

Monthly Health and Safety Report November 2023

Responsible Officer – Emma Smith Parish Clerk/RFO

1. Summary
This report reviews the health and safety performance for November 2023 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 – no accidents reported.
4. PAT testing for electrical hand tools and equipment carried out in – 15 November 2022
5. Workplace safety inspection carried out – October 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 equipment checked:
Eckington Civic Centre – September 2023
Renishaw and Spinkhill Community Hall – September 2023
Marsh Lane Community Hall – September 2023
Eckington Cemetery – September 2023
10. Record of Method Statements/ Risk Assessments :
No contractors on site
11. Risk Assessments for Parish Council events
Civic Centre Events Y
Boredom Buster events Y
Market Y
12. Parish Council Vehicle
Clerk has received copies of current driving licence for all drivers – Y
13. First Aiders
Staff, volunteer and Councillor training booked for 5 November and 8 December 2023
14. Inventory of all hazardous substances – in progress

Data sheets for all hazardous chemicals – in progress
Associated risk assessment – in progress

15. Manual Handling Instruction Course – Courses booked 10 November and 15 December 2023
Staff provided with Manual Handling at work HSE publication
16. Venue checklist – in progress
17. Play areas – are monitored monthly by handymen and submit a weekly report to the Parish Clerk
18. Cemetery -
Memorial inspection carried out, memorials checked every 1 to 5 years depending on level of movement,