

Outstanding audit action points

Audit round: All

Location	Audit	Priority	Section	Compliance point	Sub point	Auditor comment
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	PASSENGER & GOODS LIFTS- PEOPLE AT RISK	People at risk 1	All employees
Liskeard Town Council	14/01/2021	Medium	CORE TOPICS	MANAGEMENT OF H&S- POLICY	Action: Policy is not current	Review and update the Health and Safety Policy in line with the current company structure and current legislation. The new staff structure to include Jacqui Orange should be included in the new Policy
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	PASSENGER & GOODS LIFTS- EMERGENCIES	Action: Staff not trained for lift stopping between floors	Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed.
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	PASSENGER & GOODS LIFTS- EMERGENCIES	Action: No arrangements for callout if lift stops between floors	Agree emergency call out arrangements with the local Fire Brigade/lift servicing contractor to release occupants if the lift stops between floors.
Liskeard Town Council	14/01/2021	Medium	CORE TOPICS	MANAGING MANUAL HANDLING OPERATIONS	Action: Manual handling training required	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training.
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	LONE WORK- EMERGENCIES	Action: Mobile alarms not available	Provide lone workers with mobile panic alarms and/or 'man down' systems. This is particularly relevant to those cleaning and locking public toilets etc.
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	PASSENGER & GOODS LIFTS- SAFETY MEASURES	Action: Audible alarm/phone not fitted	The lift car should be fitted with an audible alarm button/telephone.
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	LONE WORK- PROHIBITIONS	Action: Other prohibitions recommended	Prohibit lone workers from the following activities: using the passenger lift in the museum until a suitable method of raising the alarm is in place
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	PASSENGER & GOODS LIFTS- SAFETY MEASURES	Action: Alarm/phone checked & tests not recorded	Ensure that the audible alarm/telephone is checked regularly and record all tests.
Liskeard Town Council	14/01/2021	Medium	COMMON TOPICS	LADDERS- CONTROLS	Action: Ensure ladder users competent	Ladder users should be instructed and/or trained on how to correctly use a ladder. Clear guidance is available in the Guidance section of your Ellis Whittam health and safety staff handbook.
Liskeard Town Council	14/01/2021	Low	CORE TOPICS	FIRE SAFETY OVERVIEW- FIRE DRILLS	Action: Periodic drills not conducted	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.