar floors are level and free from holes and raised surfaces.

Current control: Lighting levels adequate

The lighting level in the bar and cellar areas is adequate.

Current control: Storage areas kept tidy

The beer cellar and associated storage areas are kept tidy.

Current control: Low headroom notices provided where required

Low headroom cellar warning notices are provided where necessary.

Current control: Safe delivery procedures in place

Safe procedures are in place for delivery and collection of barrels, kegs, cylinders and bottles.

BARS AND CELLARS- PART 2

Current control: CO2 cylinders secure

All CO2 cylinders are suitably secured/chained to prevent them rolling or toppling over.

Current control: CO2 warning notice(s) displayed

A CO2 warning notice is prominently displayed in the cellar.

Current control: CO2 leakage alarm installed

An appropriate CO2 leakage alarm is provided.

Current control: CO2 leakage alarm regularly tested

The CO2 leakage alarm is regularly tested to ensure it is operating correctly.

Current control: Suitable collection bins provided

Suitable rigid bins/containers are provided for the safe collection and disposal of broken glass within the premises.

Action: CO2 warning notice(s) recommended

Provide in the cellar suitable CO2 warning notices.

KEIGHLEY TOWN COUNCIL

Item 10

REPORT TO CIVIC CENTRE & STRATEGY COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Wednesday 14 September 2022

SUBJECT	External Repairs
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PURPOSE:

1. To update members on cost for repair work and improvements to the external of the Civic Centre.

RECOMMENDATION(s):

2. Members note a budget of £7,500 is available to undertake external repairs to the Civic Center.
3. Members note £1,440 has already been allocated from the budget to undertake repairs to external paneling.
4. Members approve up to £2,800 for the external railings and window frames on North Street to be painted.
5. Members note that one quotation has been received to date and 2 further quotes will be sought in accordance with the Procurement Policy.
6. Members delegate to the Town Clerk the authority to appoint the most suitable contractor to undertake the works within the allocated budget of £2,800.
7. Members approve the railings to be painted in the town council green colour and the window frames will be painted in a similar grey colour to maintain parity with the rest of the building.
8. Members approve up to £500 to remove defunct CCTV cameras and wiring from Scott Street facia and Devonshire Street facia of the building.
9. Members delegate to the Town Clerk the authority to appoint the most suitable contractor to undertake the works within the allocated budget of £500.

10. Members allocate a budget of £500 for an updated external signage on North Street fascia of the Civic Centre.
11. Members delegate to the Town Clerk the authority to appoint the most suitable contractor to undertake the works within the allocated budget of £500.
12. Members note if the approval is given for new signage, it is likely that the council will require listed building consent and/or Advertising Consent from the Planning Authority (Bradford MDC)
13. Members agree to allocate a sum of £400 should an application for Listed Building Consent and/or Advertising consent be required.
14. Members delegate the authority to the Town Clerk to submit the necessary planning applications and authorise the requisite fees, following consultation with the Local Planning Authority (Bradford MDC).
15. Members note the budget remaining should recommendations 2 - 14 be approved will be £1,860.
16. Members agree to retain the unallocated £1,860 until the above works are completed.

REASONS FOR RECOMMENDATION:

17. To undertake external improvements to the Civic Centre.

SUMMARY OF KEY POINTS:

18. Members requested at the last committee meeting (minute ref 011/2022 CCS) that more information on costs on specific work to the external of the building.
19. The agreed work included the painting of railings and window frames, updated signage and the remove of defunct infrastructure such as CCTV cameras.
20. Details of costs have been outlined in paragraphs 2 – 16 for specifics pieces of work.
21. Most of the work outlined is self explanatory, however, the updated signage would replace the existing sign over the main entrance on North Street.
22. The replacement signage will be part of a new Civic Centre Marketing plan which will be presented to member at a future meeting for consideration.
23. The sign would remove the words “Keighley Town Council” and instead be replaced by the Town Council logo and the words “Civic Centre”. The sign will also be in the same colour as the railings and most likely white writing.
24. The change in wording is an attempt to showcase the Civic Centre as a useable community asset first and the location of the town council offices second.
25. Any repairs to the external of the building will need to be sympathetic to the listed status.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

26. A £7,500 overall budget is available to complete all agreed works

TOWN PLAN IMPLICATIONS:

27. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

28. N/A.

COMMUNITY IMPACT:

29. N/A.

POLICY IMPLICATIONS:

30. N/A.

DETAILS OF CONSULTATION:

31. N/A.

BACKGROUND PAPERS:

32. N/A

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

KEIGHLEY TOWN COUNCIL

Item 11

REPORT TO CIVIC CENTRE & STRATEGY COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Wednesday 14 September 2022

SUBJECT	Room Hire Charges
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PURPOSE:

1. To update members on the current hire charges for use of the Civic Centre.

RECOMMENDATION(s):

2. Members note the report and the current fees.

REASONS FOR RECOMMENDATION:

3. To provide oversight of the council's room hire charges

SUMMARY OF KEY POINTS:

4. Members requested an update on the current room hire charges for the Civic Centre.
5. The table below sets out the current rates:-

Room/Service	Hourly Rate	Charity Rate
Main Hall	£40.00	£34.00
Downstairs Project (room only) no access to kitchen area	£20.00	£15.00
Bar	£12.50	£12.50

6. The table below sets out the incidental hire rates:-

Incidentals	Price
Round Tablecloths	£4.50
Rectangle Tablecloths	£3.70
Security (Door Staff)	£16.00 per hour
Tea & Coffee	50p per person

7. The current hire rates have been benchmarked against similar venues to ensure the Civic Centre remains competitive as a function venue.

8. Members are asked to note the current fees, which will be reviewed on an annual basis.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

9. The town council has a target of £6,000 for room hire income in the current financial year.

TOWN PLAN IMPLICATIONS:

10. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

11. N/A.

COMMUNITY IMPACT:

12. N/A.

POLICY IMPLICATIONS:

13. N/A.

DETAILS OF CONSULTATION:

14. N/A.

BACKGROUND PAPERS:

15. N/A

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126