

Action Items

Area	Action	Update
Swimming Pool	Recommend Town Council ask for evidence of H&S related management procedures for the site including risk assessments and their H&S policy. Possible use of Town Council swimming pool allocation to cover cost of inspection / additional support from Shropshire Council	Planned for October – still waiting for response ref structural engineer
HSE Poster	Purchased 2 now on display in office and one for Groundsman's shed	Completed
Fire Muster station	Details on evacuation now displayed in office	Completed
Lone Worker policy	Need to set up system for staff working alone in office	Completed all staff members aware of policy and procedures
Coshh sheets	Clerk and Groundsman have reviewed all Coshh sheets and updated with more information	Completed
Vibration risk assessment	Drafted – awaiting queries to be answered by H&S advisor before completion. Occupational Health to undertake a vibration and noise health risk assessment for the Groundsman in August/ September	Risk assessment completed still awaiting contact from occupational health ref vibration and noise screening due to problems the department are having running screening services from Shire Hall.
First aid	Training need for Groundsman and Clerk First aid kit for office purchased	
Accident book	In place in office – staff aware of its location	Completed
Ladder Checks	Template to be drawn up and provided for Groundsman to use Groundsman training booked for October 2022	Ladder training completed
General Staff H & S training	Awaiting details from Shropshire Council to enable staff to make use of online training offered.	