

**REPORT OF THE HUMAN RESOURCES MANAGER**

**SUBJECT: INTERNAL AUDIT REPORT 2019/20 - HEALTH AND SAFETY MANAGEMENT RESPONSE**

This paper is written for the Audit and Corporate Services Review Committee and provides assurances on the actions taken against the Priority 1 Recommendations set out in the Internal Audit Report produced by taa. It is produced in response to a specific action from the last Committee Meeting.

Committee members are reminded that only one area was given an overall effectiveness assessment of 'limited' internal controls; this being Health and Safety Management.

For ease of reference, an extract from the Audit report, showing the Areas marked as Urgent (Fundamental control issue on which action should be taken immediately) is shown below:

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments
13	Compliance	<p>It was noted that the Monthly Emergency lighting testing, the evacuation fire drill records and staff training sections of the logbook were yet to be filled.</p> <p>It is essential that all aspects of fire safety testing are fully documented as evidence that testing has been performed as required in the event of an issue occurring.</p>	The Fire Safety Logbook be completed appropriately to record monthly Emergency Lighting tests, six monthly Fire Drills, monthly Fire Extinguisher monitoring and staff training in relation to Fire Safety.	1	<p>Accept – Although all periodic testing is carried out some of the recording in the Fire Log Book had not been completed.</p> <p>Fire Drills – considering the risks associated with the building and its use we consider that fire drills carried out annually is adequate.</p>

## **Actions Taken**

In response to a number of points raised by the Auditors, It should be noted that the following actions have been taken:

1. A new Human Resources Manager has been appointed for the Authority and health & safety responsibilities assigned accordingly to that role.
2. The Building Services and Projects Team have begun rolling out a bilingual Fire Safety Log Book, which will be maintained by a 'responsible person' at each site. At the time of writing this report, Log Books had been rolled out to Llanion and Withybush, with the remaining sites to have similar Log Books planned for within two weeks of the Authority coming out of lock down, following the coronavirus pandemic.

The Log Books are a thorough repository, capturing and storing in each year the following information in a single and central location for each site. Namely:

- Copy Fire Safety Policy
- Testing Procedures and Frequencies
- Fire Alarm System Test Records
- Emergency Lighting System Test Records
- Fire Extinguisher Test and Inspection Records
- Fire Instructions/Training and Drills Undertaken
- Hose Reel Test Records
- False Alarm /Fault / Temporary disconnection Records
- Perpetual Planner for Tests and Inspections
- Fire Risk Assessment Review Records
- Fire Officer Visit Records
- A short guide to making premises safe from fire
- Site specific Fire Risk Assessments

The Log Books also contain all key contacts and information, centre managers would need to know to effectively manage a fire safe site.

3. A revised Fire Safety Procedure template has been devised, approved by the Leadership Team and agreed with the Staff Forum, which contains detailed instructions to staff. Specifically:
  - Procedures on Discovering Smoke or a Fire and on Hearing a Fire Alarm.
  - Clear building plans showing Fire Exits, Fire Alarm Call Points and Fire Assembly Points.

- Named Fire Marshalls and their specific responsibilities, including those of Chief Fire Marshall.

This document was designed as a template for Llanion Park prior to coronavirus and similar procedures will be drafted for each centre and rolled out when the Authority is able to resume normal business.

4. A Training provider has been identified and existing and newly appointed Fire Marshalls will receive practical hands-on Fire Extinguisher Training as soon as practicable, after the coronavirus lock down period.
5. Fire Marshal and staff training though six monthly Fire Evacuation Drills will be rolled out to test the revised processes- again after the current lock down.

*(Further information is available from the Kelland Dickens, Human Resources Manager, on 01646 624835 – email [Kellandd@pembrokeshirecoast.org.uk](mailto:Kellandd@pembrokeshirecoast.org.uk))*