

Health and Safety Audit Report

Company Details: Sprowston Town Council

Sprowston Diamond Centre
School Lane
Norwich NR7 8TR

Responsible Director: June HUNT

Summary of Company Activities:

Local Town Council

Date of Audit:

14th June 2017

Major Findings and Action Plan

Ref.	Action Point	Remedial Action Required	Priority
1.1	Fixed Electrical Test Certificate not available for some council buildings	All buildings under the control of the Town Council require a 5 year NIC/EIC test and inspection certificate WITH Satisfactory rating	2
1.4	Fire Risk Assessments	All buildings under the control of the Town Council require a written Fire Risk Assessment	2
1.9	Legionella Control	The water tanks in the showers within the 'Rec' facility require removal.	2
2.7	Lack of First Aid provision	Council should attempt to train staff in first aid (Emergency First Aid as a minimum) as discussed	3

Priority 1 – Requiring Immediate Actions. Serious breaches of legislation/guidance that have the potential for injury and/or death to staff.

Priority 2 – Issues not compliant with legislation or relevant guidance likely to lead to enforcement action and to be completed within 3 months of the date of this audit.

Priority 3 – Those items that may not pose a threat to staff but are considered to require attention as part of recognised industry best practice.

	Action Point	Yes	No	N/A	Comments
1. The Building has in place					
1.1	Fixed Electrical Circuits 5 year test and inspection certificate	x			Required for all council buildings
1.2	PAT Testing of all portable devices	x			
1.3	Gas safe 12 month certificate			x	
1.4	Fire Risk Assessment done and reviewed within last 12 months	x			Required for all Council buildings and reviewed every 12 months
1.5	Fire Alarm Electrical test and inspection 12 months	x			
1.6	Emergency lighting 12 month test and inspection			x	
1.7	Weekly Fire Alarm in house test	x			
1.8	Fire Extinguisher test 12 months/5 years	x			
1.9	Legionella Risk Assessment and Management Log		x		The water tank feeding the showers in the Rec facility should be removed
1.10	Health and safety weekly check sheets done	x			
1.11	Asbestos Management Survey done for buildings built or refurbished prior to 2000		x		Required under The Control of Asbestos at Work Regulations 2012 for all buildings built or refurbished before 2000
1.12	All machinery/ work equipment has a record of test and inspection	x			
2. Health and safety in relation to employed staff					
2.1	Health and Safety Policy and Statement signed and displayed	x			

2.2	Health and safety Law Poster filled in and displayed	x				
2.3	Public Liability Insurance displayed	x				
2.4	Risk Assessments for all activities signed by all staff who engage with them	x				
2.5	Induction for staff including Emergency Procedures	x				
2.6	Training for role including Manual handling	x				
2.7	First Aid Trained Staff on duty	x				
2.8	Fire Marshalls trained and on duty	x				
2.9	Safe Systems of work and/or Method Statements in place	x				
2.10	COSHH Assessments done for all substances used	x				
2.11	Are specific Assessments done, as required for noise, dust and vibration	x				
2.12	Is Health surveillance reviewed and done				x	
2.13	Staff briefings/ meetings to discuss health and safety issues	x				
2.14	DSE Assessments for all staff who use a computer for the majority of the working day.	x				
2.15	Competence Records kept in relation to all outside contractors who do work on your behalf or on your premises	x				Need to ensure that all Insurances are in place for all contractors working on site



Norfolk County Council
at your service

Environment, Transport, Development
County Hall
Martineau Lane
Norwich
NR1 2SG

Individually addressed to all
Town & Parish Councils
cc Local Members

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

Your Ref:
Date: 27th June 2017

My Ref: HI/12/GEN/DH/PD
Tel No.: 0344 800 8020
Email: martin.wilby@norfolk.gov.uk

From the Chairman of the County Council's Environment, Development & Transport Committee

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last six years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2018/19. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again allocated £300,000 on a 50/50 basis to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be 11 December 2017. If you need any advice in developing your ideas, especially around the practicalities and cost estimates, please consult your local Highway Engineers based at your local Area Office.

Once all bids have been received we will assess them and inform you of our decision in March 2018.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council wards. Such wards can always opt to become a formal parish council, but otherwise we are offering support on the basis that the ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes, and would be owned and maintained by the Parish/Town Council**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council trialled these in 2008/9, and generally had a favourable community response, with some moderate reductions in average speeds during peak times. Whilst the County Council supports the aspiration to have part-time 20mph speed limits outside each school in Norfolk, to do this would cost in the region of £3.75 million pounds

School Keep Clear carriageway markings outside schools. **This type of improvement is being included within the Parish Partnership Initiative for the first time.** Applications will be considered for either new school keep clear carriageway markings (which must be supported by the local school) or making existing school keep clear markings enforceable. However, in both cases and depending on the location, it may not always be practicable for Civil Parking Enforcement (CPE) Officers to undertake enforcement and this may happen only where it is operationally convenient to do so (i.e. when officers are in the area engaged on other enforcement work). To be enforceable, school keep clear markings need to comply with specific regulations and this could mean that existing

school keep clear markings may need amending (your Highway Engineer can advise)

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or off the highway provided they are linked to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. Any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions will not qualify.
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.

What information should you include in your bid?

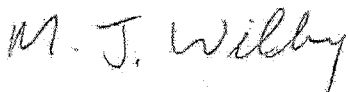
- Details of the scheme, its cost and your contribution.
- Who, and how many people will benefit.
- How it supports the objectives of the Local Transport Plan.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the Capital Programme Manager, Paul Donnachie, at the above address). If you need further information on the bid process please contact Paul, by email or by phoning 01603 223097. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Chairman of Environment, Development and Transport Committee

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail:			
Proposed start date:			
Proposed completion date:			
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			



Mrs J Hunt
Clerk to Sprowston Parish Council
Sprowston Diamond Centre
Sprowston
Norwich
NR7 8TR

17 Rainsborough Rise
Thorpe St Andrew
Norwich
NR7 0TR

30 June 2017

Dear Mrs Hunt,

I am writing on behalf of the Norfolk Accident Rescue Service, a charity which, as you may know, provides emergency medical care to people who have suffered traumatic or life-threatening injuries or serious medical conditions, such as cardiac arrest.

NARS provides this service throughout Norfolk. All of our Critical Care Paramedics and Doctors provide their services voluntarily in their spare time.

Over the last couple of years NARS has gone from strength to strength. We have managed to obtain a Rapid Response Vehicle, which has been equipped with an extensive array of advanced medical equipment. We have secured garaging and other facilities at Dereham ambulance station, located at the geographical centre of Norfolk and very well placed to access the A47, A11 and other main routes.

Our individual responders now have standardised, up to date, equipment. Their own cars are equipped with blue lights and sirens to enable them to respond directly from home.

We have fund-raised for, and have obtained, a Lucas 2 automatic CPR (chest compression) machine. This piece of equipment has already helped to save 15 people's lives since it was purchased a year ago. We need to buy more of these.

Last year NARS medics responded to over 500 'red' calls. These calls were to places all over Norfolk – on major roads, places of work and in tiny villages. Our single biggest category of call was to cardiac arrests. These figures alone demonstrate the value of maintaining the NARS service. Indeed, there are many people alive in Norfolk today, who quite literally, owe their lives to NARS personnel.

NARS receives no funding from the NHS or the Ambulance Trust, so we rely entirely upon donations from councils, individuals and businesses to maintain this vital service. In October 2014 Sprowston Parish Council very kindly donated £200.00, we would therefore like to ask the Parish Council to consider making a further donation to continue support this life-saving service.

I will be sending by e-mail a link to a short video together with information regarding talks and first aid courses that NARS can provide to local clubs and groups that may be of interest to you.

I would also be grateful if you could amend the contact details that you hold for us as you may not have the most up to date.

Sprowston Town Council
PLANNING APPLICATIONS – 19 JULY 2017

Broadland DC App.No. 2017/1041 **Applicant** Mr M Haywood as location **Location** 18 Tusting Close, Sprowston, NR7 8TD

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front Extension, Two Storey Rear Extension and Single Storey Side / Rear Extension

Broadland DC App.No. 2017/1099 **Applicant** Mr H Tully as location **Location** 9 Clover Road, Sprowston, NR7 8TE

Classification: Minor dwellings
Type: Full Permission

Description: Proposed Replacement Garage

Sprowston Town Council	Payments	Meeting	Date: 19 July 2017
<u>Invoice Date</u> 20/06/2017	<u>Invoice No.</u> 256075	<u>Net</u>	<u>VAT</u>
	Ken Booth & Co.Ltd	1,815.00	363.00
	<u>Details</u> Numatic Scrubber Dryer/Pads		<u>Amount</u> 2,178.00
			<u>BACS</u> 75
<u>Invoice Date</u> 07/07/2017	<u>Invoice No.</u> 299546	<u>Net</u>	<u>VAT</u>
	Cartasport Leisure Ltd	124.80	24.96
	<u>Details</u> 24 Bowls mats		<u>Amount</u> 149.76
			<u>BACS</u> 76
<u>Invoice Date</u> 30/06/2017	<u>Invoice No.</u> 24330	<u>Net</u>	<u>VAT</u>
	Colourprint	420.00	
	<u>Details</u> Sprowston Matters: Issue 47		<u>Amount</u> 420.00
			<u>BACS</u> 77
<u>Invoice Date</u> 28/06/2017	<u>Invoice No.</u> 2753	<u>Net</u>	<u>VAT</u>
	Cozens (UK) Ltd	74.00	14.80
	<u>Details</u> New Column Door replacement: Cannerby Lar	600.00	120.00
	Streetlighting June 2017		<u>Amount</u> 88.80
		674.00	<u>BACS</u> 78
			720.00
<u>Invoice Date</u> 20/06/2017	<u>Invoice No.</u> 561703	<u>Net</u>	<u>VAT</u>
	Hugh Crane Cleaning Equipment Ltd	15.34	3.07
	<u>Details</u> Clover Ultrafresh		<u>Amount</u> 18.41
			<u>BACS</u> 79
<u>Invoice Date</u> 11/07/2017	<u>Invoice No.</u> STC25	<u>Net</u>	<u>VAT</u>
	Dazzle Cleaning	99.00	
	<u>Details</u> Bus shelter cleaning: July 2017		<u>Amount</u> 99.00
			<u>BACS</u> 80
<u>Invoice Date</u> 10/07/2017	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>
	E Elliot	49.50	
	<u>Details</u> Travelling Expenses to 10/03/2017-27/06/2017		<u>Amount</u> 49.50
			<u>BACS</u> 81
<u>Invoice Date</u> 30/06/2017	<u>Invoice No.</u> 123855	<u>Net</u>	<u>VAT</u>
	East Anglia Water Coolers Co Ltd	46.20	9.24
	<u>Details</u> Bottled water, Sanitisation		<u>Amount</u> 55.44
			<u>BACS</u> 82

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
19/06/2017	4469169	Floor Cleaner, Descaler, Refuse Sacks	20.55	4.12	24.67	83
19/06/2017	4469170	Dymo Tape	50.46	10.09	60.55	
19/06/2017	4469171	Microfibre Clothes, Dishwasher Tablets, Rinsea Cleaner/Disinfectant	57.03	11.42	68.45	
23/06/2017	4477441	Flash Cleaner Returned	15.89	3.18	19.07	
03/07/2017	4490525	Mops, T. rolls, Centrefeed rolls, H/towels, gloves	7.58	1.52	9.10	
03/07/2017	4489811		155.49	31.09	186.58	
			291.84	58.38	350.22	
Fenland Leisure Products Ltd						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22/06/2017	SIN021959	Wetpour repair Kit	73.33	14.67	88.00	84
Flameskill Limited						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
15/06/2017	604216	Test fire alarm/ lighting: Pavilion/work store	110.00	22.00	132.00	85
Robin Flowerday						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/07/2017	2109	Design/Artwork: Sprowston Matters issue 47	60.00		60.00	
J Hunt						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/07/2017		Travelling Expenses to 13/03/2017-28/05/2017	62.10		62.10	86
Moviola Ltd						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>Bacs</u>
03/07/2017		Hidden Figures	72.50	16.50	89.00	87
Shaw & Sons Limited						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/06/2017	259652	Exclusive Rights certificates	1,192.00	238.40	1,430.40	88

TOTAL OF INVOICES 5,105.61 885.02 **5,990.63** Trf 280

TOTAL OF INVOICES		<u>5,105.61</u>	<u>885.02</u>	<u>5,990.63</u>	Trf 280
Transfer:	STC Drawings a/c to Salaries a/c	30,000.00		30,000.00	Trf 281
Transfer:	STC Drawings a/c to Petty Cash Imprest a/c	-	-	-	Trf
		<u>35,105.61</u>	<u>885.02</u>	<u>35,990.63</u>	
Transfer:	STC General a/c to STC Drawings a/c			<u>35,990.63</u>	Trf

..... Councillor
..... Councillor
..... Town Clerk

Sprowston Town Council **Barclaycard Payments** **Meeting Date: 19/07/2017**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12/06/2017	7746751	Amazon Uk Warning Anti Climbing Paint Signs	1.35		1.35
03/07/2017	136294151	A4 Diary	4.88	0.98	5.86
03/07/2017	50473762	Eyewash (Staff)	40.72	8.16	48.88
			46.95	9.14	56.09

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/06/2017	581-7131	Progress Fuels Fuel	83.33	16.67	100.00

Total of Payments **130.28** **25.81** **156.09**
Due by Direct Debit July 2017

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 19 July 2017
<u>Invoice Date</u> 08/05/2017	<u>Invoice No.</u> 8055785234	<u>Net</u> 136.57	<u>Amount</u> 136.57
	Anglian Water Business <u>Details</u> Sparhawk Avenue: 11/01/2017-07/05/2017	<u>VAT</u>	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 01/07/2017	<u>Invoice No.</u> 65024776	<u>Net</u> 43.75	<u>Amount</u> 52.50
	PHS Group <u>Details</u> Toilet Paper	<u>VAT</u> 8.75	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 06/07/2017	<u>Invoice No.</u> 3004806101	<u>Net</u> 95.85	<u>Amount</u> 115.02
<u>Invoice Date</u> 06/07/217	<u>Invoice No.</u> 3004806090	<u>Net</u> 11.14	<u>Amount</u> 11.70
	Total Gas & Power <u>Details</u> SDC: 01/06/2017-15/06/2017 SDC Floodlights 01/06/2017-30/06/2017	<u>VAT</u> 19.17 0.56	<u>DIRECT</u> DEBIT
		106.99	126.72
<u>Invoice Date</u> 30/06/2017	<u>Invoice No.</u> SIO1087494	<u>Net</u> 259.67	<u>Amount</u> 311.60
	Veolia Enviromental Services <u>Details</u> All sites skip hire June 2017	<u>VAT</u> 51.93	<u>DIRECT</u> DEBIT
	Total Direct Debits	546.98	627.39