

Monthly Health and Safety Report September 2024

Responsible Officer – Emma Smith Parish Clerk/RFO

1. Summary
This report reviews the health and safety performance for September 2024 of Eckington Parish Council.
2. Reportable employee accidents to the Health and Safety Executive (HSE) have been held at zero.
3. The accident book at all sites is utilised this informs the Council of any minor incidents that have occurred on Council property –
 - 26/07/24 – Lady tripped and fell which caused a nose bleed – Civic Centre
 - 28/08/24 – Staff member cut thumb – plaster required – Civic Centre
4. PAT testing for electrical hand tools and equipment carried out in – 15 November 2023
5. Workplace safety inspection carried out – November 2023
6. Personal Protective equipment checked with staff – 21 August 2023
7. Risk assessments have been signed and reviewed by all staff members – 21 August 2023
8. Fire/emergency procedures in place:
Eckington Civic Centre Y
Renishaw and Spinkhill Community Hall Y
Marsh Lane Community Hall Y
Eckington Cemetery Y
9. Fire/emergency Alarm equipment checked:
Eckington Civic Centre – July 2024
Renishaw and Spinkhill Community Hall – March 2024
Marsh Lane Community Hall – September 2023
Eckington Cemetery – September 2023
10. Fire/emergency Extinguishers equipment checked:
Eckington Civic Centre – December 2023
Renishaw and Spinkhill Community Hall – December 2023
Marsh Lane Community Hall – December 2023
Eckington Cemetery – December 2023
11. Fire drill carried out at Civic Centre – 6 June 2023 (12 month cycle)
Full fire evacuation at the Civic Centre – 21 February 2024
12. Record of Method Statements/ Risk Assessments :
No contractors on site
13. Risk Assessments for Parish Council events

Civic Centre Events Y
Boredom Buster events Y
Market Y

14. Parish Council Vehicle
Clerk has received copies of current driving licence for all drivers – Y
15. First Aiders
Staff, volunteer and Councillor training booked for 5 November and 8 December 2023 – completed
16. Inventory of all hazardous substances – in progress
Data sheets for all hazardous chemicals – in progress
Associated risk assessment – in progress
17. Manual Handling Instruction Course – Courses to be rebooked
Staff provided with Manual Handling at work HSE publication
Fire Safety Course – Course booked for staff on 26 January 2024 - completed
18. Venue checklist – in progress
19. Play areas – are monitored monthly by handymen and submit a weekly report to the Parish Clerk
20. Cemetery -
Memorial inspection carried out, memorials checked every 1 to 5 years depending on level of movement. Last inspection carried out in 2021, remedial works are ongoing.