



EMBARK
Consulting Limited



INITIAL COMPLIANCE AUDIT

Pointon Sports and Social Club

29th July 2020



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UK Head Office:
The Granary
Cophill Farm Estates
Stamford
PE9 4TD
UK

London Office:
20-22 Wenlock Road
London
N1 7GU
UK

UAE Office:
Office 404
Al Saaha Offices – B
Souk Al Bahar
Burj Khalifa District
Dubai

Executive Summary

On 29th July 2020 an initial Health, Safety and Environmental inspection was carried out by an Embark Consulting Limited Consultant at the Pointon Sports and Social Club. The audit was conducted at the request of the local parish council chairperson, and included an inspection of the clubhouse, ancillary buildings, car park, playing fields and machinery on the land.

The facilities comprise of:

- Club house with a social lounge area, games area, kitchen/bar, pump room, 2x shower rooms and 2x toilets
- Car park with access from Fen Road, with adequate parking for over 20 cars
- Storage shed to the rear of the club house
- Partially collapsed extension to clubhouse
- Large multi-purpose sports field
- Playground area with assorted play equipment
- Machinery stores
- 2x storage containers (1 unlocked, 1 locked and unable to inspect)

The land and property are owned by Pointon and Sempringham Parish Council, and then leased to Pointon Pointon Sports and Social Club. Pointon and Sempringham Parish Council have joint responsibility for the operations and maintenance of the facilities and have in place ad-hoc agreements with local clubs and organisations to use the facilities. For the purpose of this inspection and avoidance of doubt, each part is defined as:

Landlord – Pointon and Sempringham Parish Council

Management Company – Pointon Sports and Social Club together with Pointon Community Playing Field Committee

Users – Pointon Football Club and the general public

Pointon and Sempringham Parish Council and all users of the facilities and grounds are volunteers or members of voluntary groups, as such there are no employees and the Health and Safety at Work Act 1974 would not apply. However, the Health and Safety Executive consider all social clubs, village halls and playing fields have a legal duty to comply with Health and Safety law and this is inclusive of HASWA 1974.

Anyone with control of non-domestic premises (such as a hall) has legal responsibilities under health and safety law to take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is ' *reasonably practicable* '.

Responsibility for the operation and maintenance of the hall may be organised by the owner or by a voluntary management committee.

The owner

The owner, for example a community association, charitable trust, or local authority, is likely to have health and safety duties (and fire safety duties) for those who use the hall where they still have control over it. For example, they should keep it in good repair, and have appropriate fire precautions in place.

The management committee

A management committee can be regarded as a legal entity under health and safety law, even if it doesn't employ anyone and is only made up of volunteers.

It has no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use the hall.

However, where a management committee has control over the hall, they should take reasonable measures to ensure the hall, and any equipment or substances provided there, are safe for the purpose's visitors are expected to use them for.

Where more than one person or organisation has control over a building, they will all have joint responsibility for it.

The user

Users have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of premises or control of equipment on the premises. If the user has at least one employee, they will also have wider duties under health and safety law.

Primary Findings

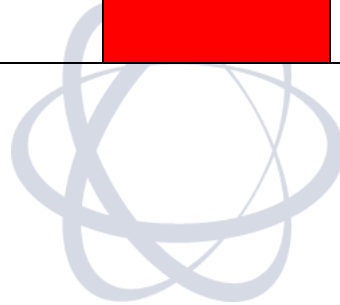
The facilities at the Poynton Sports and Social Club were generally in poor condition, through lack of maintenance over several years with a lack of understanding or appreciation for the health and safety of the users of the club. There are many findings within this initial audit that suggests that users of the club are placed at significant risk of serious injury or possible fatalities. The priority actions are detailed below.

Applicable legislation

Applicable legislation, regulation or approved code of practise	Compliant?	Remarks
Health and Safety at Work Act 1974	Breach	<i>Ensure the health and safety of employees, volunteers and users.</i>
Management of Health and Safety at Work 1999	Breach	<i>making 'assessments of risk' to the health and safety of its workforce, and to act upon risks they identify, so as to reduce them (Regulation 3);</i> <i>appointing competent persons to oversee workplace health and safety;</i> <i>providing workers with information and training on occupational health and safety;</i>
Control of Substances Hazardous to Health	Breach	<i>COSHH is the law that requires employers to control substances that are hazardous to health. You can prevent or reduce workers exposure to hazardous substances by: finding out what the health hazards are; deciding how to prevent harm to health (risk assessment);</i>
Health, Safety and Welfare Regulations 1992	Breach	<i>adequate lighting, heating, ventilation and workspace (and keep them in a clean condition);</i> <i>staff facilities, including toilets, washing facilities and refreshment; and</i> <i>safe passageways, i.e. to prevent slipping and tripping hazards.</i>

<p>The Personal Protective Equipment at Work Regulations 1992</p>	<p>Breach</p>	<p><i>ensure that suitable personal protective equipment (PPE) is provided free of charge "wherever there are risks to health and safety that cannot be adequately controlled in other ways." The PPE must be 'suitable' for the risk in question, and include protective face masks and goggles, safety helmets, gloves, air filters, ear defenders, overalls and protective footwear; and</i></p> <p><i>provide information, training and instruction on the use of this equipment.</i></p>
<p>Manual Handling Operations regulations 1992</p>	<p>Breach</p>	<p><i>avoid (so far as is reasonably practicable) the need for employees to undertake any manual handling activities involving risk of injury;</i></p> <p><i>make assessments of manual handling risks, and try to reduce the risk of injury. The assessment should consider the task, the load and the individual's personal characteristics (physical strength, etc.); and</i></p> <p><i>provide workers with information on the weight of each load.</i></p>
<p>The Provision and Use of Work Equipment Regulations 1998</p>	<p>Breach</p>	<p><i>ensure the safety and suitability of work equipment for the purpose for which it is provided;</i></p> <p><i>properly maintain the equipment, irrespective of how old it is;</i></p> <p><i>provide information, instruction and training on the use of equipment; and</i></p> <p><i>protect employees from dangerous parts of machinery.</i></p>
<p>Lifting Operations and Lifting Equipment Regulations 1998</p>	<p>Breach</p>	<p><i>The Lifting Operations and Lifting Equipment Regulations (LOLER) are in place to ensure that all lifting equipment is used in a safe manner. Any business or organisation whose employees operate lifting equipment on the job are required to comply to these regulations, which come under the Health and Safety at Work Act</i></p>
<p>Construction, Design and Management Regulations 2015</p>	<p>Breach</p>	<p><i>The Construction (Design & Management) Regulations (CDM 2015)</i></p>

		are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.
Electricity at Work Regulations 1989	Breach	The Electricity at Work Regulations apply to all aspects of the use of electricity within the workplace . They place duties on employers, employees and the self-employed to prevent danger. carry out work on electrical systems carried out in a way that prevents danger
Work at Height Regulations 2005		The purpose of The Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height. If you are an employer or you control work at height (for example facilities managers or building owners who may contract others to work at height) the Regulations apply to you



HAZARD IDENTIFIERS AND ACTION LIST

Definition of Priority

Immediate	Recommendations are very serious matters which require immediate action.
High	Recommendations are serious matters to be addressed as soon as practicable
Medium	Recommendations are to be addressed once all high priority actions have been completed
Low	Recommendations are to be addressed within six to twelve months of this report.
"Rec"	It is desirable for the specified improvement to be implemented as part of good management practice as and when resources become available

No	Ref	Action Required	Priority
1	1	Carry out a risk Assessment to be undertaken for all volunteers under the age of 18	Medium
2	2	Disabled access assessment to be undertaken	Medium
3	6	Specific risk assessments are required for tasks with significant risk, as well as risk assessment for the general use of the club and fields etc. These should be communicated to all and appropriate training provided.	Medium
4	8	SSOW's should be created for each task, and communicated to all volunteers and training provided where appropriate	Medium
5	10	Ensure a fixed wiring inspection is carried out immediately, the main fuse board is replaced, and all exposed cable is confirmed as dead and removed.	Immediate
6	13	Arrange for a competent waste carrier such as Biffa or Veolia to remove the gas cylinders. Provide a caged and locked area for all LPG gas cylinders to be stored in the future.	Immediate
7	15	Main clubhouse should be inspected by a competent engineer and roofing engineer to ensure the building is structurally sound. Rear extension to be immediately barriered off to prevent access, warning signs placed around the structure and demolished by a competent contractor	Immediate
8	17	The building was built prior to 2000, as such an asbestos survey is required to ensure that no asbestos is present	Immediate

9	19	Undertake an asbestos survey. All future works will require a full maintenance and demolition asbestos survey to be undertaken. https://www.hse.gov.uk/asbestos/surveys.htm	Immediate
10	20	Repair to the car park, and cleaning regime to sweep up excess gravel.	High
11	21	Demarcate the parking bays, and provide a pedestrian walkway either in the car park or the perimeter of the car park	High
12	22	Replace the car park lighting and ensure these are maintained.	High
13	24	Ensure the ramp is sufficient with clear access to the building, all uneven or broken slabs must be replaced and maintained.	Immediate
14	25	Place emergency lights on the outside of the building to ensure safe egress from the building and decked area.	Immediate
15	27	Replace lighting with higher lumen rated lights and increase number of lights in main rooms. Ensure emergency lighting is in place above the main exits from the building	High
16	29	Ensure good housekeeping to reduce the risk of a trip hazard	High
17	30	Replace shelving, and place heavy items at the bottom of the shelves.	High
18	32	Replace the windows in the door with tempered glass.	High
19	33	Carry out a fire risk assessment	Immediate
20	35	Undertake the fire risk assessment, and then fit fire alarms as per the assessment	Immediate
21	38	Store all combustible chemicals in a lockable cabinet and ensure all waste is stored safely.	Immediate
22	40	Undertake a legionnaires risk assessment	Immediate
23	43	Inspection on the MEWP or remove from site to prevent use.	Immediate
24	44	Carry out machinery risk assessments and provide training	High
25	47	Carry out maintenance on the machinery to ensure safety and put in place an inspection regime	High
26	48	Carry out ladder inspections	Medium
27	52	Provide all users with training on machinery and keep records of all training	High
28	61	Purchase spill kits and place bunds around fuel and oil stores.	Immediate
29	66	Undertake a first aid risk assessment, which will then identify the first aid kits required, locations and how many.	Immediate
30	67	Ensure suitable first aid trained volunteers and place signage so that all users know who is trained in first aid.	Immediate
31	70	Ensure a manual handling assessment has been undertaken to prevent injury to volunteers	High
32	73	Carry out a PPE Assessment, and provide PPE all volunteers	Immediate
33	76	Place an accident book in the clubhouse and log all accidents.	Medium
34	79	Carry out a noise assessment and review the PPE required	High
35	81	Review all exposure to fumes Provide LEV and PPE where fumes exist and carry out an assessment and controls.	High
36	84	Replace the poster and add a competent named person onto the poster	Immediate
37	86	Carry out COSHH Assessments. Remove COSHH that is seriously hazardous to health Display COSHH Assessments and provide training to volunteers.	Immediate
38	88	Purchase a COSHH Cabinet to store all COSHH and to ensure that this is kept locked and away from children and untrained users.	Immediate

39	92	Stop all use of the MEWP and ask a qualified tree surgeon to carry out the works	Immediate
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Initial Compliance Audit

Name of Client		Person Seen	Number of Employees	Name of Surveyor	Date of Survey
Pointon Sports & Social Club		Chris South	5 volunteers on site	David Raymond	29 th July 2020
Ref	Topic	Remarks		Action Recommended	
Specific Risk Management					
1	Are risk assessments in place for workers under the age of 18 (young workers)?	No risk assessments in place, as a voluntary trust any young workers need to be protected.		Risk Assessment to be undertaken for all volunteers under the age of 18	
2	Have assessments/consultations been carried out for any employees with disabilities?	No evidence of assessments carried out for disabled users of the club		Disabled access assessment to be undertaken	
3	Have assessments been carried out for any new or expectant mothers?	N/A			
4	Does the club employ Non-English-speaking Employees?	No evidence of non-English speaking volunteers			
Insurances					
5	Are the relevant insurances held and on display where required?	Employers insurance displayed on the notice board, no evidence of public liability insurance.		Renewal for employer's insurance is 7 th August 2020. Display a copy of the public liability insurance	
Risk Assessments					
6	Have risk assessments been carried out for all tasks and activities?	No sign of any risk assessments in the club and chairman unable to produce risk assessments when asked		Specific risk assessments are required for tasks with significant risk, as well as risk assessment for the general use of the club and fields etc. These should be communicated to all and appropriate training provided.	
7	Have the findings of the risk assessments been explained/communicated to employees?	No risk assessments		As Above	
Safe Systems of Work					
8	Have safe systems of systems of work been created and documented?	No SSOW's for any tasks		SSOW's should be created for each task, and communicated to all volunteers and training provided where appropriate	
9	Have safe systems of work been explained/communicated to employees?	No		As Above	

Services			
10	Has the club had an electrical fixed mains inspection carried out?	No fixed wiring inspection carried out. The fixed wiring was in poor condition, and exposed cabling and unprotected cabling exposed. Serious risk of electrocution. Main fuse board in disrepair and lack warning signs at mains terminal and fuse boards	Ensure a fixed wiring inspection is carried out immediately, the main fuse board is replaced, and all exposed cable is confirmed as dead and removed.
11	Have written schemes of examination been created for compressors and pressure systems by a competent person?	No pressure systems	
Gas			
12	Are gas appliances serviced annually by a gas safe engineer?	No mains gas in the clubhouse	
13	Is the storage of gas cylinders adequate?	Gas cylinders stored at the rear of the clubhouse and behind a storage container, all are old with a varying quantity of gas remaining in the cylinders. These present a serious risk to the building from escaping gas from old and damaged gas bottle valves.	Arrange for a competent waste carrier such as Biffa or Veolia to remove the gas cylinders. Provide a caged and locked area for all LPG gas cylinders to be stored in the future.
14	Are gas cylinders (bulk and regular) inspected by a competent person at the appropriate intervals?	No	Ensure an inspection regime is established.
Structural Integrity			
15	Is the building structurally sound from a visual inspection?	The clubhouse is several decades old, with signs of damage to the roofing, damp on the walks and uneven flooring. The main clubhouse visually sound. A rear extension to the clubhouse is partially collapsed, with the roof taken off and unsupported walls and lintels. The extension is not barriered off, and the structure is seriously unstable, with a clear and present danger to life from collapse.	Main clubhouse should be inspected by a competent engineer and roofing engineer to ensure the building is structurally sound. Rear extension to be immediately barriered off to prevent access, warning signs placed around the structure and demolished by a competent contractor
16	Are there any sign of damage or partial collapse that may affect the buildings integrity?	Rear extension partially collapsed, lintels lose and likely to collapse with minimal effort or with high winds.	As above
Asbestos			
17	Has an asbestos survey been carried out?	No survey undertaken	The building was built prior to 2000, as such an asbestos survey is required to ensure that no asbestos is present
18	Is there an asbestos register available?	No	As above

Asbestos continued....			
19	Have any works been undertaken that may have damaged the fabric of the building and exposed asbestos fibres?	Yes, works carried out the ceilings and walls in several locations, exposing the fabric of the building and insulation. This work has been carried out without the knowledge of whether asbestos is present within the building	Undertake an asbestos survey. All future works will require a full maintenance and demolition asbestos survey to be undertaken. https://www.hse.gov.uk/asbestos/surveys.htm
Car Park			
20	Is the car park surface maintained to minimise slip and trip risks?	Yes, the car park has potholes and loose gravel which increases the risk of slips, trips and falls	Repair to the car park, and cleaning regime to sweep up excess gravel.
21	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	No pedestrian routes or car parking space demarcated on the car park, which increase the risk of vehicles colliding with pedestrians	Demarcate the parking bays, and provide a pedestrian walkway either in the car park or the perimeter of the car park
22	Is the car park well lit?	No, streetlights provided but not maintained so lighting not working	Replace the lighting and ensure these are maintained.
23	Can emergency vehicles gain access?	Yes, sufficient access for emergency vehicles.	
Movement Around the Building			
24	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	No, ramps have been placed on the entrance from the car park to a raised decking area. However, the ramps are uneven and unsupported. Additionally, there are raised slabs that have been laid over an old decked area, which presents a trip hazards for all users coming up the ramp and is especially hazardous for wheelchair users. No grit bin provided, so the ramp may become slippery in the wet and ice.	Ensure the ramp is sufficient with clear access to the building, all uneven or broken slabs must be replaced and maintained.
25	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	Lighting to the exterior of the building on a timer switch, no emergency lighting	Place emergency lights on the outside of the building to ensure safe egress from the building and decked area.
26	Have you provided matting to minimise rainwater etc being carried into the building?	Yes	
27	Do rooms and corridors have sufficient lighting?	No, minimal lighting in the main room and corridors	Replace lighting with higher lumen rated lights and increase number of lights in main rooms. Ensure emergency lighting is in place above the main exits from the building
28	Are corridors clear of clutter?	Yes	
29	Are there any trailing electrical leads/cables?	Yes, cables trailing across the floor	Ensure good housekeeping to reduce the risk of a trip hazard
30	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage etc.?	No, shelves overloaded with heavy items stored above head height.	Replace shelving, and place heavy items at the bottom of the shelves.

Movement Around the Building continued....			
31	Is internal flooring in good condition, e.g. are carpets fixed?	Main area in satisfactory condition, the main corridor has vinyl flooring which is peeling up creating a trip hazard	Glue down vinyl flooring and replace any damaged flooring
32	Where any doors contain glass, is this made from a safety material?	Yes, main entrance door contains glass that it NOT shatter proof with the BS kite mark.	Replace the windows in the door with tempered glass.
Fire			
33	Has a fire risk assessment been completed and are adequate fire safety measures in place?	No fire risk assessment has been undertaken at the club house, which means that an assessment of the required extinguishers and escape route and precautions required has not been identified.	Carry out a fire risk assessment
34	Has an evacuation plan been implemented and tested?	No evacuation plan	Create an evacuation plan and test
35	Is the fire alarm tested regularly?	No fire alarms fitted in the building	Undertake the fire risk assessment, and then fit fire alarms as per the assessment
36	Are fire drills carried out at least once a year?	No	
37	Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> • unobstructed; and adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	No	Undertake the fire risk assessment
38	Are combustible substances or waste stored safely?	No, combustible materials stored unsafely in the clubhouse and in the stores area. With significant volumes of flammable liquids stored directly adjacent to sources of ignitions	Store all combustible chemicals in a lockable cabinet and ensure all waste is stored safely.
39	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	Firefighting equipment is in place, but as a fire risk assessment has not been undertaken these may not be sufficient for the fires that may occur in the clubhouse No firefighting equipment in the stores, where diesel, oils and flammable liquids are stored	Undertake the fire risk assessment
Legionnaires' Disease			
40	Do you or users do anything that involves spraying/sprayed water (e.g. using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)	Yes, showers in the changing rooms	Undertake a legionnaires risk assessment

Legionnaires' Disease continued....			
41	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?	No risk assessment	Undertake a legionnaires risk assessment
42	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (e.g. temperature checks)?	No	Undertake a legionnaires risk assessment
Plant, Machinery and Equipment			
43	Are statutory inspections carried out for lifting appliances?	No, the only lifting appliance is an old telecoms mobile elevated platform, which has no records of inspection and is unsafe to use	Inspection on the MEWP or remove from site to prevent use.
44	Have machinery risk assessments been carried out where required?	No risk assessments in place for the machinery on site	Carry out machinery risk assessments and provide training
45	Has training been carried out for the use forklift trucks?	N/A	
46	Are daily inspections conducted on forklift trucks?	N/A	
47	Is all plant, machinery and equipment in good condition?	No, majority of the plant and machinery is in poor condition with no inspection records or manuals available for use	Carry out maintenance on the machinery to ensure safety and put in place an inspection regime
48	Are ladders, steps and other access equipment detailed in a register and inspected?	No, 2 ladders found, neither have been inspected and one is damaged and should not be used	Carry out ladder inspections
49	Have routine equipment checks been carried out and recorded?	No	Ensure routine checks are in place, and records are kept and available for inspection.
50	Are roller shutter doors inspected and maintained?	N/A	
51	Is a documented planned maintenance scheme in operation?	No planned maintenance scheme in place	
52	Are employees trained in the safe use of all machinery and equipment?	No training records available, it is suspected that the machinery is used by only a few of the volunteers. However, there is a responsibility on the owners of the plant to provide sufficient training on the safe use of the machinery	Provide all users with training on machinery and keep records of all training
53	Is portable appliance testing carried out?	No, portable appliances have not been tested or are out of date	Carry out PAT testing, specifically on heating appliances
54	Have local exhaust ventilation systems (LEV) been inspected by competent person in the necessary timeframe?	N/A	
55	Is racking in good condition with the appropriate signage?	No, racking overloading and poor housekeeping	Please items on the rack to ensure heavy items are at the bottom of the rack and improve housekeeping
56	Are racking inspections carried out by a competent person (SEMA)?	N/A	

Environmental Management			
57	Does the club have an Environmental Policy Statement?	N/A	
58	Are waste transfer notes available?	No	Ensure waste transfer notes are retained for all waste removed from site, and the parish council remains responsible for any waste disposed of illegally.
59	Are hazardous waste consignment notes retained?	No	As Above
60	Does the company have a current waste carriers' licence?	N/A	
61	Does the company have a spills kit available?	No spill kits available, and as there is a diesel storage tank in the stores it is vital that a spill kit is placed local to the tank. The tank should also be bunded to ensure that any breach of the tank does not create a leak to ground. Additionally, several oil drums are stored in varying conditions, these should be placed on a bunded tray to prevent any leak to ground	Purchase spill kits and place bunds around fuel and oil stores.
62	Has the nominated person received any environmental training?	N/A	
Occupational Health			
63	Are employment medical questionnaires issued?	N/A	
64	Are employees who use RPE as part of their role fit tested?	N/A	
65	Has a programme of occupational health surveillance been put in place for employees? (MSDs, Skin, Spirometry, Audiometry, HAV, Asbestos, Silica)	None	
66	Has a first aid needs assessment been conducted and actioned?	No first aid risk assessment	Undertake a first aid risk assessment, which will then identify the first aid kits required, locations and how many.
67	Are adequate first aiders available?	No first aiders on site	Ensure suitable first aid trained volunteers and place signage so that all users know who is trained in first aid.
68	Are notices displayed indicating locations of first aiders and the first aid boxes?	No, only 3 first aid boxes found in the changing rooms and no eye wash station	
69	Are first aid boxes available and inspected once a month to replace any used or out of date items?		

Manual Handling			
70	Have manual handling risk assessments been carried out?	No	Ensure a manual handling assessment has been undertaken to prevent injury to volunteers
71	Have findings of the manual handling assessments been communicated to effected employees?	No	
72	Have employees been trained in manual handling?	No	
Personal Protective Equipment			
73	Have any PPE assessments been undertaken?	No PPE on site, which needs to be urgently reviewed as there are several items of COSHH and plant and machinery that require the use of PPE to safely operate or use.	Carry out a PPE Assessment, and provide PPE all volunteers
74	Have employees been trained in the correct use, storage and replacement of PPE?	No	
75	Is Personal Protective Equipment issued and recorded?	No	
Accident and Incident Management			
76	Does the company have a near miss or incident reporting procedure in place?	No Accident book in the club house	Place an accident book in the clubhouse and log all accidents.
77	Are accidents and incidents recorded?	No	
78	Do accidents and incidents get investigated?	No	
Noise			
79	Has a noise risk assessment survey been undertaken?	No, and the machinery in use on the field emits noise higher than the action levels of 80db	Carry out a noise assessment and review the PPE required
80	If required is hearing protection available?	No	
Fumes			
81	Where there is the potential fume exposure have steps been taken to reduce this at source?	No, risk of exposure to fumes in the kitchen stores (Nitrogen and CO2) and in the stores (Diesel, Oils and Chemicals) Significant risk of harm to user's health from breathing hazardous fumes and being overcome by fumes. Possible confined space in the kitchen stores where nitrogen is stored for gassing, but no LEV is in place	Review all exposure to fumes Provide LEV and PPE where fumes exist and carry out an assessment and controls.
82	Has monitoring been carried out to determine exposure levels?	No	Undertake exposure limit assessment
83	Has training on the hazards of fume exposure been provided to relevant employees?	No	

Safety Signage			
84	Is a copy of the latest health and safety Law poster displayed and contact details completed?	No the poster displayed in the kitchen is out of date, and does not show the responsible person for Health and Safety	Replace the poster and add a competent named person onto the poster
85	As health and safety signage been audited and deemed adequate throughout the premise?	No	
Control of Hazardous Substances (COSHH)			
86	Are COSHH assessments available for all hazardous substances?	No. Significant quantities of COSHH in all areas, some that are serious health hazards. No COSHH assessments available for any of the substances used	Carry out COSHH Assessments. Remove COSHH that is seriously hazardous to health Display COSHH Assessments and provide training to volunteers.
87	Has training on hazardous substances been provided?	No	
88	Is storage available and suitable for the hazardous substances held?	No suitable storage available for COSHH	Purchase a COSHH Cabinet to store all COSHH and to ensure that this is kept locked and away from children and untrained users.
89	Have other biological issues been assessed?	No	
Work at Height			
90	Have employees who undertake work at height trained? (IPAF/PASMA/Ladders)	No training for any users for the safe user of ladders or working at height	Provide training to volunteers requiring it
91	Has work at height equipment been inspected as required (Ladders/Harnesses/Mobile Towers etc)?	No inspections of ladders	
92	Has the work at height hierarchy been considered in task risk assessments?	No, the MEWP on site is in breach of the LOLER Regulations and is used to prune the trees	Stop all use of the MEWP and ask a qualified tree surgeon to carry out the works
Workplace and Welfare			
93	Are suitable and appropriate welfare facilities available?	Yes	
94	Are welfare arrangements for transient personnel considered?	Yes	
95	Is the heating, ventilation and lighting adequate for the workplace adequate?	Yes	
Additional Observations			
96			
97			
98			

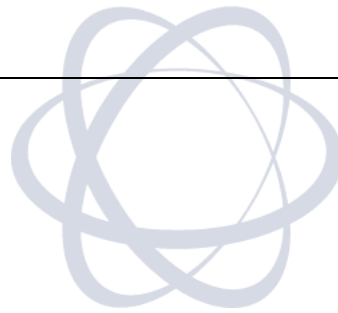
Slips, Trips and Falls



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Slips, Trips and Falls



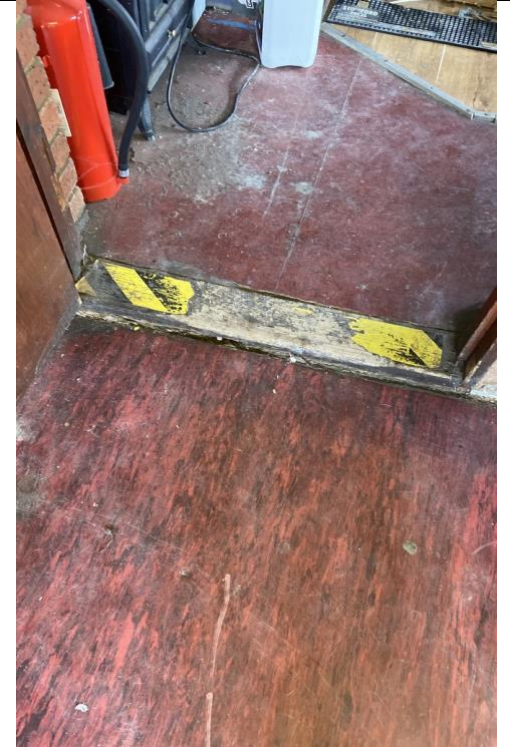
Slips, Trips and Falls



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Slips, Trips and Falls



Unsafe Structures



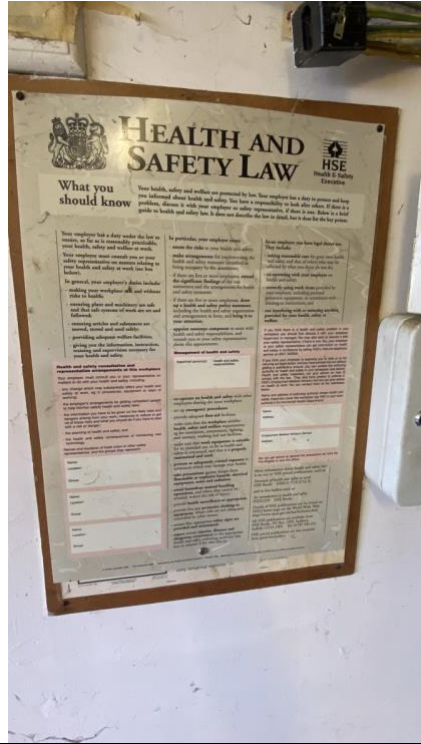
Unsafe Structures



Unsafe Structures



Health and Safety Poster



Uncontrolled Hazardous Substances



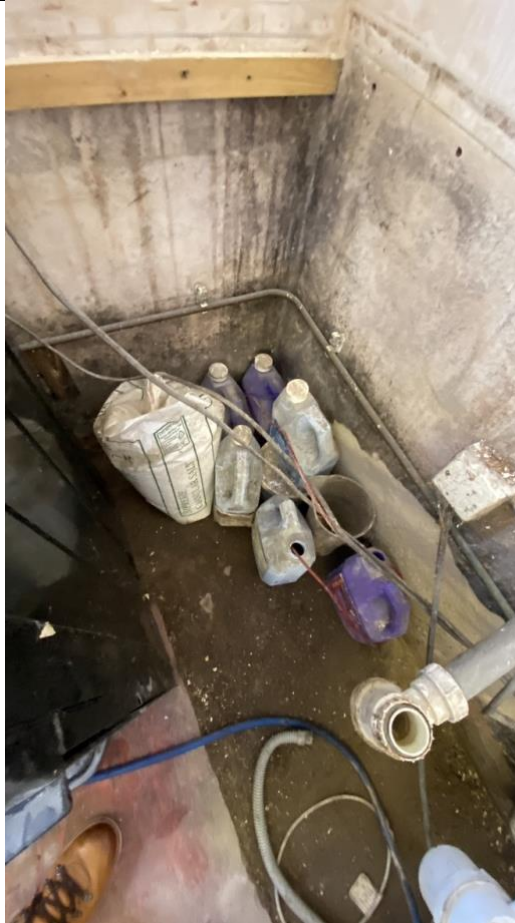
Uncontrolled Hazardous Substances



Uncontrolled Hazardous Substances



Uncontrolled Hazardous Substances



Uncontrolled Hazardous Substances



Electrical Safety Risks



Electrical Safety Risks



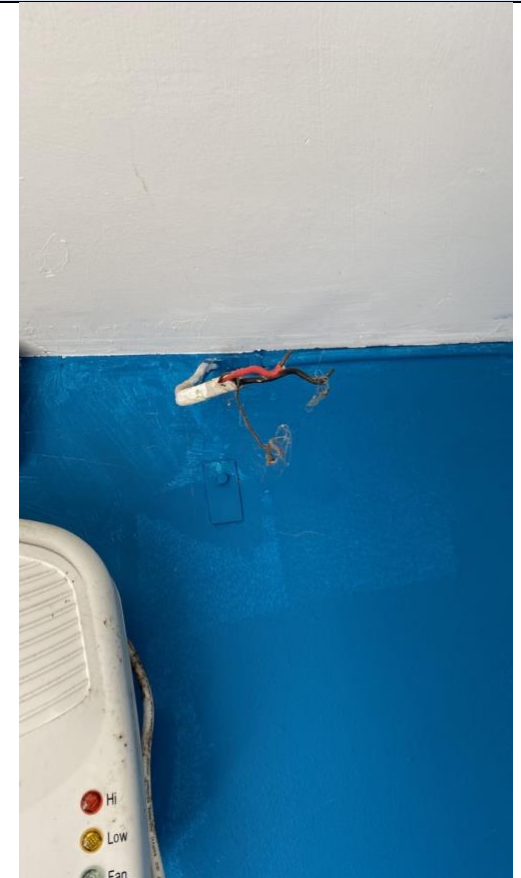
Electrical Safety Risks



Legionnaires Risk



Legionnaires Risk



Unsafe Lifting Equipment



Unsafe Lifting Equipment



Fuel Storage

