

Policy & Finance 16.11.19

Ellis Whittam General Risk Assessment - Action Points

Outstanding audit action points

Audit round: Year 3 Visit 2019

Location	Audit	Priority	Section	Compliance point	Sub point	Auditor comment
Weston-Super-Mare Town Council	43731.4	High	TOOLS, EQUIPMENT & SYSTEMS	WORK EQUIPMENT- OTHER	Work Equipment- Additional observation 1	Ensure the coffee machine at the Museum is subjected to a pressure written scheme of examination certificate
Weston-Super-Mare Town Council	43731.4	High	MANAGEMENT & WORKPLACE	PERSONAL PROTECTIVE EQUIPMENT- OTHER	PPE- Additional observation 1	Review the gloves to ensure adequate protection against needle stick injuries.
Weston-Super-Mare Town Council	43731.4	High	MANAGEMENT & WORKPLACE	FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER	Fire Safety- Additional observation 3	Remove combustibles and fill any holes under the stairs in Grove House with a fire resistant product. The Museum needs to remove flammable and combustible items from under the access roof stairs.
Weston-Super-Mare Town Council	43731.4	High	MANAGEMENT & WORKPLACE	MANAGEMENT OF H&S- RISK ASSESSMENT	Action: Risk assessments not in place	Ensure all risk assessments are in place for specific activities that are not covered in the general risk assessment including transport of fuels and vehicle and employee collision at the Cemetery as the public drive quite fast up the hill.
Weston-Super-Mare Town Council	43731.4	Medium	MANAGEMENT & WORKPLACE	MANAGEMENT OF H&S- OTHER	H&S Management- Additional observation 1	Ensure all risk assessment scorings are standardised across all departments, e.g. information centre.
Weston-Super-Mare Town Council	43731.4	Medium	MANAGEMENT & WORKPLACE	WORKPLACE-OTHER	Workplace- Additional observation 1	Review the condition of the ceiling in the chapel as a section (both myself and Paul discussed) requires addressing.
Weston-Super-Mare Town Council	43731.4	Medium	HAZARDOUS SUBSTANCES & AGENTS	COSHH- OTHER	COSHH- Additional observation 1	Remove COSHH from roof access room if no longer required at the Museum. If required ensure a COSHH assessment is in place for each hazardous product and stored correctly in a COSHH cabinet
Weston-Super-Mare Town Council	43731.4	Medium	MANAGEMENT & WORKPLACE	FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER	Fire Safety- Additional observation 1	Place 'you are here' on the zone map as discussed in the Museum.
Weston-Super-Mare Town Council	43731.4	Medium	WORK AT HEIGHTS	WORKING AT HEIGHT- OTHER	Work at Height- Additional observation 1	Remove ladder at the Museum in rear courtyard as rung is dented and not required.
Weston-Super-Mare Town Council	43731.4	Medium	ENERGY USE & STORAGE	ELECTRICAL SAFETY- FIXED WIRING	Action: Fixed wiring tests overdue	Fixed electrical wiring to be tested by a competent electrician for Cemetery and water park. Maintain a copy of the test certificate on file. However, I am aware that this is now booked to complete this week.
Weston-Super-Mare Town Council	43731.4	Medium	MANAGEMENT & WORKPLACE	WORKPLACE-OTHER	Workplace- Additional observation 2	As discussed, ensure external escape routes have clear access and remove trip hazards, e.g. foliage at Grove House.