

HEALTH & SAFETY ASSESSMENT, AUDIT & ACTION PLAN

For

DYMOCK PARISH COUNCIL

Re THE BEAUCHAMP ARMS PUBLIC HOUSE

GLOUCESTERSHIRE GL18 2AQ

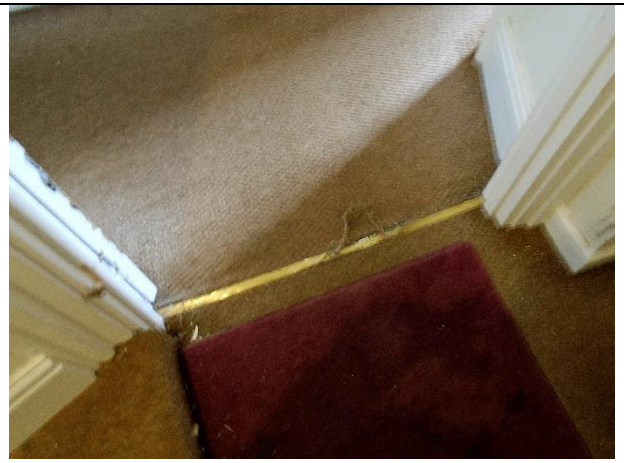
17 February 2025

Health & Safety Assessment, Audit & Action Plan

Hazards & Performance – Identification, Elimination and Control

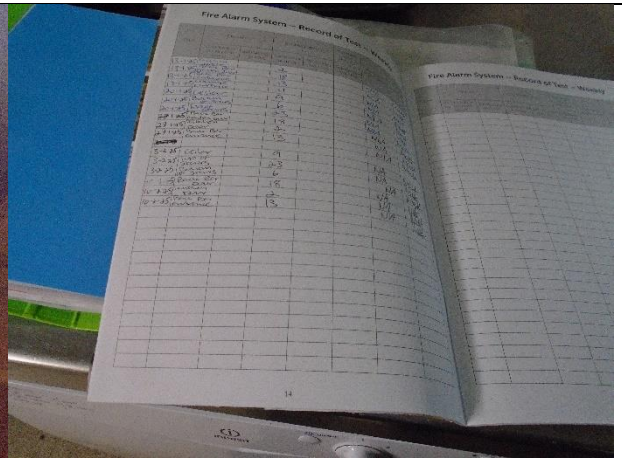
Ref	Action relating to	Priority	Attention from	Action by date	Date rectified or followed up
	Housekeeping				
1	  The bar areas, dining areas, toilets, Kitchen & common areas are being kept in a clean, tidy manner and are suitable for purpose. Photograph Nos.1 & 2. Remedial Action – Maintain the good standard.	Good Practice	Responsible Person - Tenant	Ongoing	

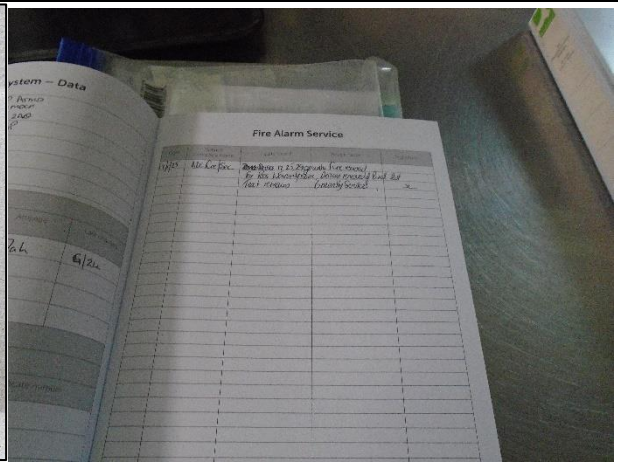
2	 There is a need to secure Wheelie Bins at the front of the building to prevent them being moved against a doorway or window as an arson or vandalism threat. Photograph No.3. Remedial Action – Secure the Wheelie Bins via a chain & padlock to a staple attached to the building.	Medium	Responsible Person – Tenant	Within 8 weeks	
3	  The Kitchen equipment and worksurfaces looked clean, hygienic & tidy. The extractor hood filters (4) – two are being removed and cleaned/ degreased each month by the tenant. This system appears to be working effectively. Photograph Nos. 4 & 5. Remedial Action – Maintain the good standard.	Good Practice	Responsible Person - Tenant	Ongoing	

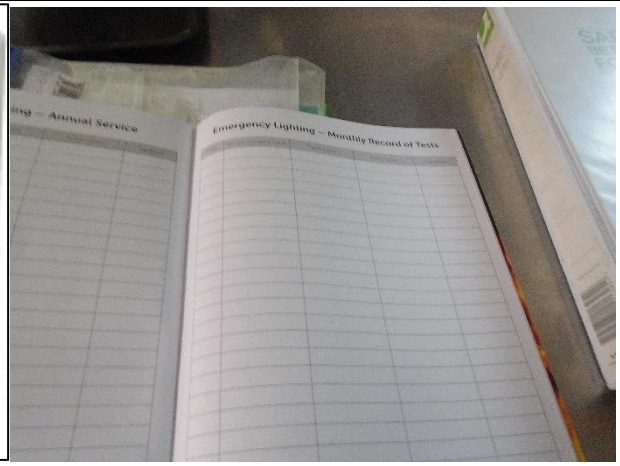
4	 The stair carpets up to the tenants domestic accommodation showed signs of wear, with a significant trip hazard caused by a loose section at the head of the staircase. This loose section should be either cut & removed or taped down to remove the trip risk. The carpet is worn and should ideally be replaced. It was noted that the stair banister rail had been removed from the wall but left on the stairway – ideally this should be refixed. Photograph No.6. <u>Remedial Action & Suggestion</u> – Determine whether the Parish Council or the Tenant are responsible for this fitting. This loose section should be either cut & removed or taped down to remove the trip risk. Assess replacement for the stair carpet. Suggest that the Banister rial is refixed to the wall to aid users of the stairs, particularly on descents.	Medium	Responsible Persons – Parish Council/ Tenant	Within 8 weeks	

	Premises & People				
5	  There is a small step down from the Bar area into the Dining area. The step is carpeted, and a warning sign has been displayed above the step. Photograph No.7. This is good practice. To further improve the visibility of the change in level, I would advise that adhesive, Yellow/black hazard tape is applied across & stuck to the width of the step. Remedial Suggestion – To further improve the visibility of the change in level, an adhesive, Yellow/black hazard tape is applied across & stuck to the width of the step. Photograph No.8 shows an example which has a non-slip surface.	Medium	Responsible Persons – Parish Council/ Tenant	Within 8 weeks	
6	 	Medium	Responsible Persons – Parish Council/ Tenant	Within 8 weeks	

	 On the steps down into the Cellar, there is a head impact hazard. Photograph No.9. This may also affect contractors e.g., brewery staff. To protect persons descending/ ascending the steps, I would advise that a 'soft impact strip' is stuck to the protruding edge of the structure. This can be achieved by applying a length of opened-out closed cell foam pipe insulation (shown in Photograph No.10) across the width of the steps. To make the remedial measures even more effective, a section of the hazard tape described above in Item No.5 could be fixed to the closed cell foam protection strip & warning sign displayed above as the descent is a higher risk. Photograph No.11 shows an example of such a sign. Remedial Action – Apply a length of opened-out closed cell foam pipe insulation (shown in Photograph No.10) to the protruding edge, across the width of the steps. A section of the hazard tape described above in Item No.5 could be fixed to the closed cell foam protection strip & warning sign displayed above as the descent is a higher risk. Photograph No.11 shows an example of such a sign.				

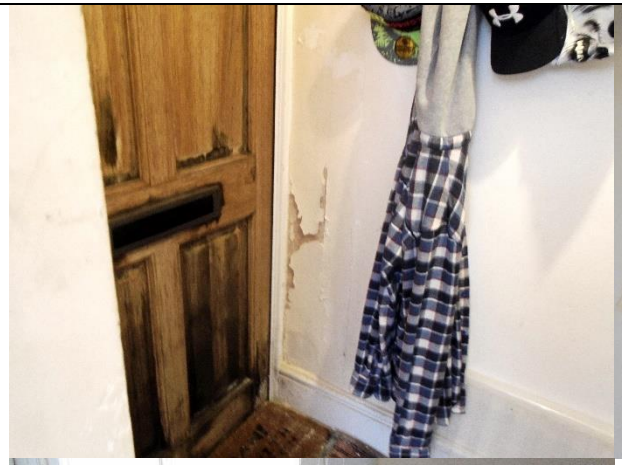
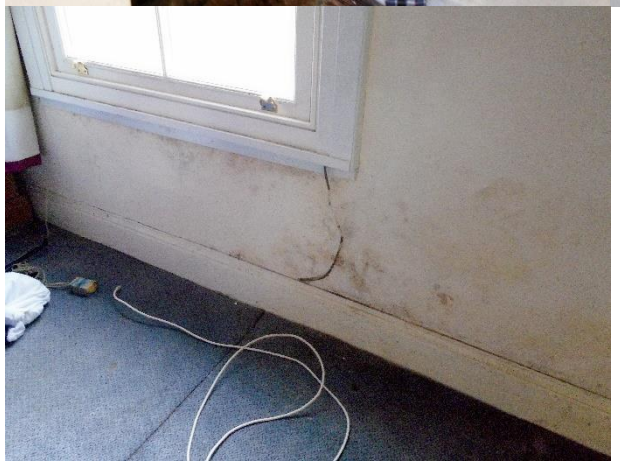
7	 In the far corner of the bar area, a broken section of floor with a hole was identified, Photograph No.12. This could cause a chair leg to descend rapidly with a person falling onto the floor or impacting upon chairs/tables. This floor section should be inspected and the hole filled. Carpet should be replaced above the repair to further protect and make the floor level. <u>Remedial Action</u> – This floor section should be inspected and the hole filled. Carpet should be replaced above the repair to further protect and make the floor level.	High	Responsible Persons – Parish Council/ Tenant	Within 4 weeks	
8	  Fire Alarm Call Points have been consecutively numbered to allow ease of routine testing where a different Call Point is used each week on each test occasion. The Call Point number is being recorded in the Fire Logbook. This is good practice. Photograph Nos.13 & 14.	Good Practice	Responsible Person - Tenant	Ongoing	

	Remedial Action – Maintain the good standard.				
9	  A point of concern was noted where at least two Fire Alarm Detector heads had been recently removed from the premises by a contractor (A&E?). Photograph No.15. With no replacement detector in place, this leaves significant portions of the building without protection and the Fire Alarm system & Fire Risk Assessment would likely be compromised. Photograph No.16 shows the Fire Logbook which refers to the contractor removing the detector heads. A sleeping risk exists at these premises. Remedial Action – Contact A&E Fire Engineers immediately to ascertain when the detectors will be replaced in this sleeping risk. If necessary, fit Domestic Smoke Alarms in the areas where the detectors have been removed as an 'Interim Measure'.	High	Responsible Person – Parish Council	Within 2 weeks	
10	 	Medium	Responsible Person – Parish Council	Within 8 weeks	

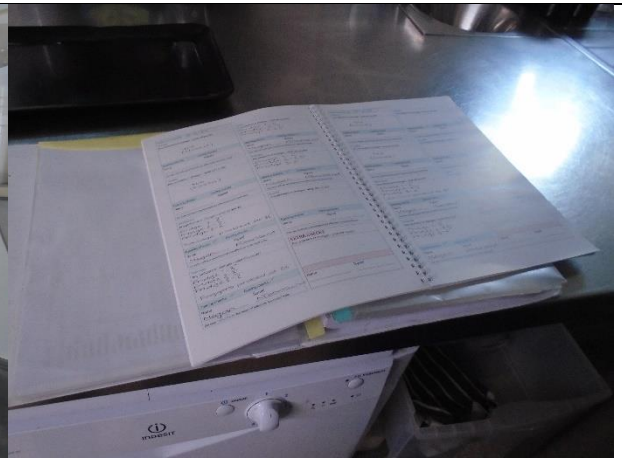
	  Emergency Lighting fittings should be individually numbered to allow ease of routine testing and identifying any defects/ repairs, Photograph No.17. The reference number on the light fitting should be visible to read from floor level to reduce the risk of necessitating the use of a stepladder to identify the number. It is also good practice to have the Emergency Light test socket installed, correspondingly numbered to match the Emergency Light unit(s) it serves, Photograph Nos.18 & 19. At present it appears; to test the Emergency Lighting each month, the tenant needs to turn all power off which may adversely affect his family members upstairs or the temperatures of frozen/ stored food stuffs. Remedial Action: Emergency Lighting fittings should be individually numbered to allow ease of routine testing and identifying any defects/ repairs. The testing by 'flicking the switch' should be added to the list of monthly routine safety checks & recorded in the Fire Logbook, Photograph No.20.				

11	 The fixed electrical circuits should be normally inspected and certified by an IEE qualified engineer every 5 years. Evidence of this 5-yealry inspection (which is normally displayed on fuse boxes) was not apparent. Photograph No.21. <u>Remedial Action</u> – Check when the last 5-year fixed electrical circuit tests were carried out and indelibly mark on the fuse box.	Medium	Responsible Person – Parish Council	Within 8 weeks	
12	 The Cellar ceiling has a number of holes in it, Photograph No.22. The ceiling material <u>appears</u> to be more of an insulating, fibre board rather than an Asbestos Containing Material. However, for the Parish Council to obtain peace of mind, I would advise that if significant works are going to take place in the cellar which cause the ceiling panels to be replaced/ broken into, then an Asbestos Survey including a	Medium	Responsible Person – Parish Council	Within 8 weeks	

	test sampling of the ceiling panel should occur prior to works commencing. In the interim, I would advise that the holes are filled in & repaired to reduce the risk of dust contamination/ improve air quality in the Cellar. The person undertaking these repairs should wear a Dust mask achieving a FFP3 rating as a reassurance. Remedial Action – The holes should be filled in & repaired to reduce the risk of dust contamination/ improve air quality in the Cellar. The person undertaking these repairs should wear a Dust mask achieving a FFP3 rating as a reassurance. If significant works are going to take place in the cellar which cause the ceiling panels to be replaced/ broken into, then an Asbestos Survey including a test sampling of the ceiling panel should occur prior to works commencing.				
13	  There is a raised step from the Pool Table area towards the bar. The change in level has already been marked up with black/yellow tape to identify the hazard, Photograph No.23. To lessen the effect of the height difference, the fitting of a 'transition strip' on the wooden floor side would significantly reduce the risk. An example of the transition strip can be found at https://www.amazon.co.uk/GELINTONG-Threshold-Adhesive-Transition-Laminate/dp/B0CPXJ8PN2?source=ps-sl-shoppingads-lpcontext&ref_=fplfs&smid=A2ZB95LUCEHJKK&th=1 Photograph No.24 shows where a wall has been removed to improve space in the Pool Table area. The current height difference between the cement screed and the timber flooring has been marked by black/yellow hazard tape. I have discussed with the Tenant how he intends to make good the floor surface, where the timber flooring will be extended over the Marley tiled area. Remedial Action – Fit a 'transition strip' on the wooden floor side would significantly reduce the trip risk.	Medium	Responsible Person - Tenant	Within 8 weeks	

14	   A number of wall sections were noted to show damage from penetrating damp ingress, Photograph Nos.25 & 26 are on ground floor and No.27 is an example from the first floor. There have been repairs previously to the lead flashing around one of the chimney stacks. To maintain the structure from preventable decay via penetrating damp and to reduce the risk to the tenant or their family members from a respiratory illness, I would advise that a further specialist survey is commissioned to identify whether the causes are from damp ingress or from inadequate ventilation or a combination of both. The appropriate repairs can then be undertaken. Remedial Action – A further specialist survey is commissioned to identify whether the causes are from damp ingress or from inadequate ventilation or a combination of both.	Medium	Responsible Person – Parish Council	Within 26 weeks	

15	  The chimney stacks shown in Photograph Nos.28 & 29 show that repointing is required to maintain the stability of the stack (particularly in the case of No.28 because it has less support) and that the chimney pots are secure. This Item should be taken in conjunction with Item. 14 above. <u>Remedial Action</u> – All of the chimney stacks should be visually assessed to determine what repairs/ repointing in necessary to prevent water ingress & maintain stability.	Medium	Responsible Person – Parish Council	Within 13 weeks	
16	 The roof over the WC block shows signs of deterioration which will need monitoring on a regular basis e.g., 6-monthly. The use of photographs as a comparator is useful to assess deterioration rate. Photograph No.30.	Low	Responsible Persons – Parish Council/ Tenant	Within 8 weeks	

	Remedial Action – Implement routine monitoring of external and internal surfaces under this roof section.				
17	  Food Hygiene reminder posters are prominently displayed in the Kitchen area, correct food chopping boards and equipment provided & used. Records are being kept for Fridge & freezer temperatures and hot food temperatures being served. This is Good Practice. Photograph Nos.31 & 32. Remedial Action – Maintain the good standard.	Good Practice	Responsible Person - Tenant	Ongoing	
18	There did not appear to be any information upon the Legionella Risk Survey for the Tenants accomodation. Remedial Action – Confirm that the Tenants accommodation has a current Legionella Risk Survey and that any required temperature checks/ remedial works have been completed.	Medium	Responsible Person – Parish Council	Within 8 weeks	

	Equipment				
19	 The items of equipment that is most likely to suffer from 'wear & tear' and potentially fail suddenly are individual chairs, Photograph No.33. It is helpful if individual chairs & tables are numbered so that any concerns raised by guests or defects noticed by staff can easily identify the item concerned leading to its segregation until a repair or disposal is arranged. Remedial Suggestion – Reference number individual chairs & tables throughout the Bar & Dining areas.	Medium	Responsible Person - Tenant	Within 8 weeks	
20	 Some sections of the Bench seats were found to be suffering from wet rot. Photograph No.34. The damaged sections concerned can easily be removed & replaced with sound timber and repainted	High	Responsible Person - Tenant	Within 6 weeks	

	Remedial Action – Inspect all outdoor timber seating/ tables, identify any damaged sections and repair/ replace with new timber. Repaint to provide a smooth surface.				
21	 The Tenant is ensuring that Fire Extinguishers & Fire Blanket are appropriately sited, tested and labelled correctly. Photograph No.35. Remedial Action – Maintain the good standard.	Good Practice	Responsible Person - Tenant	Ongoing	
	Materials				
22	 The LPG Cylinders which supply The Beauchamp Arms (TBA) are correctly secured to the structure by padlock and chain to prevent removal/ vandalism. Photograph No.36.	Good Practice	Responsible Person - Tenant	Ongoing	

	Remedial Action – Maintain the good standard.				
	Environment				
23	 A section of the car park shows signs of deterioration which will need monitoring on a regular basis e.g., 3-monthly. This will become an increasing trip hazard. The current accepted trip hazard height, to make a successful claim after injury, 25mm. The use of photographs as a comparator is useful to assess deterioration rate. Photograph No.37. Remedial Action – Implement routine monitoring of this particular area, the tarmac surfaces and garden areas.	Medium	Responsible Person – Parish Council	Within 8 weeks	
24		Low	Responsible Person - Tenant	Within 8 weeks	

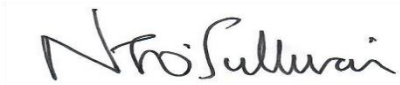
	The CCTV warning sign is displayed to remind garden users that their images are being recorded for safety purposes. Photograph No.38. There may be a need to display another sign, or reposition the current sign, so that persons entering the garden area directly from the Bar, are aware of the sign. Remedial Action – Check the positioning of the CCTV system warning sign to determine whether, if moved into the garden area, it can be made more visible to persons entering directly from the Bar.				
25	The Garden area refurbishment was discussed, and the Tenant intends to install either turf or soft impact chippings over the current cultivated area. This area previously had decking over it. There are no plans to introduce adventure play equipment type equipment into the garden area. Remedial Action – For information.	High	Responsible Person - Tenant	Within 6 weeks	

Part 2 – Suggestions to maintain/ improve compliance and safe operations at The Beauchamp Arms.

Ref	Action relating to	Priority	Attention from	Action by date	Date rectified or followed up
26	To ensure that Bar, dining areas. WC's and Kitchen areas are fit for purpose, a simple daily premises checklist would allow the Tenant & his staff a point of reference to access. This checklist would include the required checks i.e., fire alarm system not showing fault, no wet floors, power on etc. Remedial Action –A sample daily premises checklist is attached as Appendix No.1 for TBA usage.	Medium	Responsible Person - Tenant	Within 4 weeks	
27	To assist the Tenant, and the Parish Council, most portable electrical items normally need (PAT) testing each year and labelling to show that test date. A check should be made to ensure all electrical items have had their PAT test and are labelled correctly. Remedial Suggestion – Confirm that all portable electrical items in the non- domestic areas are currently tested. By colour coding the PAT test label, allows an easier visual confirmation that all portable electrical items are within their test period e.g., yellow for 2025, blue for 2026.	Medium	Responsible Person - Tenant	Within 6 weeks	

All Safety Matters Ltd are committed always to working with our clients; therefore, we are happy to take the time to explain fully the points made above in this Assessment & Action Plan.

Residual Risk Rating – Medium. **Name of Advisor: Nicholas O'Sullivan**

Signature of Advisor:  **Date: 24th February 2025**