



**Report**

Officer: Clare Turner - Town Clerk  
Date: 12<sup>th</sup> July 2023  
Meeting: Town Council – 18<sup>th</sup> July 2023

**Maintenance Work Area**

**Background:**

The Town Council have a Property & Asset Maintenance Team who are located on the second and third floor at 1 High Street (CCTV building). This is used as a work room and storage area for the teams equipment and work is completed including the use of electrical machinery. ie cutting of wooden boards, etc.

The use of this building includes the Maintenance Team having to access this work space via two very steep staircases and at times this is while carrying tools, heavy equipment and large items of wooden board, as well as manoeuvring around a tight bend to access the second set of stairs on a small landing area.

Photo's attached - Appendix A.

The Town Clerk has already discussed with the Gardening Community Group the use of the green house situated on this site as an area they could use for growing plants / storage of plants over the winter, etc.

**Health & Safety Issue:**

The Town Clerk and the Property Manager made a visit to the maintenance work area and following a detailed walk round and inspection the Town Clerk concluded that this was a health & safety risk for the staff using the area and an alternative and appropriate site needed to be found.

The risks identified:

- Access staircase is very narrow and difficult to manoeuvre boards required to be cut on second floor
- Access staircase is very difficult to manoeuvre when us carrying heavy equipment such as drills / saws to and from site for storage
- Very little ventilation when using electrical saws to cut wooden boards, etc
- No proper work bench provided, a work bench has been created using some timber and trestle legs. There is no fixed locking devices in place when cutting boards
- Trips / Slips and Falls are an issue in this area as there is only uneven floorboards as covering for the floor in the individual rooms used
- Incorrect storage of items that require locked storage due to hazardous and no CoSHH data sheets for substances used
- Out of data first aid kit
- Handwash facilities and WC provision is poor and not on a cleaning schedule
- No kitchen facilities to provide clean / safe area to take breaks / lunch



- There are other items both Town Council and outside the organisation being stored in the same area
- Isolated area if loan working or an accident were to occur

Photo's attached - Appendix B.

### **For Discussion and Decision:**

The Town Clerk has identified an area at the rear of the DLF canteen which currently has a green house and wooden shed sited. The wooden shed has an ex-employees equipment and items stored within it.

The proposal is for this area to be cleared and the ex-employee to be contacted to remove their items and wooden shed. This following will then be required;

- Removal of existing wooden shed
- Concrete base to be placed in area
- Electricity supply to be taken from the DLF canteen
- Purchase of a new metal garage in green to be located in the space to include appropriate locking devices
- Purchase of a new metal shed in green to be located next to the new metal garage to be used as storage to include appropriate locking devices
- Internal cladding to include insulation
- Lighting and electrical sockets to be installed
- Ventilation to be considered and installed
- Purchase of an appropriate work bench
- Provide appropriate storage for electrical equipment
- Provide appropriate storage for any hazardous substances and CoSHH data sheets
- Move maintenance equipment items to new work area

With this area being at the rear of the DLF canteen there is direct access to kitchen facilities, toilet and washroom facilities, and would be considered to be a safe area to work with the movement of other staff to this area. (staff not isolated if loan working).

The Town Council are asked to consider the risks at not addressing this issue v's the costs in addressing this issue and providing a safer working environment for the Town Council's Maintenance Team.

### **Costs:**

Costs are currently being collated for this work.

The Town Clerk would estimate that this may cost up to £5,000.00. With the majority of this being work being completed internally but bringing in external contractors for electricity supplies / concrete base for the area.



**Attachments:**

Appendix A.



Attachment B.

