



PENINSULA

Success Starts Here

Tracy Moxham  
Shaftesbury Town Council  
21 High Street  
Shaftesbury  
SP7 8LY

Our ref: SHA243

12 February 2019

Dear Tracy,

**Re: Health & Safety Evaluation**

**Address Visited:** 21 High Street, Shaftesbury, SP7 8LY

Visit date: 06/02/2019

**Accompanied by:** Andy Dodd, Head Groundsman.

**Executive Summary:**

This letter follows my recent visit to your business premises in relation to health and safety compliance and best practice.

The visit was conducted by reviewing key areas in relation to the requirements of Peninsula's SafeCheck Review.

The original sections of the town council building dates to around 1880 of this 2 storey and basement stone building. From the ground floor entrance lobby there is a door which leads into the main hall with a kitchen through a second door and a small corridor. There is also a toilet off the lobby and the stair case which leads to the first floor. Off the top landing you have a ladies and gents toilet and a small office / store, printer room. A hall leads along to the left off the landing into the Chamber hall where there is a small kitchenette in a wall recess. Off the hallway there are two offices on one side and the Mayors parlour on the other. Within the parlour there is another door leading into the chambers and a door onto the balcony where there is access via a ladder and hatch up to the clock tower and the roof. Below the rear part of the building set in the hillside is a cafeteria with its own access, which is leased.

There are four employees in the offices along with 4 groundsman and one pool man. The staff all manage and maintain the town centre which includes a swimming pool, a number of play and parks areas, the town toilet block, two cemeteries and very recently an allotment site. There is also a lockup used by the groundsman to store equipment and machinery that includes a road sweeper, two road worthy lawn mowers, a truck and a 3.5 ton tipper truck.



At the time of the visit the standard of health and safety management appeared to be generally satisfactory although it was identified that some action is necessary to improve safety management at this site. By implementing the recommendations contained within the Action Plan, your present standards of health and safety will be enhanced.

The following are key areas, where I believe that actions are necessary to help ensure statutory compliance and to help maintain the health, safety and welfare of your employees and others. The areas of concern are summarised below:

#### **Documentation:**

- No evidence was available for the health and safety training of staff.
- There is only one first aider and believe refresher training is due.
- Driving licences are not being checked.
- Employee Safety Handbooks have not been issued.
- Monitoring of health and safety is not being carried out by senior staff.

#### **Work Premises:**

- Mains gas equipment safety inspection has not taken place.
- Periodic inspection of fixed hard-wired electric circuits, actions may not have been carried out.
- Thorough Examination for the stair lift has not taken place.
- Monthly testing of emergency lighting is not taking place.
- There is no maintenance in place for the heating units.
- Poor access and roof protection for staff and contractors.

#### **Risk Management:**

- Risk assessment for general work tasks, tractor, lawn mowers, chain saws, wood chipper, road sweeper, manual handling, hazardous substances, lone working, fire, new & expectant mothers, occupational driving and display screen equipment use are due for review or need to be written.
- Weekly fire alarm testing is not taking place.
- There are some fire action signs missing.
- The previous fire risk assessment actions are possibly still outstanding.

#### **Work Equipment:**

- Equipment maintenance schedule was not available, no pre use checks being carried out for some machines.
- Work at height equipment is not listed on an inventory.

The attached Action Plan has been prepared to identify the areas for improvement within your business' health and safety management systems. Please bear in mind that this action plan only comments on the conditions observed and impressions formulated during the visit.

I explained your electronic Safety Management System which includes the following online support tools:

- Responsibility / Task Planner and Action Plan
- Risk Assessment module
- Safety Management Documentation

- Accident Records

Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or ring our 24 hour Advice Service on 0844 892 2785 (option 1).

I hope you found my visit useful and I would like to thank you for your time and support during the visit.

Yours sincerely,

Graham Hodgson  
Health & Safety Consultant

Graham.Hodgson@peninsula-uk.com

Sent To: Tracy Moxham(tracymoxham@shaftsbury-tc.gov.uk)

**Please Note:**

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.

It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit.

This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).

Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

## Health & Safety Action Plan

Main Person seen:	Tracy Moxham
Person seen:	Andy Dodd,
Visit date:	Wednesday 06 February 2019
Premises Description & Areas Visited:	Town council building: Entrance lobby, hall, kitchen, first floor toilets, offices, chambers and Mayors parlour, St James park and the proposed allotment site.
Areas Not Visited:or Access Restricted	Swimming pool, other play and parks areas, toilet block, cemetery's, lockup storage and the cafeteria.
Address:	21 High Street, SP7 8LY

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
5.5	Thorough Examination and servicing of lifts. There has been no examinations for the stair lift.	Contact your insurance company who will then nominate a competent engineer to conduct the required "Thorough Examinations". Records of the maintenance, testing and inspection should be retained.	4.19	Urgent Action Required		Tracy Moxham	
5.20	Suitable edge protection. Access is gained to the building clock, flag poles and solar panels via a fixed ladder and a hatch off the Mayors balcony, I am told the area around the clock does not have a fully boarded surface. Flags are often raised on the two poles which are attached to the front of the building roof. The parapet walls around the Mayors balcony and the parapet walls on the roof are extremely low, (around 80mm). I am also told there is a ladder which is fixed on the roof tiles going over the pitched roof to gain access to the solar panels on the rear section of the roof.	As agreed no staff or contractors should access the clock or roof areas until suitable edge protection is in place along the parapet walls. A risk assessment and safe procedure should also be in place were the roof hatch must be in place when someone is working above. The edge protection should be at least 1100mm. Contractors to gain safe access to the solar panels could be to use harnesses and lanyards with fixing point but this will need to be assessed by the contractor and an engineer regarding the fixing points into the roof.	4.34	Urgent Action Required		Tracy Moxham	

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.7	Risk assessment of new and expectant mothers. No risk assessment has been carried out for an employee that is currently expecting.	A risk assessment should be conducted to consider any additional risks they may be exposed to (for example, from working conditions, the use of physical, or postural related issues. Any risks identified must be managed to reduce, or remove them. Document and communicate the findings of the assessment and review them at appropriate intervals during the pregnancy.	1.11	Urgent Action Required		Tracy Moxham	
1.3	Driving licences. Licences have been checked in the past but only manually.	To help effectively manage your road risk, ensure that the validity of employee's driving licences are checked on an annual basis. This can now be achieved by visiting the DVLA website at <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> , you will need the employee's driving licence number, national insurance number and the postcode on the driving licence. It is an offence to obtain someone else's personal information without their permission.	4.31	Six Weeks		Tracy Moxham	
1.4	Safety policy. There has been no policy in place before.	The policy document "Statement of Intent" in your Health and Safety Management system should be signed and dated by the overall responsible person and displayed.	1.1	Six Weeks		Tracy Moxham	
1.9	Employee Safety Handbooks. Some form of handbooks are in place but may need updating.	New employee health and safety handbook form your new safety management system will be available. The handbook are to be given to all employees and they should be given the opportunity to question any aspects of the books contents. A signature should then be obtained to confirm their understanding of the associated rules via the last page of the document.	1.23	Six Weeks		Tracy Moxham	

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.11	Monitoring of health and safety. Daily visual, weekly, monthly and 3 monthly recorded inspections are in place but only carried out by groundsman.	The assigned responsibilities (as defined within your Health and Safety Management System) require monitoring to ensure that all associated risks are effectively managed. There are checklist for your use on BusinessSafe Online found in the 'My Resources' section. These checklists are to be accurately completed at the designated frequency. Any identified areas of concern should result in an action being raised upon the attached action log so the corrective action needed can be allocated to a designated individual with an achievable target date for completion clearly identified.	1.1	Six Weeks		Tracy Moxham	
2.1	Equipment maintenance. Maintenance is conducted for the machinery and equipment, although no evidence available. Equipment and machinery being: A road licenced lawn mowers and tractor with mower attachment, road sweeper, two hand lawn mowers, four petrol trimmers, hedge cutters, two chain saws and a wood chipper.	All machinery and equipment should be logged on a planned preventative maintenance schedule. Also the road vehicles should be subject to a logged pre use inspection.	4.2, 4.4, 4.10, 4.11, 4.13, 4.15. 4.17.	Six Weeks		Tracy Moxham	
3.3	Fire alarm testing. Tests are not being carried out weekly.	Fire alarm systems installed in work premises need regular testing (on a weekly basis) by a nominated member of staff from a scheduled rotation of call points. These tests should be recorded and filed accordingly in your fire log book.	2.1	Six Weeks		Tracy Moxham	
3.8	Fire exit signage. There are a number of fire action signs missing.	There should be fire action notices adjacent to all call points.	2.1	Six Weeks		Tracy Moxham	
3.9	Provision and maintenance of fire fighting equipment. Maintenance took place during January 2019, although there is no extinguisher in the front final exit lobby and there is a small dry powder sitting on the kitchen worktop with no home.	The fire extinguisher company should be contacted to review the extinguishers on site. The company should be able to supply a drawn plan of all extinguisher locations. All extinguishers should be wall mounted or sitting on appropriate stands with signage above.	2.1	Six Weeks		Tracy Moxham	

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.11	Testing of emergency lighting. Tests are not being carried out monthly.	Emergency lighting should be subject to frequent visual and activation checks performed by a nominated staff member (usually monthly), to ensure its effective operation in the event of a fire or emergency. All records of testing should be generated and filed accordingly in your fire log book.	2.1	Six Weeks		Tracy Moxham	
3.16	Significant findings from the premises fire risk assessment. From the fire assessment that was carried out February 2016 there is a number of actions, unsure if these have all been rectified.	Actions should be checked, rectified as necessary then signed off accordingly.	2.2	Six Weeks		Tracy Moxham	
4.7	First aid supplies. Supplies are low or out of date.	Provide a suitable quantity of first aid kits in the work premises and any work vehicles. These should be made available for the use of all employees, as required. The kits should be sufficiently stocked (with pre-dated contents in date) to deal with the types of accident which are likely to occur in your premises. A burns kit would also be a good added addition for the main kitchen. The first aid kits should be located in prominent positions, to enable easy access. Ensure that an appointed person conducts regular documented first aid material provision checks.	3.1	Six Weeks		Tracy Moxham	
5.1	Mains gas equipment checks. No evidence available, unsure when last check took place.	Engage a suitably qualified, competent Gas Safe registered engineer to conduct maintenance and inspection on the equipment who will then issue the relevant Certificate of Gas Safety. This certificate is to be checked, retained and filed.	3.5	Six Weeks		Tracy Moxham	
5.4	Periodic inspection of fixed hard-wired electric circuits. Inspection carried out April 2017 where there was a number of actions, unsure if carried out.	Consult the engineer to establish if the actions had been carried out. Complete the outstanding action as Required. The resulting documentation should be checked, retained and filed. The next inspection should take place during April 2022.	4.1	Six Weeks		Tracy Moxham	
5.16	Maintenance of air conditioning units. The heating system has not been maintained.	Ensure that Heating units are serviced at least annually.		Six Weeks		Tracy Moxham	

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
7.2	Procedures and communication with regards people being in confined or restricted spaces. There is an attic space located through a loft hatch and a put ladder that is difficult to use. Once into the space the height is very low, unable to stand. There is then four wooden steps that lead up again into a higher loft space which houses the gas boiler, this ceiling is also very low, unsure of flooring in this area.	Short term the boiler engineer must be monitored at all times when having to work in this space. A risk assessment and method of work must be carried out before any work takes place by the engineer. Long term to consider having the boiler removed from the attic space.	4.24	Six Weeks		Tracy Moxham	
2.3	Work at height equipment. There are two sets of step ladders, two ladders and one low platform where visual inspections are carried out but there is no inventory.	Users should understand the current condition of access equipment and a suitable checking scheme (with records being available) should be in place. Each item of access equipment should be given an individual reference number a tagging system can then be used to identify the inspections. Ensure that all equipment used for work at height is subject to a pre-use visual check regarding fitness for purpose e.g. feet, locking mechanisms, condition of uprights and treads.	4.21	Three Months		Tracy Moxham	
3.17	Review of the premises fire risk assessment. No review has taken place since the last assessment that was carried out February 2016.	A full review should take place which can be carried out on the Peninsula BusinessSafe Online system or an external company could be instructed.	2.2	Three Months		Tracy Moxham	
3.19	Poor fire compartmentalisation. There are missing tiles, gaps in the kitchen ceiling which could enabling smoke or flames to cross over into different parts of the building.	Ceiling tiles should be replaced, gaps should be fire stopped with a fire resisting material.	2.1	Three Months		Tracy Moxham	
4.3	Health and safety training. Some training has taken place in the past for manual handling, mowers, chain saws etc although don't believe records were retained. No evidence available.	Training is a legal requirement to ensure that all individuals are competent to carry out their duties on behalf of the organisation in a responsible and safe manner. Training should be reviewed for all machinery, equipment, tasks etc. Ensure that all training needs are identified are actioned accordingly and that relevant training records are collated and filed.	1.14	Three Months		Tracy Moxham	

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
4.5	First aid arrangements. One first aider at work person but believed due for renewal. No evidence available.	Refresher training to take place as required along with a second person to be trained as an Emergency First Aider as a minimum to allow cover for holidays, sickness etc.	3.1	Three Months		Tracy Moxham	
5.19	Arrangements for periodic testing and treatment of cold water storage tanks and shower heads. There has been no testing or treatment on the water systems.	An approved contractor has been contacted and awaiting a visit to carry out a risk assessment and water testing. Ensure there are adequate arrangements in place to periodically test water tanks and descale / disinfect shower units. Action accordingly the competent person's recommendations. Retain and file accordingly all documentation relating to sampling and testing. You should retain suitable records.	5.12	Three Months		Tracy Moxham	
6.1	Risk assessment of general work tasks. There are a number of risk assessments in place although none of them are dated, believed to be from 2013.	Review or carry out new assessments for the significant hazards posed by the general operations of the business, for example: use of lawn mowers, tractor, chain saw, wood chipper, road sweeper, parks, paths and steps. Ensure that these are documented and any further control measures are implemented. Risk assessments should be reviewed at least annually.	1.10	Three Months		Tracy Moxham	
6.2	Risk assessment of Display Screen Equipment use. No records available, believed not carried out for a number of years.	Risk assessments should be carried out to ensure that the hazards associated with display screen work are adequately controlled. Ideally, display screen equipment Self-Assessment questionnaires should be completed on BusinessSafe Online by all employees who use display screen equipment. Questionnaires should be reviewed to identify areas of concern and additional control measures implemented. Review the assessments annually as a minimum requirement.	5.11	Three Months		Tracy Moxham	
6.3	Risk assessment of manual handling activities. A manual handling risk assessment is in place although dated 2013.	Review or re carry out manual handling assessments. Ensure that these are documented and any further control measures are implemented. Risk assessments should be reviewed annually.	5.9	Three Months		Tracy Moxham	

Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.4	Risk assessment of hazardous substances. No evidence was available. Records believed in place although possibly over due for review.	Check and develop an inventory of the hazardous substances as required. Request Safety Data Sheets from the manufacturer for each product and carry out risk assessments for the hazardous substances used in business processes/tasks. Ensure that these are documented and any further control measures are implemented. This can be carried out using the BusinessSafe Online system. Risk assessments should be reviewed annually.	5.14	Three Months		Tracy Moxham	
6.5	Lone working. An assessment is in place although dated 2013.	Review or conduct a suitable risk assessment regarding working alone activities which may require the adoption of extra control measures such as personal alarms, periodic supervision, a 'check-in / out' system etc. Precautions should take account of normal work and foreseeable emergencies. Lone workers may have medical conditions which make them unsuitable for working alone. Seek medical advice if necessary. The assessment should be reviewed at least annually or after change to lone working operations.	1.13	Three Months		Tracy Moxham	
6.8	Occupational driving risk assessment. An assessment is in place although dated 2013.	Review or conduct an occupational driving risk assessment to identify hazards associated with driving for work. Control measures should include: a driving policy, licence checks, mobile phone policy, business insurance, suitability of vehicle for the task, vehicle checks, etc. The assessment should be reviewed at least annually or after change to driving operations.	4.31	Three Months		Tracy Moxham	
8.1	Standard of housekeeping. As stated in 7.2 There is an archive area located in the attic space with poor access and a very low ceiling height. This area is full of archive boxes etc that staff have to access.	The attic archive space should be cleared and ideally not used.	3.12	Three Months		Tracy Moxham	

# Health & Safety Site Compliance Review

## Details

Main Person seen:	Tracy Moxham
Person seen:	Andy Dodd,
Visit date:	Wednesday 06 February 2019
Areas visited:	Town council building: Entrance lobby, hall, kitchen, first floor toilets, offices, chambers and Mayors parlour, St James park and the proposed allotment site.
Areas not visited:	Swimming pool, other play and parks areas, toilet block, cemetery's, lockup storage and the cafeteria.
Address:	21 High Street, SP7 8LY

## Summary of Findings

3		Immediate and urgent action required. Detailed on Action Plan.
28		Further action is required to improve safety management. Detailed on Action Plan.
36		Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, working practices, and safety arrangements considered by me are to be found in the following pages.

## Overview Of Areas Relating To Documentation

	Documentation	Status	Supporting evidence - Action required
1.1	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		Certificate available, in date and is available to employees. Documentary Evidence Seen - Next Due Date - 10/05/2019
1.5	Is a copy of the Health and Safety 'What you need to Know' poster on display?		The Health and Safety law poster "What you need to know" is prominently displayed within the premises where employees have access to the information.
1.6	Are there any enforcement actions by health and safety Enforcing Authorities, still open in connection with your business, at this site?		No visits from the Enforcing Authority have taken place so no formal enforcement actions are open.
1.7	Is a suitable Data Protection legislation compliant accident recording system in place with investigation of accidents carried out?		Accidents are reported and recorded accordingly via a Data Protection Act compliant accident book and accident investigations are conducted as required to identify root causes and prevent similar occurrences.
1.8	Is the management process clear if actions are required by Enforcing Authorities?		Senior Management are aware of the need to take early action and notify Peninsula in regard to Enforcing Authority reports.
1.12	Are Contractors assessed for suitability with submission of relevant documentation?		Contractors assessed for suitability with documentation requested, such as copies of risk assessments, method statements, insurance certificates etc.
1.13	Is a suitable hazard reporting system actively in place?		A suitable documented hazard reporting system is in place. All employees are actively encouraged to report potential hazards, unsafe conditions and near misses.
1.14	Are arrangements in place to consult with employees on health and safety issues and provide relevant information? Are records of consultation retained?		Health and safety consultation is conducted and documented accordingly via weekly staff office meeting, which include the head groundsman when required along with two meetings per year with the whole team.

## Overview Of Areas Relating To Equipment

	Equipment	Status	Supporting evidence - Action required
2.2	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales.  Documentary Evidence Seen - Next Due Date - 08/03/2019
2.4	Are arrangements in connection with office equipment suitable?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.

## Overview Of Areas Relating To Fire

	Fire	Status	Supporting evidence - Action required
3.1	Are arrangements in place for all staff to undertake fire evacuation drills at least every 6 months and to record the results?		Fire emergency evacuation drills are conducted within the recommended timescales.  Documentary Evidence Seen - Next Due Date - 07/06/2019
3.2	Are fire assembly point(s) clearly indicated in suitable locations?		The fire assembly point is clearly identified via the fire procedure / signage.
3.4	Is the fire alarm and / or automatic fire detection system subject to six monthly servicing arrangements?		The fire alarm and automatic fire detection system is serviced at six monthly intervals with records retained in accordance with the current standards. Carried out by Partnership Fire & Security.
3.5	Are all the fire alarm operating points easily accessible?		Automatic fire alarm operating points are all easily accessible throughout the building.
3.6	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible.
3.10	Are emergency lighting units subject to a suitable servicing regime?		Emergency lighting is serviced at the required intervals with documents retained in accordance with current standards. Carried out by Partnership Fire & Security.
3.12	Are adequate arrangements in place to store and handle flammables?		Flammable substances are stored in a dedicated secure location away from direct sunlight and away from sources of ignition.
3.15	Based on the evidence seen, has a competent person prepared / reviewed a suitable premises fire risk assessment?		A Fire Risk Assessment has been completed. The assessment clearly identified potential fire hazards, people at significant risk the fire safety measures in place, such as how ignition and fuel sources are controlled, fire detection and warning, means of escape, fire fighting equipment, maintenance and testing of fire precautions along with fire safety training of employees. Carried out February 2016.

## Overview Of Areas Relating To People Management

	People Management	Status	Supporting evidence - Action required
4.1	Do all employees receive health and safety awareness training as part of their induction, with records kept?		All employees undergo a formal induction procedure with records retained.
4.2	If employment agency staff are used, are suitable arrangements in place to ensure that adequate training is provided?		All agency workers undergo a training and instruction which includes induction and job specific tasks relevant to their work activities.
4.4	Do employees who are not fluent with reading, writing and speaking in English receive suitable health and safety training?		Arrangements are in place for adequate translation so instruction can be communicated effectively.
4.6	Where persons undertake lone working activities, are suitable communication and other necessary arrangements in place?		Where lone working takes place, the organisation has suitable policy and procedures in place and relevant staff have received instruction and training.
4.8	Where workers may be exposed to threatening and challenging behaviour as part of their work, are arrangements in place to investigate and resolve the issues concerned?		Suitable arrangements regarding threatening and challenging behaviour are in place, and instruction and training provided to relevant staff.
4.9	Are management arrangements concerning substance and alcohol abuse adequate?		Suitable arrangements concerning substance and alcohol abuse are in place.
4.10	Are arrangements for persons with disabilities adequate?		Arrangements for persons with disabilities are adequate.

## Overview Of Areas Relating To Premises Management

	Premises Management	Status	Supporting evidence - Action required
5.2	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition.
5.7	Where a survey has identified the presence of asbestos, is a suitable management plan in place? (Is this made available to contractors?)		All asbestos containing materials have been identified and their location recorded. A suitable management plan is in place and the contents of the plan are communicated to anyone who is likely to disturb the asbestos containing materials (survey conducted January 2006).
5.8	Is there adequate access to and egress from the workplace?		Adequate access and egress routes are available and appear to be in a reasonable condition.
5.9	Are adequate welfare facilities, including toilet and washing facilities, (with warm water and hand drying) provided and maintained in a clean condition?		Welfare, washing and toilet facilities are adequate.
5.11	Is suitable ventilation provided to premises to ensure that fresh air is available?		Ventilation is suitable.
5.12	Is there adequate workspace for the work activities taking place?		Workspace is adequate.
5.13	Are slip, trip and fall hazards (spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		Floors free from slip, trip and fall hazards.
5.14	Are external areas maintained so as to be suitable for the work activities taking place?		External areas suitably maintained.
5.15	Are air temperatures maintained at reasonable levels?		Temperature maintained at reasonable levels.

## Overview Of Areas Relating To Risk Assessments

	<b>Risk Assessments</b>	<b>Status</b>	<b>Supporting evidence - Action required</b>
6.9	Have the findings of risk assessments been communicated to relevant individuals e.g. employees, with suitable records retained?		Risk assessment findings are communicated to employees.

## Overview Of Areas Relating To Safety Arrangements

	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are suitable arrangements in place to deal with incidents of workplace stress?		Suitable arrangements are in place.