

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Property & Community Committee

Property & Community Committee

Tuesday 9th June 2026

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil

BA20 1PQ; and virtual using Zoom meeting software

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.

Amanda Card, Chief Executive / Town Clerk

3rd June 2026

Join Zoom Meeting

<https://us06web.zoom.us/j/82996006310?pwd=rneuDPOdL15fXh09SrT69IFCp4b2zL.1>

This information is also available on our website: www.yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill (Vice Chair)

Andy Kendall

Tony Lock (Ex-officio)

Jane Lowery

Wes Read (Ex-officio)

Ashley Richards

Andy Soughton

Rob Stickland (Chair)

Helen Stonier

Dave Woan

Public Comments at meetings

Members of the public may attend the meeting either physically or via Zoom.

If you wish to the join the meeting via Zoom by following this link:

<https://us06web.zoom.us/j/82996006310?pwd=rneuDP0dL15fXh09SrT69IFCp4b2zL.1>

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair who will instruct those taking a recording or filming to cease doing so while they speak.

AGENDA

Representatives from Avon and Somerset Police has been invited to give an update on community policing matters. Questions are welcome from both Councillors and members of the public.

PUBLIC COMMENT (15 Minutes)

11/330 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

11/331 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33. (NB this does not preclude any later declarations).

11/332 MINUTES

To approve as a correct record the Minutes of the meetings held on 10th March 2026 and 12th May 2026.

11/333 DEFIBRILLATOR AND BLEEDKIT UPDATE

To note the report of the Admin Officer regarding defibrillators and bleed kits as attached at pages 6 to 10.

11/334 OUTTURN REPORT FOR 2025/26

To consider the outturn position for 2025/26; and to recommend to Executive transfers to and from reserves for Property and Community Committee attached at pages 11 to 12.

11/335 BUDGET MONITORING UPDATE

To consider the Budget Monitor Update Month 2 (April 2026 – May 26) attached at pages 13 to 15.

11/336 COMMUNITY WARDEN UPDATE

To consider the report of the Director of Property & Community regarding an update of the work of the Community Wardens as attached at pages 16 to 17.

11/337 SPEED INDICATOR DEVICE SCHEDULE

To consider the report regarding the Speed Indicator Device Schedule attached at pages 18 to 19.

11/338 YMCA BRUNEL GROUP – YEOVIL YOUTH CLUBS

To consider the report from YMCA Brunel Group regarding their provision of Youth Clubs in Yeovil as attached at pages 20 to 29.

11/339 WESTFIELD YOUTH SERVICE

Members to consider the Youth Drop in Westfield update report as attached at pages 30 to 34.

11/340 ARMED FORCES COVENANT

To consider the report of the Director of Property & Community regarding the Armed Forces Covenant as attached at pages 35 to 38.

11/341 PUBLIC TOILET PROVISION - PETER'S STREET TOILETS

To consider the report of the Director of Property & Community regarding the public toilet provision as attached at pages 39 to 40.

11/342 PROPERTY UPDATE

To consider the report of the Property & Project Co-ordinator providing a property update as attached at pages 41 to 44.

11/343 HEALTH & SAFETY POLICY

To consider the Health & Safety Policy (as attached at pages 45 to 82) and to recommend to Executive.

11/344 EXCLUSION OF PRESS AND PUBLIC

The Committee is requested to pass a resolution excluding the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/345 ADDITIONAL WORKSPACE FOR YEOVIL TOWN COUNCIL – UPDATE & REQUEST TO PROCEED (COMMERCIAL IN CONFIDENCE)

To consider the report of Director of Infrastructure (Property & Assets) as attached at pages 83 to 87.

11/333 DEFIBRILLATOR AND BLEEDKIT UPDATE

Defibrillator Update

Yeovil Town Council are currently the guardians of 21 defibrillators across Yeovil (see below), with plans to increase this number continuing.

Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 132 times:

Location	Go-Live Date	Frequency of access as at 10th March 2026	Frequency of access since 10th March 2026	Frequency of access to date
1. Nationwide	20/09/21	24	0	25
2. The Acorn	16/10/21	24	2	27
3. Ninesprings Café	14/01/22	3	1	4
4. St Andrew's Scout Group	23/04/22	3	0	3
5. St Peter's Church	12/03/22	10	0	10
6. Dunelm	19/07/22	3	0	3
7. Birchfield	09/12/22	10	0	10
8. The Quicksilver Mail	06/01/23	7	0	7
9. Milford Hall	18/01/18	9	0	11
10. Town House	19/01/23	6	1	7
11. Holy Trinity Church	29/07/23	4	2	7
12. Southville Elim Church	05/10/23	7	0	7
13. Maltravers House	11/03/24	2	0	2
14. Progress Gym	16/05/24	0	0	0
15. Yeovil Recreation Centre *1	01/08/24	1	0	1
16. The Bell Inn	15/10/24	4	1	6
17. Yeovil Amateur Boxing Club	03/12/25	0	1	1
18. Duke of York	17/12/25	1	0	1
19. St James Church	03/02/26	0	0	0
20. Yeovil Amateur Operatic Society	20/05/26	0	0	0
21. Holy Trinity Scout Hall *2	20/05/26	0	0	0
		124	8	132

*1 Inherited as part of devolution (installed on the Jon O'Donnell Pavilion)

New Installations

Yeovil Amateur Operatic Society have installed a new defibrillator and emergency bleed kit on the exterior wall of Edwards House. The equipment is now fully operational and available for public use in the event of an emergency.



Yeovil Amateur Operatic Society, Edwards House, 14 Buckland Rd, Yeovil BA21 5EA

*2 Due to insufficient funding, Holy Trinity Scout Hall, Yew Tree Park (BA20 2ND) has transferred guardianship of the on-site defibrillator to Yeovil Town Council. The Council will now be responsible for its ongoing maintenance, including the replacement and upkeep of pads and batteries, to ensure the device remains in good working order and fully accessible to the public.



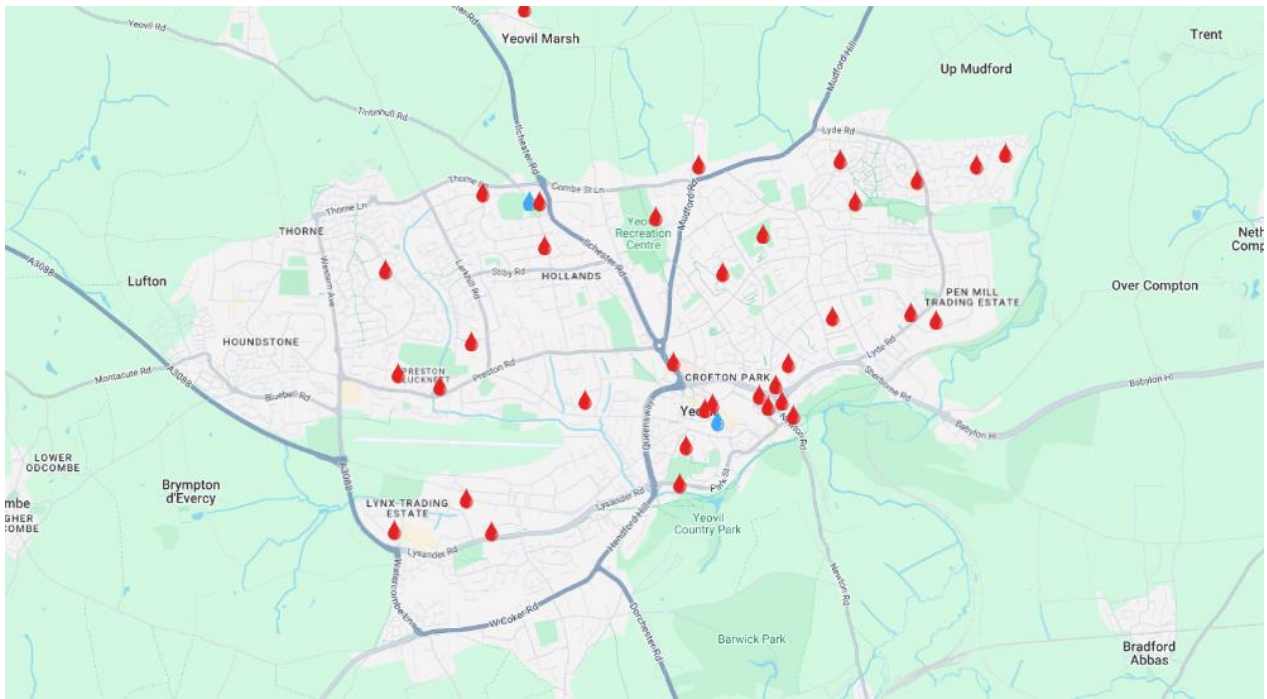
Holy Trinity Scout Hall, Yew Tree Park, Yeovil, BA20 2ND

Future Installations

Additional sites for installations are currently being explored. Discussions are still ongoing with Spirit Gymnastics Academy.

Members are asked to consider whether Westlands Entertainment Venue would be an appropriate location for a new defibrillator and emergency bleed kit. A request has been received from a member of the public for equipment to be installed in this vicinity. Further information will be presented at future meetings of this committee.

Emergency Bleed Kits



Map of installed Bleed Kits around Yeovil via Heartsafe.org.uk

YTC locations

Birchfield Community Centre, Birchfield Road, Yeovil BA21 5R
Elim Church, 27 Brunswick St, Yeovil BA20 1QZ
Holy Trinity Church and Community Centre, Lysander Rd, Yeovil BA20 2BU
Milford Community Hall, Milford Hall BA21 4QD
Progress Gym, 3A & 3B Kingfisher Close, Lynx Trading Estate, BA20 2PJ
St Andrews Scout Hut, Preston Grove, Yeovil BA20 2BQ
Yeovil Town Council, 19 Union Street, Yeovil, BA20 1PQ
Yeovil Recreation Ground, Yeovil Recreation Centre, Chilton Grove, BA21 4AW
Country Park Café, 27 Brunswick St, Yeovil BA20 1QZ
Maltravers House, Maltravers House Petters Way, Yeovil BA20 1SH
Yeovil Amateur Boxing Club, St Micheal's Hall, Yeovil, Somerset, BA21 5AG

1032 Yeovil Air Cadets Squadron, Railings outside:1032 Yeovil Air Cadets, Yeovil, BA21 4QW
Duke of York, 12 Kingston, Yeovil, BA20 2QL
Bell Inn, 207 Preston Road, Yeovil BA20 2EW
Yeovil Amateur Operatic Society, Edward House, 14 Buckland Rd, Yeovil BA21 5EA
Evans Cycles, 76 Lyde Road, Yeovil, BA21 5DW
Preston School, Railings outside: Preston School, Monks Dale, Yeovil, Somerset, BA21 3JD
St James Church, Preston Road, Yeovil BA20 2EZ

Existing locations in Yeovil

HSBC 1 Middle Street, Yeovil, BA20 1LR
Outside Barolo Lounge on lamppost 17 & 18 High Street, Yeovil, BA20 1RQ
Lamppost on Central Road junction with Earle Street Earle Street, Yeovil, BA20 1JW
Dominos Pizza Wyndham Street, Yeovil, BA20 1JJ
Aplin House Newton Road Yeovil, Somerset, BA20 1FF
Lamppost outside JD Wetherspoons 97 Middle Street, Yeovil, BA20 1LN
Yeovil Leisure Park Security Office, Yeo Leisure Park, Yeovil, BA20 1NP
Peters Community Centre, Coronation Avenue, Yeovil, BA21 3DY
Peugeot Howards, 1b Bympton Way, Yeovil, BA20 2HP
Vauxhall Howards, Lufton Way, Yeovil, BA22 8PT
Hundredstone Bus Shelter, Mudford Road, Yeovil, BA21 4NL
One Stop Shop, 2 -4 Runnymede Road, Yeovil, BA21 5RF
Yeovil Sports Club, Coronation Ave, Yeovil, BA21 3DY
Premier Stores, 87 Greenwood Road, Yeovil, BA21 3LF
The Great Lyde, Pub, 1 Cavalier Way, Yeovil, BA21 5UA
Wyndham Park Community Garden, 15 Shackleton Road, Yeovil, BA21 5EU
Wyndham Park Community Hub, 80 Great Mead, Yeovil, BA21 5EG

Recently installed

We have now successfully installed an emergency bleed kit on the railings outside Evans Cycles. This is fully accessible for the public in an event of an emergency.



Evans Cycles, 76 Lyde Road, Yeovil, BA21 5DW

To date, we are not aware of any of the YTC bleed kits being used.

Potential YTC Locations

The Acorn , 8-10 Church Street, Yeovil, Somerset, BA20 1HE
Spirit Gymnastics Academy , Unit 1, Seaton Mews West Hendford, Yeovil, BA20 2AG
Westlands Entertainment Venue , Westbourne Close, Yeovil BA20 2DD

The Committee is **RECOMMENDED** to note the report.

*(Tabetha Short, Admin Officer – 01935 382424
or Tabetha.short@yeovil.gov.uk)*

2024/25													2025/26												
Budget	Month 1 - 12 spent	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 12 spent	(Over) / Under Spend	To/(From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Notes												
£	£	£	£	£		£	£	£	31/03/2026	£	£	£													
					EXPENDITURE																				
					Director of IPA																				
0	0	0	0	0	Salaries - Basic & NI	0	0	0	53,277	(53,277)		(53,277)													
0	0	0	0	0	Salaries - Pension	0	0	0	11,458	(11,458)		(11,458)													
					Property Management																				
0	0	0	0	0	Salaries - Basic & NI	0	0	0	20,032	(20,032)		(20,032)													
0	0	0	0	0	Salaries - Pension	0	0	0	3,957	(3,957)		(3,957)													
					Community Wardens:																				
63,000	40,554	22,446	0	22,446	Salaries - Basic & NI	66,530	0	66,530	28,267	38,263		38,263													
12,000	5,494	6,506	0	6,506	Salaries - Pension	13,190	0	13,190	4,521	8,669		8,669													
900	734	166	0	166	Other Staff Costs	0	0	0	51	(51)		(51)													
					Facility Officer:																				
27,000	27,288	(288)	0	(288)	Salaries - Basic & NI	0	29,400	29,400	32,368	(2,968)		(2,968)													
6,000	5,446	554	0	554	Salaries - Pension	0	5,850	5,850	6,582	(732)		(732)													
0	94	(94)	0	(94)	Other Costs	0	0	0	763	(763)		(763)													
					YTC Van																				
0	0	0	0	0	Fuel / EV charge	0	0	0	394	(394)		(394)													
8,000	0	8,000	0	8,000	Electric Van	0	8,000	8,000	0	8,000		8,000													
1,800	2,165	(365)	0	(365)	Repair & Maintenance	0	2,000	2,000	(84)	2,084		2,084													
0	0	0	0	0	Staff Training																				
0	80	(80)	0	(80)	Advertising for Staff	0	0	0	460	(460)		(460)													
0	0	0	0	0	Health & Safety at Work																				
100	134	(34)	0	(34)	Uniform / PPE	0	100	100	347	(247)		(247)													
0	155	(155)	0	(155)	Phones & Mobile																				
0	0	0	0	0	Radio	0	0	0	1,336	854		854													
0	0	0	0	0	IT	0	730	730	0	0		0													
0	0	0	0	0	IT Hardware	0	0	0	3,797	(3,067)		(3,067)													
					Subscriptions																				
9,100	(3,588)	12,688	12,500	188	Other Subscriptions	0	0	0	869	(869)		(869)													
0	0	0	0	0	YCRT	1,000	0	1,000	16	(16)		(16)													
0	0	0	0	0	Equipment, Tools & Material																				
11,400	1,000	10,400	0	10,400	Holiday Playscheme contribution	0	11,800	11,800	2,473	(1,473)		(1,473)													
570	0	570	0	570	Millennium Clock	570	0	570	3,954	(3,954)		(3,954)													
60,000	(59,957)	119,957	119,957	0	Capital Building Project																				
1,000	2,029	(1,029)	0	(1,029)	Public Noticeboards	500	0	500	0	500	11,800	11,800	0 under spend transfer to reserve												
0	1,785	(1,785)	0	(1,785)	Bus Shelter																				
12,420	22,292	(9,872)	(7,759)	(2,113)	Defibrillator & Bleed Kits	9,000	0	9,000	511	59		59													
700	0	700	0	700	Litter/Grit bins	500	0	500	0	500	59,858	59,858	(0) under spend transfer to reserve												
32,490	49,669	(17,179)	0	(17,179)	CCTV																				
1,250	0	1,250	0	1,250	Speed Indicator Device Installations	51,000	0	51,000	142	59,858		(0)													
100	100	0	0	0	St Georges Day Parade	1,300	0	1,300	0	0		0	0 End of SLA in 2024/25												
750	(743)	1,493	1,500	(7)	War memorials																				
					Goar Knap - Building																				
90	1,028	(938)	0	(938)	Building	750	0	750	750	0		0	Moved from L & E												
	126	(126)	0	(126)	Other Costs	0	200	200	0	200		200													
700	750	(50)	0	(50)	Electricity	0	750	750	3,256	(3,256)		(3,256)													
1,410	1,412	(2)	0	(2)	Business Rates	0	1,460	1,460	206	544		544													
					Milford Hall:																				
1,000	2,223	(1,223)	0	(1,223)	Repairs and Maintenance Buildings	1,000	0	1,000	0	0		0													
5,700	6,196	(496)	0	(496)	Milford Hall - Business Rates	6,200	0	6,200	6,480	(5,480)		(5,480)	Automatic door issue; minor flooring damage												
30,000	20,846	9,154	0	9,154	Electricity	20,000	0	20,000	7,745	(1,545)		(1,545)													
12,770	19,182	(6,412)	0	(6,412)	Milford Hall - Running Costs	13,660	0	13,660	18,437	1,563		1,563													
1,000	696	305	0	305	CCTV	500	0	500	19,922	(6,262)		(6,262)													
460	1,305	(845)	0	(845)	Milford Hall - Security	1,000	0	1,000	0	500		500													
13,070	11,138	1,932	0	1,932	Salaries - Basic & NI	11,170	0	11,170	1,601	(601)		(601)													
									12,174	(1,004)		(1,004)	3.2% payaward for 2025/26												

	2,429	(2,429)	0	(2,429)	Salaries - Pension	0	0	0	2,506	(2,506)		(2,506)	Employee has elected to be entered to pension schem
					Peter Street Public Toilets:								
0	3,725	(3,725)	0	(3,725)	Repairs & Maintenance	1,000	0	1,000	1,645	(645)		(645)	
8,300	8,686	(386)	0	(386)	Cleaning (inc toilet rolls)	8,590	0	8,590	10,263	(1,673)		(1,673)	National Living Wage increase as per contract
7,680	7,680	0	0	0	Security	7,950	0	7,950	7,680	270		270	
9,990	3,381	6,609	0	6,609	Other Running costs (electric/water)	7,000	0	7,000	2,519	4,481		4,481	
10,000	0	10,000	10,000	0	Refurbishment	10,000	0	10,000	0	10,000	10,000	0	under spend transfer to reserve
					Peters Way Public Toilets:								
0	884	(884)	0	(884)	Repairs & Maintenance	1,000	0	1,000	5,201	(4,201)		(4,201)	
6,810	1,295	5,515	0	5,515	Other Running costs (electric/water)	7,000	0	7,000	98	6,902		6,902	
7,680	7,680	0	0	0	Security	7,950	0	7,950	7,680	270		270	
8,300	308	7,992	0	7,992	Cleaning (inc toilet rolls)	8,590	0	8,590	11,091	(2,501)		(2,501)	National Living Wage increase as per contract
					Town House								
3,750	3,958	(208)	0	(208)	Salaries - Basic & NI (Cleaning)	4,050	0	4,050	4,084	(34)		(34)	3.2% payaward for 2025/26
10,000	3,997	6,003	0	6,003	Repairs and Maintenance	10,000	0	10,000	3,421	6,579		6,579	Replacement flag pole
500	(500)	1,000	1,000	0	CCTV Reserve	500	0	500	0	500		500	
12,000	11,602	398	0	398	Business rates	12,420	0	12,420	11,602	818		818	
800	2,151	(1,351)	0	(1,351)	Security - Fire & Intruder	1,000	0	1,000	2,356	(1,356)		(1,356)	
3,500	3,722	(222)	0	(222)	Electricity	3,000	0	3,000	2,835	165		165	
2,200	1,509	691	0	691	Gas	2,000	0	2,000	2,730	(730)		(730)	
400	239	161	0	161	Water charges	400	0	400	394	6		6	
2,450	2,900	(450)	0	(450)	Other costs	2,500	0	2,500	3,346	(846)		(846)	
409,140	225,276	183,864	137,198	46,666	Total Expenditure	352,820	62,480	415,300	393,990	21,310	89,476	(68,166)	
					INCOME								
0	(1,600)	1,600	0	1,600	Defibrillator & Bleed Kits	0	0	0	(3,000)	3,000		3,000	
					Milford Hall								
(18,070)	(17,873)	(197)	0	(197)	Anchor Tenant	(18,070)	0	(18,070)	(16,597)	(1,473)		(1,473)	
(14,890)	(18,462)	3,572	0	3,572	Hall Bookings	(17,260)	0	(17,260)	(18,822)	1,562		1,562	
0	(368)	368	0	368	Town House	0	0	0	0	0		0	
(32,960)	(38,302)	5,342	0	5,342	Total Income	(35,330)	0	(35,330)	(38,419)	3,089	0	3,089	
376,180	186,974	189,206	137,198	52,008	Net Expenditure	317,490	62,480	379,970	355,571	24,399	89,476	(65,077)	

Reserves as at 31/03/26

Earmarked Reserve	Balance as at 31/03/23 (£)	Movement in Year In (£)	Balance as at 31/03/24 (£)	Movement in Year In (£)	Balance as at 31/03/25 (£)	Movement in Year In (£)	Balance as at 31/03/26 (£)
Capital Building Project	275,494	59,957	335,451	60,000	395,451	(167,867)	227,584
War Memorial	2,209	750	2,959	743	3,702	0	3,702
Defibrillators & Bleed kits	6,779	950	7,729	(7,729)	0	7,818	7,818
CCTV	1,000	500	1,500	500	2,000	0	2,000
Community Safety	17,500	12,500	30,000	0	30,000	0	30,000
Public Toilet Refurbishment	0	0	0	10,000	10,000	10,000	20,000
Holiday Play Scheme*	0	0	0	0	0	11,800	11,800

2025/26							2026/27							Notes
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 2 spent 31/05/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	
£	£	£	£	£	£	£		£	£	£	£	£	£	
							EXPENDITURE							
							Director of P&C							
0	0	0	53,277	(53,277)		(53,277)	Salaries - Basic & NI	65,320	0	65,320	10,570	63,420	1,900	
0	0	0	11,458	(11,458)		(11,458)	Salaries - Pension	11,500	0	11,500	1,665	9,988	1,512	
							Property Management							
0	0	0	20,032	(20,032)		(20,032)	Salaries - Basic & NI	41,170	0	41,170	6,662	39,973	1,197	
0	0	0	3,957	(3,957)		(3,957)	Salaries - Pension	7,300	0	7,300	1,056	6,339	961	
							Community Wardens:							
66,530	0	66,530	28,267	38,263		38,263	Salaries - Basic & NI	98,770	0	98,770	15,833	95,000	3,770	
13,190	0	13,190	4,521	8,669		8,669	Salaries - Pension	17,580	0	17,580	2,523	15,138	2,442	
0	0	0	51	(51)		(51)	Other Staff Costs	0	0	0	0	0	0	
							Facility Officer:							
0	29,400	29,400	32,368	(32,368)		(32,368)	Salaries - Basic & NI	27,180	0	27,180	5,145	30,871	(3,691)	
0	5,850	5,850	6,582	(6,582)		(6,582)	Salaries - Pension	5,440	0	5,440	820	4,922	518	
0	0	0	763	(763)		(763)	Other Costs	0	0	0	0	0	0	
							YTC Van							
0	0	0	394	(394)		(394)	Fuel / EV charge	0	0	0	65	393	(393)	
0	8,000	8,000	0	(0)		(0)	Electric Van	12,000	0	12,000	0	12,000	0	
0	2,000	2,000	(84)	84		84	Repair & Maintenance	1,000	0	1,000	0	1,000	0	
0	0	0	2,827	(2,827)		(2,827)	Staff Training	3,000	0	3,000	470	3,000	0	
0	0	0	460	(460)		(460)	Advertising for Staff	0	0	0	0	0	0	
0	0	0	8,780	(8,780)		(8,780)	Health & Safety at Work	1,000	0	1,000	66	1,000	0	
0	100	100	347	(347)		(347)	Uniform / PPE	1,000	0	1,000	5	1,000	0	
0	2,190	2,190	1,336	(1,336)		(1,336)	Phones & Mobile	3,110	0	3,110	192	3,110	0	
0	0	0	0	0		0	Radio	11,000	0	11,000	0	11,000	0	
0	730	730	3,797	(3,797)		(3,797)	IT	4,910	0	4,910	414	4,910	0	
0	0	0	869	(869)		(869)	IT Hardware	0	0	0	0	0	0	
							Subscriptions							
0	0	0	16	(16)		(16)	Other Subscriptions	0	0	0	0	0	0	
1,000	0	1,000	2,473	(1,473)		(1,473)	YCRT	1,000	0	1,000	975	1,000	0	
0	0	0	3,954	(3,954)		(3,954)	Equipment, Tools & Material	0	0	0	216	216	(216)	
11,800	0	11,800	0	11,800	11,800	0	Holiday Playscheme contribution	11,800	0	11,800	0	11,800	0	
570	0	570	511	59		59	Millennium Clock	570	0	570	0	570	0	
60,000	0	60,000	142	59,858	59,858	(0)	Building Project capital	60,000	0	60,000	0	60,000	0	
500	0	500	0	500		500	Public Noticeboards	500	0	500	0	500	0	
0	0	0	0	0		0	Bus Shelter	0	0	0	0	0	0	
9,000	0	9,000	1,182	7,818	7,818	0	Defibrillator & Bleed Kits	4,500	0	4,500	1,729	4,500	0	
500	0	500	0	500		500	Litter/Grit bins	500	0	500	0	500	0	
51,000	0	51,000	53,167	(2,167)		(2,167)	CCTV	53,170	0	53,170	0	53,170	0	
1,300	0	1,300	2,520	(1,220)		(1,220)	Speed Indicator Device Installations	1,300	0	1,300	0	1,300	0	
750	0	750	750	0		0	War memorials	750	0	750	0	750	0	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years *£750 technical adjustment
							Youth & Community							
4,000	0	4,000	0	0		0	Youth Council	2,000	0	2,000	378	2,000	0	
40,600	0	40,600	36,588	36,588		36,588	Youth Services - YMCA	40,600	0	40,600	0	40,600	0	
15,000	0	15,000	13,750	13,750		13,750	Youth Services - Youth Drop In	25,000	0	25,000	0	25,000	0	
							Goar Knap - Building							
0	200	200	0	0		0	Building	0	0	0	147	147	(147)	
0	0	0	3,256	(3,256)		(3,256)	Other Costs	0	0	0	1,725	1,725	(1,725)	
0	750	750	206	(206)		(206)	Electricity	770	0	770	214	770	0	
0	1,460	1,460	0	0		0	Business Rates	1,820	0	1,820	0	1,820	0	
							Milford Hall:							
1,000	0	1,000	6,480	(5,480)		(5,480)	Repairs and Maintenance Buildings	1,030	0	1,030	588	1,030	0	

6,200	0	6,200	7,745	(1,545)		(1,545)	Milford Hall - Business Rates	6,390	0	6,390	7,514	7,514	(1,124)	
20,000	0	20,000	18,437	1,563		1,563	Electricity	20,600	0	20,600	1,064	20,600	0	
0	0	0	0	0		0	PV Panel installation	0	0	0	9,848	9,848	(9,848)	Funded from Carbaon Management Fund
13,660	0	13,660	19,922	(6,262)		(6,262)	Milford Hall - Running Costs	14,070	0	14,070	3,210	14,070	0	
500	0	500	0	500		500	CCTV	500	0	500	0	500	0	
1,000	0	1,000	1,601	(601)		(601)	Milford Hall - Security	1,030	0	1,030	150	1,030	0	
11,170	0	11,170	12,174	(1,004)		(1,004)	Salaries - Basic & NI	12,540	0	12,540	2,029	12,174	366	
0	0	0	2,506	(2,506)		(2,506)	Salaries - Pension	2,320	0	2,320	335	2,012	308	
							Peter Street Public Toilets:							
1,000	0	1,000	1,645	(645)		(645)	Repairs & Maintenance	1,030	0	1,030	0	1,030	0	
8,590	0	8,590	10,263	(1,673)		(1,673)	Cleaning (inc toilet rolls)	8,850	0	8,850	907	8,850	0	
7,950	0	7,950	7,680	270		270	Security	1,000	0	1,000	0	1,000	0	
7,000	0	7,000	2,519	4,481		4,481	Other Running costs (electric/water)	7,210	0	7,210	113	7,210	0	
10,000	0	10,000	0	10,000	10,000	0	Refurbishment	0	0	0	0	0	0	
							Petters Way Public Toilets:							
1,000	0	1,000	5,201	(4,201)		(4,201)	Repairs & Maintenance	1,030	0	1,030	56	1,030	0	
7,000	0	7,000	98	6,902		6,902	Other Running costs (electric/water)	7,210	0	7,210	127	7,210	0	
7,950	0	7,950	7,680	270		270	Security	1,000	0	1,000	0	1,000	0	
8,590	0	8,590	11,091	(2,501)		(2,501)	Cleaning (inc toilet rolls)	8,850	0	8,850	1,187	8,850	0	
							Town House							
4,050	0	4,050	4,084	(34)		(34)	Salaries - Basic & NI (Cleaning)	4,210	0	4,210	681	4,084	126	
10,000	0	10,000	3,421	6,579		6,579	Repairs and Maintenance	5,000	0	5,000	91	5,000	0	
500	0	500	0	500		500	CCTV Reserve	500	0	500	0	500	0	
12,420	0	12,420	11,602	818		818	Business rates	12,420	0	12,420	0	12,420	0	
1,000	0	1,000	2,356	(1,356)		(1,356)	Security - Fire & Intruder	1,030	0	1,030	0	1,030	0	
3,000	0	3,000	2,835	165		165	Electricity	3,000	0	3,000	260	3,000	0	
2,000	0	2,000	2,730	(730)		(730)	Gas	2,000	0	2,000	196	2,000	0	
400	0	400	394	6		6	Water charges	400	0	400	8	400	0	
2,500	0	2,500	3,346	(846)		(846)	Other costs	2,580	0	2,580	751	2,580	0	
424,220	50,680	474,900	444,328	20,967	89,476	(68,509)	Total Expenditure	641,360	0	641,360	79,987	645,405	(4,045)	
							INCOME							
0	0	0	(3,000)	3,000		3,000	Defibrillator & Bleed Kits	0	0	0	0	0	0	
							Milford Hall							
(18,070)	0	(18,070)	(16,597)	(1,473)		(1,473)	Anchor Tenant	(18,070)	0	(18,070)	0	(18,070)	0	
(17,260)	0	(17,260)	(18,822)	1,562		1,562	Hall Bookings	(17,260)	0	(17,260)	(3,750)	(17,260)	0	
0	0	0	(5)	5		5	Town House	0	0	0	0	0	0	
(35,330)	0	(35,330)	(38,424)	3,094	0	3,094	Total Income	(35,330)	0	(35,330)	(3,750)	(35,330)	0	
388,890	50,680	439,570	405,904	24,061	89,476	(65,415)	Net Expenditure	606,030	0	606,030	76,237	610,075	(4,045)	

Introduction

This report provides an overview of the work of the Community Warden Service over the past 3 months. A detailed verbal report will be given at the meeting.

Update

The Community Warden service has been in operation since October 2025 with a full complement of Wardens in post for the last 3 months.

The original intention was for all three posts to cover all aspects of the warden role. However, early experience has led to a change of approach and lead roles have emerged which take advantage of the knowledge, skills and experience of the team.

Emma Marsh is the lead for Community. This includes working closely with partner organisations, attending community events and organising a programme of holiday activities (Playdays).

The Playday programme is taking shape, and publicity has started to be circulated.

Playdays

Dates for Yeovil Town Council Playdays have been agreed.

- Yew Tree Park - Friday 7th August
- Ninesprings - Wednesday 12th August
- Milford Park - Friday 21st August
- Birchfield - Monday 24th

Playdays will run from 10am - 2pm and will be themed around the venue/location. Set and support for the events will be provided by teams from across the organisation.

The programme includes a visit from Devito's Circus who will be offering circus skills workshops and performances in the run up to the Playday at Milford Park.

Chris Norman is the lead for Town Centre with a focus on community safety. Chris works closely with Yeovil Crime Reduction Team and the Neighbourhood Policing team to increase presence in the town centre and YTC sites. He is essentially acting as a professional witness and reports and evidences Anti-Social Behaviour. Chris has had success in the following areas :

- disrupting theft and unwanted behaviour in the town centre,
- tackling dog related ASB at Ninesprings
- supporting numerous vulnerable people to get help in times of crisis.

Lindey Tailby's role is evolving but is focussing on maintaining and improving the built environment through providing support to residents and working with partners to local highways team to address issues raised at allotment sites or referrals from Highways.

Lindsey will be working closely with the Parks Engagement Officer to develop the YTC approach to managing dog fouling and littering in our open spaces.

The Wardens work together on all of these areas with the lead role taking a special interest in the more specialist area of work.

The service is still in the process of developing and will continue to evolve in line with the needs of the community and Yeovil Town Council.

A Community Warden will attend the meeting to give a brief verbal update.

Financial Implications

There are no direct financial implications related to this report.

The committee is **RECOMMENDED** to note the report.

(Tim Cook, Director, Property & Community) – tim.cook@yeovil.gov.uk

11/337 SPEED INDICATOR DEVICE SCHEDULE

Yeovil Town Council owns two Speed Indicator Devices (SIDs) which are installed on a rota at sites around the town (agreed by the Buildings and Civic Matters Committee). The list of locations from 24 May 2024 to date as shown below.

The posts for the SIDs must be installed by Somerset Council as the Highways Authority.

24 May 24	Milford Rd	Lysander Rd
7 June 24	St Michaels Ave	Sherborne Rd
21 June 24	Lyde Rd	Goldcroft
5 July 24	St Johns Rd	Preston Rd
19 July 24	Lyde Rd	Goldcroft
2 August 24	Rosebery Ave	Milford Rd
23 August 24	Preston Rd	Lysander Rd
30 August 24	West Coker Rd	Sherborne Rd
13 September 24	St Michaels Ave	Preston Rd
27 September 24	Goldcroft	Rosebery Ave
11 October 24	Lysander Rd	Milford Rd
25 October 24	St Johns Rd	Preston Rd
15 November 24	Lyde Rd	Lysander Road
29 November 24	St Johns Rd	Sherborne Rd
13 December 24	St Michaels Ave	West Coker Rd

Removed over Christmas Period 2024

13 January 25	West Coker Road	Sherborne Rd
24 January 25	Preston Road	Lyde Road
7 February 25	West Coker Road	St Johns Rd
21 February 25	Goldcroft	Rosebery Ave
7 March 25	Lysander Rd	Milford Rd
21 March 25	St Michaels Ave	West Coker Rd
4 April 25	St Johns Road	Preston Road
18 April 25	Lyde Road	Goldcroft
6 May 25	Milford Road	Rosebery Avenue

22 May 25	West Coker Rd	Sherborne Rd	
5 June 25	Goldcroft	Lysander Road	
19 June 25	Preston Road	Lyde Road	
30 June 25	**Removed from above but problem with padlocks, so new Padlocks on order**		
14 July 25	West Coker Rd	St Johns Road	
28 July 25	Goldcroft	Rosebery Avenue	
11 August 25	Milford Rd	Preston Road	
26 August 25	St Johns Road	Mudford Road	
8 September 25	West Coker Road	Sherborne Rd	
22 September 25	Preston Road	Lyde Road	
6 October 25	West Coker Road	St Johns Rd	
20 October 25	Goldcroft	Rosebery Ave	
3 November 25	Lysander Rd	Milford Rd	
17 November 25	St Michaels Ave	West Coker Rd	
1 December 25	Milford Rd	Lysander Rd	
18 December 25	Removed over Christmas period 2025		
9 January 26	St Michaels Ave	Sherborne Road	
23 January 26	St Johns Road	Preston Road	
6 February 26	Lyde Road	Goldcroft	
20 February 26	Rosebery Avenue	Milford Road	
6 March 26	West Coker Rd	Sherborne Road	
20 March 26	Preston Rd	Lyde Rd	
2 April 26	West Coker Rd	St Johns Road	
17 April 26	Goldcroft	Rosebery Avenue	
1 May 26	Milford Rd	Lysander Rd	T

The Committee is **RECOMMENDED** to note the report.

Yeovil
Youth Clubs
April 2026
REPORT

YMCA BRUNEL GROUP YEOVIL YOUTH CLUBS

Report for Yeovil Town Council

Department: Youth and Community

Dated: JAN - MAR 2026

Team Leader: Rhi Cross

Director of Youth & Community: Mark Willcox



YMCA enables people to develop their full potential in mind, body and Spirit. Inspired by, and faithful to, our Christian Values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Our youth work at YMCA Brunel Group

YMCA Brunel Group delivers universal Youth Work for young people 10-19 (25 years additional needs). Operating in 8 youth clubs, project work across Mendip & South Somerset; Frome, Coleford, Glastonbury, Shepton Mallet, Street and Yeovil. We have worked with 1200+ young people over the past year.

YMCA Brunel Group is a charitable organisation providing a service and activities for young people and their communities.

We believe every young person in Yeovil deserves to feel they belong, are valued, and have space to grow. Our youth service is grounded in relationships, walking alongside young people in their everyday lives, building trust over time, and creating safe, welcoming environments where they can be themselves.

We listen first and respond early, offering support before challenges become crises. By being a consistent and steady presence, we create spaces where young people feel seen and heard, without pressure or judgement. Our work sits alongside statutory services, offering something distinct: time, attention, and connection.

Young people are at the heart of what we do. We work with them to shape the services they use, ensuring provision reflects their experiences, ideas, and hopes. Through accessible local opportunities, supportive relationships, and space to reflect and grow, we aim to nurture confidence, resilience, and a sense of possibility.

In doing so, we seek to support not only individual young people, but the wellbeing and strength of the wider community.

Yeovil Youth Clubs Report by Rhi Cross Report January – March 2026

Overview

Milford

Numbers of individual young people 67

Numbers of attendance 292 over the quarter

Average number each session 26

Milford continues to see consistently enthusiastic and high attendance, and whilst this remains a challenge for staff, recent changes to session structure have helped, with reviews on set up and logistics, to be well discussed at the next planning meeting.

The introduction of young volunteers taking turns to support with tuck shop in pairs, has continued to have a positive impact, improving efficiency while giving YP a sense of ownership and responsibility within the club. They take pride in the role and are excited to run the sales, not just for their sweet reward at the end! We have had several discussions about potentially running a fund-raising stall over the summer, at local events as several young people would like to get involved in making wares and being involved in business mind set development.

The demographic trend remains largely unchanged, with most attendees aged 14 and under. Engagement with older male young people continues to be sporadic; they often attend briefly but do not fully access the delivery. This remains an area for development, with ongoing consideration around how to create a safe, appealing offer that does not negatively impact the experience of younger attendees. We have experienced large congregations in the car park and on the door, which has caused several issues. Now the CCTV is running again, this may disperse the volume and length of the gatherings, as it is often for the majority of the evening. This is usually a collection of non-registered YP, ages of 13-17, and whilst likely intimidating for some, is overly exciting for other members in club, which has led to noisy and volatile situations. Some of the YP, both members and non-members, refuse to leave even when asked politely but firmly to, and this has been testing to manage some weeks.

Impression from staff is that some are curious of our service, but don't show this due to peer judgement, and some are unfortunately, are aware of their presence being 'exciting' for the younger impressionable members.

At present, this matter is being managed in response to the presenting needs and behaviours each session.

It is recognised that contributory factors may include seasonal changes, such as darker evenings and increased attendance, and it is anticipated that the frequency and intensity of incidents may reduce over the remainder of the academic year. This will continue to be monitored and reviewed as part of ongoing risk assessment.

Positive relationships remain in place with local PCSOs, and consideration has been given to implementing a visible, preventative presence through brief, but increased visits. This approach may support early intervention, reinforce behavioural expectations, and provide reassurance to young people, staff, and the wider community.

However, we are aware this must be carefully balanced to avoid creating an environment that could be perceived as enforcement-led or intimidating, which may impact engagement. Some members have said their parents would prefer they not attend if police and older teens are regularly in the area- however they are still happy to be outside until late hours. Reasons for the contradictory feedback are not clear; several parents are not open to discussion, and have at times been known to be aggressive. At present we have decided to respect their decisions and use our time to build on positive session development internally.

The decided approach will be agreed following further staff and club discussion, with any actions considered alongside safeguarding principles, and the promotion of a safe and inclusive environment. No formal request for increased police presence has been made at this stage.

Goldenstones

Numbers of individual young people 20

Numbers of attendance over the quarter 69

Average number each session 6

Goldenstones' attendance is steadily increasing, to a form a happy and sustainable club dynamic, with a noticeable increase in engagement following a very quiet period in January. We have a focus on developing a consistent core group of young people, whilst encouraging new attendees to integrate safely and confidently into the provision. The quieter, more contained environment remains beneficial, particularly for those who may find larger settings overwhelming, contributing to a more regulated and inclusive space.

This quarter, delivery has prioritised relationship-building both with current members, the venue staff, and young people in the area. There has been slow interest despite making connections with schools, local services as well as Yeovil's Connect Somerset Champion support, but emails from curious parents are starting to come in. We are planning to secure larger advertisement in the form of an A-board outside the centre, for clear visibility of the club's presence; now we are more secure in the space, this can be invested in, with the hopeful support of the manager.

We are hopeful that our presence at Goldenstones, can be viewed as an opportunity for the centre, as well as the centre known as valued to ourselves. We have of course explained the need for respectful behaviour to the members, but have also explained the nature of our deliveries, and varied, often complex needs and backgrounds of the young people we cater to. We have requested any upset to be discussed with staff directly, to ensure attendance continues at this early stage.

The outdoor space continues to be a valuable asset, supporting physical activity and positive engagement, and strongly hope management is happy to continue with our using this, whilst being respectful of the built-in outside gym. Actions have been taken with management to make this as safe as possible, with YP taking responsibility for sensible, but reasonable behaviour.

Local engagement will be key to sustaining this growth and presence, whilst ensuring the provision remains inclusive, safe, and responsive to a range of young people. We hope to advertise to villages outside this area of Yeovil, as well as further encouragement to young people that congregate at the bottom of the town centre.

It has recently come to our attention that YCC delivers a Wednesday provision at a similar time, in addition to their existing Friday sessions. While this initially raised some concern regarding overlap, it is now being viewed as an opportunity to develop a more collaborative approach to meeting the needs of young people across both services.

We recognise that the delivery models may differ, which presents an opportunity to offer a broader and more inclusive range of support. It is hoped that The Gateway shares a mutual desire for supportive working, enabling both provisions to complement one another, rather than operate in competition.

A coordinated approach would strengthen outcomes for young people by widening access, responding to diverse needs, and enhancing the overall support network through shared knowledge, resources, and professional expertise between the two teams.

We have recently reached out to their service with an explanatory and kind email, expressive our intention of support and potential future collaborations.

Detached Youth Work (Yeovil)

A key focus this quarter has been to raise the awareness of our Goldenstones sessions, largely targeting young people that gather at the bottom of town by Weatherspoon's, At times they are considered potentially antisocial by local businesses; PCSO's detailed this during our 'Walk & Talk' session, where we also had discussions with several young people that attend and congregate at Milford club. They were cautious, querying our involvement with the PCSO's, but this proved to be a going point of discussion about community relationships and the 'Why's' and 'What's' of our Detached role.

Weather has been a challenge for a large part of this quarter, but hours have been used between after school advertising of Goldenstones, planning for further outreach, and networking. We were very inspired by the morning at MIND in February, and have formed and built good relationships from this.

The Detached Lead Role has recently been made available for a new applicant, with the support YW continuing for continued integration with the clubs. Whilst I have decided to step back and focus on the development and progress of the clubs themselves, I am still happy to support the new detached lead with community events and general support where needed, and will encourage a group approach, where our services will feed each other, perhaps more effectively.

Young People's involvement

Milford

Milford YP continue to be largely keen to use the space for a warm, dry social 'hang out', using the time to talk with friends and decompress after school. We also have several YP that do not regularly attend educational platforms, and this time is there for beneficial for their interaction skills in peer relationship building.

Arts and crafts usually prove popular to a core group, some enjoyed as a hobby, some participate as means of icebreakers. The 'Art Cart' is always well used.

Our lively group of boys, do still make the most of the benefits of a gym, very much enjoying the new basketball net, but we are looking forward to the noise being taken into the outside area! We did have to have a ban for some of the male YP in this group for one session, as behaviour was becoming out of control, often related to football, but this seems to have improved somewhat.

We work hard to ensure nobody is left on their own or feeling too overwhelmed by the noise volume, and generally, despite external excitements at the entrance, all YP appear engaged in conversations, games, of featured activities. Shyness does not last long amongst the clubs many big personalities, and are pleased to say we often see new members returning with their new friends.

Goldenstones

The club is a new growing group so we have far more time to engage with the young people, either directly in activities, or with more in depth conversation than we are able to attain in Milford. We are however mindful to give them space to talk amongst their selves however, not wanting to make them feel over staffed. The members especially enjoyed a film evening, where we created a mini cinema amongst the soft play at their request.

We were very lucky to have a fully funded Wassail costume workshop delivered by Yeovil Art Space, where community artists 'Jeneau Project', supplied materials and time to create wearable art used in the Ninesprings historic event, as well as the Yeovil Art Weekender procession at the end of this month. We had 10 attendees for this, after a previous month

of low attendance, and all involved had a very enjoyable evening, with a supporting spread of tasty nibbles!

It seems it is a club that enjoys music, and so we encourage their requests to liven up their time, and make the atmosphere more welcoming.

We will be having further chats with our current visitors, to help build a program for our planning over the upcoming months; hopefully making use of the wider park.

Programme

For both clubs included :

- Safety outside at night- lots of young YP walk home on own
- Language and its effects on others, relating to...
- Respect- for themselves, staff, each other

Case Study

Kevin, 15

Since joining, Kevin's confidence appears to have improved dramatically, as they are finding themselves amongst their family challenges, peers, and identity. Initially very quiet, visits are increasing, along with voluntary engagement in conversation, help for staff, and relationship building. Always a face we are very happy to see!

Highs

Lots of smiley faces awaiting us before opening time!

Hopeful interest from older years

Confidence building for several YP is a theme.

Excited for progression of club development

A team dynamic- supportive, understanding and open workforce

Lows

Milford

Congregations outside door and refusal to disperse

Littering in club

At times, respect for staff has been poor

Need for greater staff/volunteer support due to the interest in the club. Reducing numbers will cause upset and potentially greater issues.

Goldenstones

It's a growing club and slowing growing

Teething issues with Venue inter communications can be tricky

Priorities for next period

Milford

Encouraging support of YP in taking more ownership in club running, for the benefit of themselves, as well as quality of overall delivery.

Goldenstones

Ensuring engaging delivery for our current members to enjoy, to sustain the roots we are building here. Also, to continue efforts to inform management of our work, and how and why we operate.

Staffing

Rhiannon Cross – Clubs Team Lead

Cortney Bolton – Youth Worker & Detached Engagement

Amy Francis-Chidgey Youth worker

Supported by Mark Willcox – Director of Youth & Community and Chiara Docherty Senior youth work practitioner





WE WOULD LIKE TO THANK YEOVIL TOWN COUNCIL FOR THEIR GENEROUS SUPPORT AND COMMITMENT IN SUPPORTING LOCAL YOUNG PEOPLE AND YMCA BRUNEL GROUP YEOVIL YOUTH CLUBS.

Westfield Youth Report, June 2026



The Hangout



The Hangout

(Weds evening, 4-5.30pm for school years 4-7, 6-7.30 for school years 7+)

Over the last year the younger hangout has changed a little over the last year. We ended up only having 3 or 4 regulars a week and when that dropped to one we knew we had to do something. We originally started this group to meet the young people earlier and give them a space to hang out. This group was not meeting that objective, either due to people not knowing about it or people not wanting to attend. Each year we ask both Preston Primary and Oaklands to hand out our flyers with no avail so I thought maybe best to try something different. I reached out to Oaklands and asked if I could do an assembly with year 4 – year 6. This was a massive success and had 20 plus attend that same night. This has levelled out to 10-15 attending each week. We have started to build some good relationships with these children especially the group of year 6's we have, with many discussions regarding SATS and transition to secondary school.



The older hangout has been going very well it is probably the best attended with not just our core group of teenagers attending. We

have some extra young people attend some who are part of their core groups friends who can't attend other nights, then a few others who have just heard about the group elsewhere. The young people like the freedom to do what activities they like with the various equipment we have out. We find this group is where we bond most with the young people and have those important one to one or group chats with them about life.



Drop into

(4-5.30pm Thurs evening for school years 7-13)

Drop into has changed a bit since last school year, before the summer holidays we were really into having different activities each week which the young people were really keen in joining in with. The young people especially enjoyed the baking that we were doing, since the change of leaders we have not done as much as it isn't one of our current leaders' strengths. After the summer we very much lost our rhythm with this group and struggling to



get set activities going. We have managed to do some but not as many as we like. However, this has given us more time to sit and chat with the young people and let them run off some the energy in the hall. We have also seen more creativity from the group with them asking to do certain things and take lead in that. A couple of weeks ago we got asked to play a game called imposter, everyone took part including PCSO John when he popped in. It was great time and enjoyed by all, we got

to know each other a lot more. It has been great to see more organic moments come from this lack of rhythm. Another session the young people love to do is a music session where we provide instruments and let the young people have a go. Some of our young people are very talented, and can play a variety of instruments and want to learn more from our musical volunteers.



Trips

Each year we take the young people away camping for a weekend at an event called Spree SW. It was two nights away camping at Westpoint Exeter, where there were lots of activities, including fairground rides, workshops, archery, axe throwing, 'Spree's got Talent' and much more. This was our third year of taking a group, like the previous two years we took 15 young people. Each year we ask our



volunteers their favourite part of the weekend, one reported that she really enjoyed a spontaneous moment with the young people. Normally we ask the young people to wash up their own plates etc, however, one night one of our lads offered to wash everything up and recruited two others to help him. The volunteer said this was an amazing time for them as the young people started to really open up and take an interest in the volunteers and they had great conversation whilst doing the washing up.



As well as a time to make memories that will stick with them for a long time. One memory made for one of our young people last year was making it to the final of Spree's got talent, she narrowly missed the winning spot but got chosen to be in the final 6 out of 50+ acts. She did two amazing dances both not choreographed but made up as she went along, which you would not have known when watching. All the other young people chose to go and watch the final in support of this young person and rallied round her when the result came through.

We are currently in the process of booking and planning for this year.

At the moment we have 21 young people booked on to go, nine of which have not attended spree before.

This year we have managed to take the young people on a few different outings locally. We took 21 young people bowling. Thanks to a New Year deal we managed to get two games and a free drink for each young person for only £10. For many of our young people this was the first time they had been bowling in a number of years due to the cost.

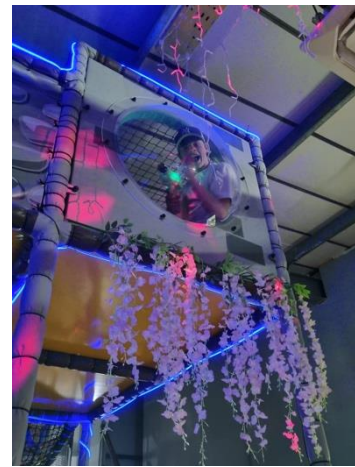
The young people had a great time and even started to get a little creative with how they bowled, many trying to recreate ones they



have seen on TikTok. They were even more delighted when they found out that they could get slushies with the free drinks voucher which is a massive treat. PCSO's Amy and Stuart joined us half way through and had a few goes themselves which was highly encouraged and enjoyed by the young people.



We also managed to take 18 young people with two leaders to Kaspas. We gave the young people a budget of £10 to buy whatever they wanted, many opted for a desert choosing from either a waffle, crepes or ice cream Sundae. Unfortunately, due to the number of us we were not able to sit together on one table, but were offered two big booths to sit on. As per usual there was a lot of swapping and changing to sit with different people. The young people were so excited when the food started to come out, we had to remind them to quieten down. Fortunately, there was not many other people in there so we did not disrupt many people. All the food was eaten very quickly and there was even some negotiations on where the little left overs went, with one of our lads managing to get most of them.

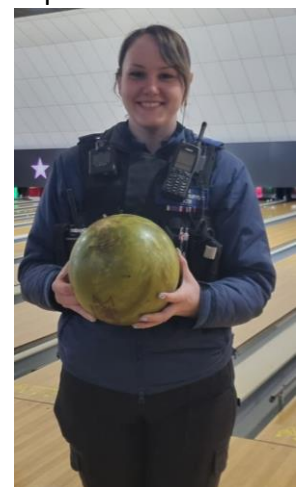


Lastly, we took 16 young people to Laser Tag at Mini Kingdoms in Yeovil. We were limited to 16 due to the amount of equipment they have. Fortunately,



some of our young people were away on a school trip so that helped us with the issue of having to choose who to take. The young people were particularly excited by this activity as only one or two had done laser tag before. Also, because this was in a soft play and this was one of the suggestions they had when looking at what activities to do. The young people had 4 games with drink breaks in between each and after two games they had pizza and chips. The first two games they decided to play in teams, the red and the green. They were given 30 seconds to go and hide before the game was started. The young people could use anywhere in

the building to hide and use to build bases etc. In the first game they all seemed to go to the same area and was very close to each other, despite this Red team won by a significant amount. The second game we gave them the chance to swap teams but they were determined not to as the green team had a new strategy, with one of our leaders who had to step in shooting then hiding their gun completely to avoid being hit. Sadly, their new tactic did not work and they still lost to the reds.



After sitting and having their food they decided that they wanted to give a go at solo mode where everyone is against everyone. The young people did not seem to enjoy this round as much as the team's role, so they formed little teams themselves. The last round they decided to go back to the team game, this time they swapped colours but not

the teams themselves. Again, the original red team dominated the round winning the evening. I think partly because most of them were absolutely knackered by that point.

This was the best trip by far enjoyed by the whole group and will definitely be a place we will return to if and when we can.

Holiday Activities

Over the summer we put on various activities for the young people to attend which including our usual session of: arts and crafts (where the air-dry clay was a big hit), Bake off, Movie night and sports. We also had a few different activities one was fire warden training run by a volunteer. They went through basic fire training, showing the young people what extinguisher to use when and even taught them how to use fire extinguishers by letting them use out of date extinguishers. The second different activity was when we joined the 999 day where the young people could explore the police vans and cars. This summer was not as well attended as previous but with the increased number to the young hangout we hope for an increase in attendance.



We have just held four activity sessions over the Easter holidays, we did an Easter egg hunt, crafts, sports and made Easter egg nests. These were very well attended mainly by our usual group of young people who enjoyed having something to do during the holidays.

Youth Funding Impact Summary

The impact of these activities has been significant.

By providing structured activities during evenings and weekends — times when young people are more vulnerable to anti-social behaviour — we have been able to offer positive alternatives that reduce risk and promote safer choices.

Across all activities, we observed:

Increased confidence and willingness to try new things

Improved friendships and stronger peer relationships

Positive teamwork, communication, and problem-solving

Greater respect for others and improved behaviour

Increased engagement with trusted adults

The bowling trip demonstrated inclusion on a large scale, allowing over 20 young people to participate together, many for the first time in years. The presence of PCSOs helped break down barriers and build trust between young people and local services.

During laser tag, young people showed teamwork and resilience, adapting strategies and supporting one another. At Kaspas, they demonstrated independence and social confidence.

The residential experience provided deeper impact. A simple but powerful moment came when one young person took the initiative to organise others to help with washing up. This created an opportunity for meaningful conversations, where young people opened up and built stronger relationships with volunteers. These moments reflect growing maturity, responsibility, and trust.

Building Confidence, Aspirations and Positive Futures

This funding has enabled us to go beyond activities and support long-term development.

Through shared experiences and informal conversations, young people are beginning to:

Build confidence and self-belief

Develop social and communication skills

Show leadership and take responsibility

Reflect on their choices and future goals

A powerful example of this was a young person reaching the final of “Spree’s Got Talent,” placing in the top 6 out of over 50 acts. Her performance showed courage and confidence, and the support from her peers demonstrated strong friendships and encouragement within the group.

These experiences help young people recognise their potential and understand that they can achieve positive outcomes, which is key in reducing the likelihood of negative behaviours or involvement in crime.

Young People’s Voice

Feedback from the young people has been overwhelmingly positive. Activities such as laser tag have been described as “the best trip by far,” and the residential continues to be a highlight of the year.

Their enthusiasm, increased participation, and willingness to engage in new opportunities show the real value of providing accessible, meaningful activities.

11/340 ARMED FORCES COVENANT

Introduction

This report provides an update on proposal for Yeovil Town Council to become a signatory to the United Kingdom Armed Forces Covenant, demonstrating its commitment to supporting members of the Armed Forces community. It is proposed that the signing of the Covenant takes place on or around Armed Forces Day in June 2026, date to be confirmed.

Update

Members will recall that the principle of signing the Armed Forces Covenant was agreed by the IPA committee at the January meeting.

The Director of Property & Community has been working on drafting the pledge which will detail the YTC commitments to the Armed Forces. A draft of the pledge is attached at appendix A.

The National Joint Council (NJC) for Local Government Services' national agreement (also known as the Green book) does not contain specific provisions on reservists employees nor those who support local cadet units — arrangements such as training leave or mobilisation support are normally set out in local policy, alongside statutory protections. If member agree the recommendation, further work will be required to amend and adopt the policies to enable the pledge to be implemented fully.

The intention is for the formal signing of the covenant to take place on Super Saturday on 4th July.

Financial Implications

None as a direct result of this report.

Additional Annual Leave provision under the circumstances outlined in the draft pledge will have indirect financial implications.

The reception for Armed Forces representatives will be funded by the existing budget for Super Saturday although there may be external funding available for some elements.

Recommendation

1. That members consider and agree the draft pledge commitments.
2. That members recommend the pledges for adoption by the Executive

APPENDIX A – Draft Armed Forces Covenant Pledges

For Adoption by Council

1. Introduction

1.1 The Armed Forces Covenant is a national pledge recognising that those who serve or have served in the Armed Forces, and their families, should be treated with fairness and respect in the communities they serve with their lives.

1.2 **Yeovil Town Council** affirms its commitment to upholding the principles of the Armed Forces Covenant and supporting the Armed Forces community within Yeovil.

2. Principles of the Covenant

2.1 Yeovil Town Council commits to the following core principles:

- **No member of the Armed Forces Community should face disadvantage** in accessing public or commercial services compared with any other citizen.
- **Special consideration may be appropriate** in some cases, particularly for those who have given the most, such as the injured or bereaved.

3. Our Commitment

3.1 Yeovil Town Council recognises the contribution and sacrifices made by serving personnel, veterans, reservists, and their families. The Council will work with Somerset Council, local NHS partners, charities, and community organisations to ensure that members of the Armed Forces community receive fair and consistent support.

3.2 To demonstrate our commitment, Yeovil Town Council will undertake the following actions:

A. Supporting Access to Local Services

- Provide clear signposting and guidance to help serving personnel, veterans, and their families access relevant support services delivered by Somerset Council, the NHS, charities, and national organisations.
- Accept UK Armed Forces Veteran ID Cards as proof of Veteran status.
- Promote awareness of local and national support available to the Armed Forces community.

B. Being an Armed Forces-Friendly Organisation

- Promote Armed Forces-related activities, events, and information through the Council's website, social media channels, and local press.
- Publish this Covenant on a dedicated page of the Council's website.

C. Employment Support for Veterans

- Welcome applications from Veterans who meet the criteria for advertised roles.
- Guarantee interviews for Veterans who meet the essential criteria of the job specification.
- Recognise military skills and qualifications within recruitment and selection processes.

D. Employment Support for Service Spouses and Partners

- Welcome applications from spouses and partners of serving personnel.
- Offer flexibility in granting leave before, during, and after a partner's deployment where operationally possible.

E. Support for Reservist Employees

- Provide up to two weeks' special paid leave per year for Reservist employees to attend annual training camps.
- Fully support and accommodate mobilised deployment of Reservist employees where required.

F. Support for Local Cadet Units

- Provide up to two weeks' special paid leave for staff involved in cadet training camps and courses.
- Accommodate cadet training commitments where possible.
- Consider sponsorship bids for worthwhile cadet projects within the community.

G. Participation in Armed Forces Day

- Actively participate in Armed Forces Day as a partner organisation.
- Promote Armed Forces Day through the Council's communication channels.
- Encourage staff involvement in Reserve Forces Day, Uniform to Work Day, and local flag-raising ceremonies.
- Share stories and case studies in partnership with Wessex RFCA.

4. Communication and Review

4.1 Yeovil Town Council will publicise this Covenant through its website and local media.

4.2 The Council will invite feedback from the Armed Forces community and review its commitments periodically to ensure they remain relevant and effective.

Recommendation to Council

That Yeovil Town Council formally adopts the Armed Forces Covenant as set out in this document and authorises the signing of the Covenant with relevant partners.

Introduction

Town Councils have the power but not a duty to provide and maintain public toilets.

Yeovil Town Council currently owns and maintains two public toilet facilities, Peter's Street and Peters Way.

Members have received regular reports of damage caused by inappropriate use and Anti-Social Behaviour at the Peters Street facility. The location and condition of the building is considered to be a key factor in the type of use experienced.

Work had begun on a review of the public toilet provision with some local consultation taking place over the Christmas period.

A recent condition report identified costs of between £60k-£80K simply to bring the existing building and furniture up to a reasonable, compliant standard. Complete refurbishment is likely to cost well beyond this figure.

The outcome of this work was reported to the IPA committee at the January meeting.

Update

In March 2026, the decision was made by the Director for Property & Community to close all cubicles on a temporary basis as spend on keeping them open and safe was becoming unsustainable due to the regular damage.

Impact of temporary closure

Since closing the whole toilet block, some mention has been made on social media and two formal complaints have been received.

Closure has meant that there is a further distance for people to walk from the town centre to access public toilets and this will clearly affect those with certain medical conditions.

There has been an impact on usage of Petters Way and it possible that this is the case with the shops in the town with customer toilets. Recent interactions with the shops concerned haven't raised any issues. Should members agree the recommendation in this report, further work will be required to determine the future use and/or disposal of the toilet block. There will costs associated with this.

Financial Implications

The annual running costs associated with Peter's Street are in the region of £20k. This includes cleaning, servicing of the plumbing, rainwater harvesting system and security.

There is an agreed reserve of £10k for refurbishment of toilets and if the recommendations set out in the outturn report for 25/26 are agreed, a further £10k

allocated to public toilet spend. However, as mentioned above, the costs of urgent repair alone is well in excess of this.

Recommendations

The Committee is **RECOMMENDED**:

- 1) to agree to close Peter's Street toilets and work begins on future use of the building;
- 2) to agree that the budget for Peter's Street be retained and used towards offsetting the additional costs of maintaining and improving Petters Way toilets; and
- 3) that consideration be given to improved signage to Petters Way toilets.

11/342 PROPERTY UPDATE

Introduction

This report provides headline updates on the property portfolio.

Compliance and Servicing

Work continues to ensure that all buildings remain compliant and that regular statutory servicing is in place across the estate. Key areas of progress are outlined below.

Asbestos Management

Asbestos Re-Inspections & Management Plan

Annual re-inspection asbestos surveys are required across all sites which contain Asbestos. Recent surveys were completed at Westlands Entertainment Venue and Yeovil Recreation Centre (garages and workshop). Milford Hall was completed in December 25 and the Town House survey is to be arranged. A new Asbestos Management Plan is now in place to cover all the above sites.

Communication and Training - Initial Asbestos Awareness training has been delivered, with further staff training and a wider communication plan to follow.

Fire Safety Management

Fire Risk Assessments (FRAs)

Annual FRA's were completed in May 2026 for Westlands Entertainment Venue, Yeovil Recreation Centre, Ninesprings Café and the Town House. Milford Hall is scheduled for July/August 2026 following the completion of solar panel installation works.

Actions and recommendations – Actions identified through FRAs will be reviewed and addressed throughout the year. Immediate priorities include Fire Door Assessments and Lightning Protection risk assessments where appropriate.

Training - Staff training is required for Fire Wardens and Basic Fire Safety Awareness

Health & Safety Reporting

New Accident & Incident Reporting System

A new online reporting system has been developed to streamline staff reporting and improve data accuracy.

Training - Training for Manual Handling, Working at Height, Conflict Resolution has been delivered where appropriate. Further general Health & Safety training is required for all staff.

Portable Appliance Testing (PAT)

Staff training was completed in February 2026, enabling PAT testing to be carried out in-house. This reduces reliance on external contractors and associated costs.

Building Maintenance System

The Building Maintenance System (BMS) previously used by Somerset Council has been upgraded and re-installed. This allows improved control over heating, reduce energy consumption, and avoids heating unused spaces

Further efficiency opportunities at Westlands are being explored.

Building Security

Security improvements include installation of door access controls at Yeovil Recreation Centre and Ninesprings café.

War Memorial – Structural Survey

A new structural survey was completed in January 2026.

- **Findings:**
 - No significant change in inclination.
 - No new structural cracking or material deterioration beyond previously recorded weathering.
- **Recommendations:**
 - A tactile inspection by a conservation stonemason to assess deterioration, identify future repair needs, and remove any loose stonework if necessary.
- **Next Steps:**
 - Listed building consent application to be submitted.
 - Works to include tactile survey, memorial plaques condition of fixings and Doff clean of the memorial

Milford Hall – Solar Panel Installation

There was high interest in the tender, with 34 contractors submitting proposals. A supplier has been selected following a thorough procurement process.

The total project cost (including scaffolding and battery storage) came in at a similar cost to previous quotes for panels only. Installation is scheduled for week commencing 16th June 2026.

Westlands – Drainage and Roofing Issues

Drainage

Long-standing drainage problems at the rear of the building continue. Previous investigations highlighted defects in pipework requiring excavation beneath the conservatory. Previous quotes were also obtained for redirection of the pipework.

New guttering was previously installed to address the issue, but prolonged rainfall has caused problems to reoccur.

New costings would need to be obtained for any future investigations or works.

Flat Roof

Ongoing leaks continue despite historic patch repairs. Quotes have been submitted for a flat roof replacement and are being reviewed.

Yeovil Recreation Centre Workshop – Shutter Door Replacement

Following a Health & Safety incident, the workshop shutter door's safety break failed, despite being serviced that same week, posing a significant risk of serious injury.

A new concertina-style door has been installed as a safer and more reliable alternative.

This design eliminates the risk of unexpected dropping, provides enhanced security, and reduces ongoing maintenance requirements.

Yeovil Recreation Centre – Guttering Issues

The guttering at Yeovil Recreation Centre is now experiencing joint failures, resulting in leaks and water escape. These failures are causing knock-on maintenance issues, including additional external upkeep and potential damage to surrounding building elements. The condition of the guttering has been reviewed in full, with options assessed for repair or replacement to prevent further deterioration.

A repair option to reinforce joints is being tested before going further with a whole system fix.

Yeovil Recreation Centre Garages – Roof and Electrical Issues

Garages which store equipment for the Estates Team are experiencing roof leaks. Water ingress has led to electrical issues and loss of lighting, creating operational and safety risks to one of the garages.

Repair options are currently being explored and quotations are being obtained.

Repairs have been completed to one garage containing an asbestos roof.

Ninesprings Café – Air Conditioning Unit

A second air conditioning unit has been installed to address previous overheating during summer months.

The additional unit will improve comfort, enhance the overall experience for visitors and support staff wellbeing, morale and retention.

Goar Knap – Safety, Lighting and EV Charging Improvements

An intruder alarm has now been installed, improving site security.

Areas of poor lighting have been replaced, significantly improving visibility and safety around the building.

An EV charger has been installed to support the new fully electric vehicle recently acquired for operational use.

General Maintenance, Repairs and Servicing

General maintenance, repairs, and servicing activities are managed daily by the Property & Projects Co-ordinator and Administration Officer, with works completed in-house by the Facilities Officer where possible.

Conclusion

Strong progress continues across statutory compliance, building safety, and property maintenance. Key risks, including asbestos management, fire safety, and areas affected by water ingress are being actively addressed, while improvements such as heating and climate control measures, along with renewable energy installations are supporting safer, more efficient, and sustainable operations.

Ongoing challenges at Westlands and Yeovil Recreation Centre remain priorities, with coordinated support across teams to ensure resilient and well-maintained facilities.

Training requirements have been identified, with further work required to improve access and delivery.

The property function continues to focus on three core areas: compliance, reactive maintenance and improvement projects.

Financial Implications

There are no direct financial implications related to this report.

The committee is **RECOMMENDED** to note the report.

(Debbie Haines, Property & Projects Co-ordinator) – Debbie.haines@yeovil.gov.uk

Introduction

This report presents the draft Health & Safety Policy (June 2026) to the Property & Community Committee for review, comment, and recommendation prior to formal approval by the Executive.

Health and Safety Policy.

The attached draft policy has been produced through a process of consultation and collaboration with staff and appropriate input from members.

The revised policy introduces a strengthened and structured approach across five core areas:

Enhanced Governance and Leadership

- Clear allocation of responsibilities from Elected Members through to all staff.
- Designation of the Director of Property & Community as Competent Person.
- Formalised Health & Safety Working Group with defined Terms of Reference.
- Quarterly Health & Safety Performance Reporting to Leadership Team and Executive.

Strengthened Risk Management Framework

- Mandatory, centrally recorded risk assessments with clear ownership and review cycles.
- Requirement for Safe Systems of Work where risks cannot be eliminated.
- Enhanced incident investigation framework, including timelines and root cause analysis.
- Increased focus on near miss reporting and trend analysis.
- Yeovil Town Council is required under the Health and Safety at Work etc. Act 1974 to maintain an up-to-date corporate Health & Safety Policy.

Property, Compliance and Public Safety

- Introduction of a Premises Compliance Log for each site covering statutory inspections.

Strengthened controls for:

- Contractor management
- Asbestos management
- Fire safety
- Equipment safety (PUWER/LOLER)

- Clear corporate duty of care to members of the public using Council facilities.

New and Emerging Risk Areas

The policy reflects current legislation and modern risk environments, including:

- Martyn's Law (Terrorism (Protection of Premises) Act 2025) compliance requirements.
- Major incident and emergency planning (including terrorism, flooding, and infrastructure failure).
- Extreme weather resilience planning.
- Agile and home working health & safety arrangements.

Workforce Health, Wellbeing and Culture

Stronger focus on:

- Training and competency management
- Mental health and stress management
- Violence and personal safety protections
- Occupational health and wellbeing support
- Reinforces requirement for full staff engagement in a positive safety culture.

Performance Monitoring

The policy introduces a more robust performance framework, including defined Key Performance Indicators (KPIs):

- Accident and incident trends
- Near miss reporting
- Risk assessment completion
- Compliance inspections
- Training completion
- Quarterly reporting to the Working Group and Leadership Team.
- Annual and periodic independent audit programme.

The Draft Health & Safety Policy (June 2026) provides a modern, comprehensive, and legally robust framework for managing health and safety across Yeovil Town Council's property portfolio and service delivery.

It introduces improved governance, stronger operational controls, and enhanced focus on emerging risks and public safety.

Subject to Committee feedback, the policy will be presented to the Executive for formal adoption.

Delivery and implementation

Work is already underway to implement many of the improvements set out in the policy. Further work is required to assess the financial implications of some areas of

delivery. A further report will be presented to Property & Community to detail the implementation plan and associated resource requirements.

The Committee is **RECOMMENDED**:

- (1) to review the draft Health & Safety Policy (June 2026);
- (2) to provide any comments or proposed amendments; and
- (3) to recommend the Policy to the Executive for adoption.



Yeovil Town Council

Health & Safety Policy

DRAFT

June 2026

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1. Policy Statement

Yeovil Town Council is committed to achieving the highest standards of health and wellbeing, safety and environmental practice throughout the Council. It recognises and accepts its responsibility as an employer and a service provider to provide healthy and safe workplaces, grounds and properties.

The Council will ensure, so far as is reasonably practicable, the health, safety and welfare of employees. The Council will ensure, so far as it is reasonably practicable, that the health and safety of other parties is protected where they are affected by Council work activities e.g. the public, service users, residents, contractors and visitors. It is of keen concern to all of us that our operations in no way put the public and our service users at risk.

The Council will train, inform and supervise its employees to ensure that they are empowered to take responsibility for the safety of themselves and others. We will also consult our employees and work closely with them in the development of our policies and systems.

The Council will assess all the risks of its operations and seek to eliminate or reduce these risks where practicable. We will put systems in place for the management of remaining significant risks and apply these with documentation and training. We will monitor to ensure our systems are suitable and properly followed, and review on an annual programme.

The Council will review the way in which its activities are managed and organised by senior management.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. Management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.

The remainder of this policy explains the systems we will apply to achieve the aims of this statement. The policy will be reviewed annually and whenever there is a change in signatories.

Signed

Chief Executive /Town Clerk and Leader

Date

2. Responsibilities

2.1 Council Leader

- Will take responsibility for the health and safety of the Council in respect of employees and others affected by the Council's work.
- Will sign this policy annually.

2.2 Elected members

- Will adequately resource the health and safety requirements of the Council in terms of finance, personnel, and time.
- Will devote time at one meeting a year of the Executive to considering the Council's Health and Safety Performance Review.
- Will work with concern for their own health and safety and that of others whilst carrying out their activities.
- Will report all accidents and incidents in which they are involved, however minor.
- Will report any near misses or hazards of which they become aware.
- Will attend all health and safety training offered and put it into practice.

2.3 Chief Executive /Town Clerk

- Will take full and final delegated responsibility for ensuring health and safety of the Council in respect of employees and others affected by the Council's work.
- Will sign this policy annually.

2.4 Director of Property & Community

- Act as Competent Person for the council.
- Will ensure that all Leadership Team decision making covers the health and safety implications of each option.
- Will chair the Steering Group.
- Will write the quarterly Health and Safety Performance Review with input from the Steering Group.
- Will present the Health and Safety Performance Review to the Leadership Team.
- Will arrange the annual Health and Safety Audit.
- Will make any reports required under RIDDOR.
- Will advise the Council's management on all aspects of health and safety.

2.5 Leadership Team

- Will consider the Health and Safety Performance Review at meetings quarterly.
- Will approve this policy and lead on its implementation.
- Will ensure that the safety management systems described in this policy are.
- implemented in full across the Council.
- Will resource the health and safety requirements of the Council.

2.6 Working Group

The Working group reports directly to the Leadership Team and is chaired by the Director of Property & Community

The Working Group serves a consultative function, monitoring and informing policy and operational practices. It essentially carries out much of the underpinning health and safety work of the Council, supporting the development and delivery of H&S Policy at the operational level. Its members review safety inspections, accident investigations, and risk assessments. It meets six monthly but stands up more frequently if required.

See Appendix for full Terms of Reference. To be discussed and agreed at the first meeting.

2.7 Managers

- Will implement the policy in the areas under their control.
- Will ensure their staff are suitably trained and records are kept.
- Will produce and review the risk assessments to cover the jobs, tasks and activities undertaken by their teams.
- Will produce safe systems of work for tasks as required.
- Will investigate all accidents and incidents reported by their teams and adjust relevant risk assessments, as necessary.
- Will arrange or provide first day induction for new starters.
- Will ensure the conducting of COSHH assessments for substances held or used by their team.
- Will manage any lone working risk.
- Will carry out the training analysis for their direct reports and volunteers to identify required health and safety training for the specific work or role.
- Will champion H&S - ensure attendance of staff to all the relevant health and safety training and development.
- Will record all training delivered and maintain training records for their teams.
- Will arrange refresher training at the required intervals.
- Will hold the Approved list of contractors for their areas.

2.8 Property and Projects Co-Ordinator

- Will hold the asbestos register for all premises.
- Will hold the property safety compliance documentation for each premises.
- Will hold the relevant risk assessments including fire for each premises.
- Will arrange for any necessary remedial actions and will also arrange for reassessments or re-inspections as they become due.

2.9 Human Resources

- Will set out corporate expectations for new starters, including health and safety, through an induction framework.

- Will maintain a training standards framework which includes elements of health and safety training.
- Will liaise with the Occupational Health provider.
- Will ensure that details of accidents, incidents and work-related health problems are maintained on individual's personal files.

2.10 All Staff

(This category includes every employee, whether they have additional responsibilities or not, also agency and temporary staff and volunteers)

- Will report all accidents and incidents in which they are involved, however minor.
- Will report any near misses or hazards of which they become aware.
- Will be familiar with the risk assessments and safe systems covering their work and work in accordance with them.
- Will check and take note of the COSHH information on any substance they use at work.
- Will work alone only on low-risk work with the approval of their line manager.
- Will participate in the risk assessment process, the safety inspections, and any accident investigations that involve them.
- Will work with concern for their own health and safety and that of others.
- Will attend all health and safety training offered and put it into practice in their work.

3. Organisation

3.1 Health and Safety Leadership

The Elected Members, particularly the Leader, take responsibility for the safe working of the Council, and therefore for any mishap which could befall staff or the public because of the actions or inactions of the Council. The Leader is a signatory to this policy.

In practice, the Councillors delegate the implementation of the policy, and the application of the safety management systems, to their Chief Executive/Town Clerk. The Chief Executive/Town Clerk, in conjunction with the rest of the Leadership Team, is primarily responsible for ensuring that a suitable policy and safety management systems are in place, and these are implemented in full across the Council.

The Leadership Team leads on the health and safety effort and resources the work requires. The Chief Executive /Town Clerk is a signatory to the policy.

The Director of Property & Community is the nominated Director with particular interest in health and safety at the Council. They chair the Working Group. They also present the Health and Safety Performance Review to the Leadership Team quarterly. They ensure that health and safety is a prime consideration in the decision making of the Leadership Team.

The Leadership Team have appointed the Working Group to lead the organisation on health and safety matters. The Working Group reports to the Leadership Team.

3.2 Committee and Group Structures

The Executive has top level oversight of health and safety at the Council. The Executive will consider the health and safety performance of the Council annually at their meeting which covers health and safety. In particular, the Health and Safety Performance Review will be tabled and considered by the Executive.

3.3 Working Group

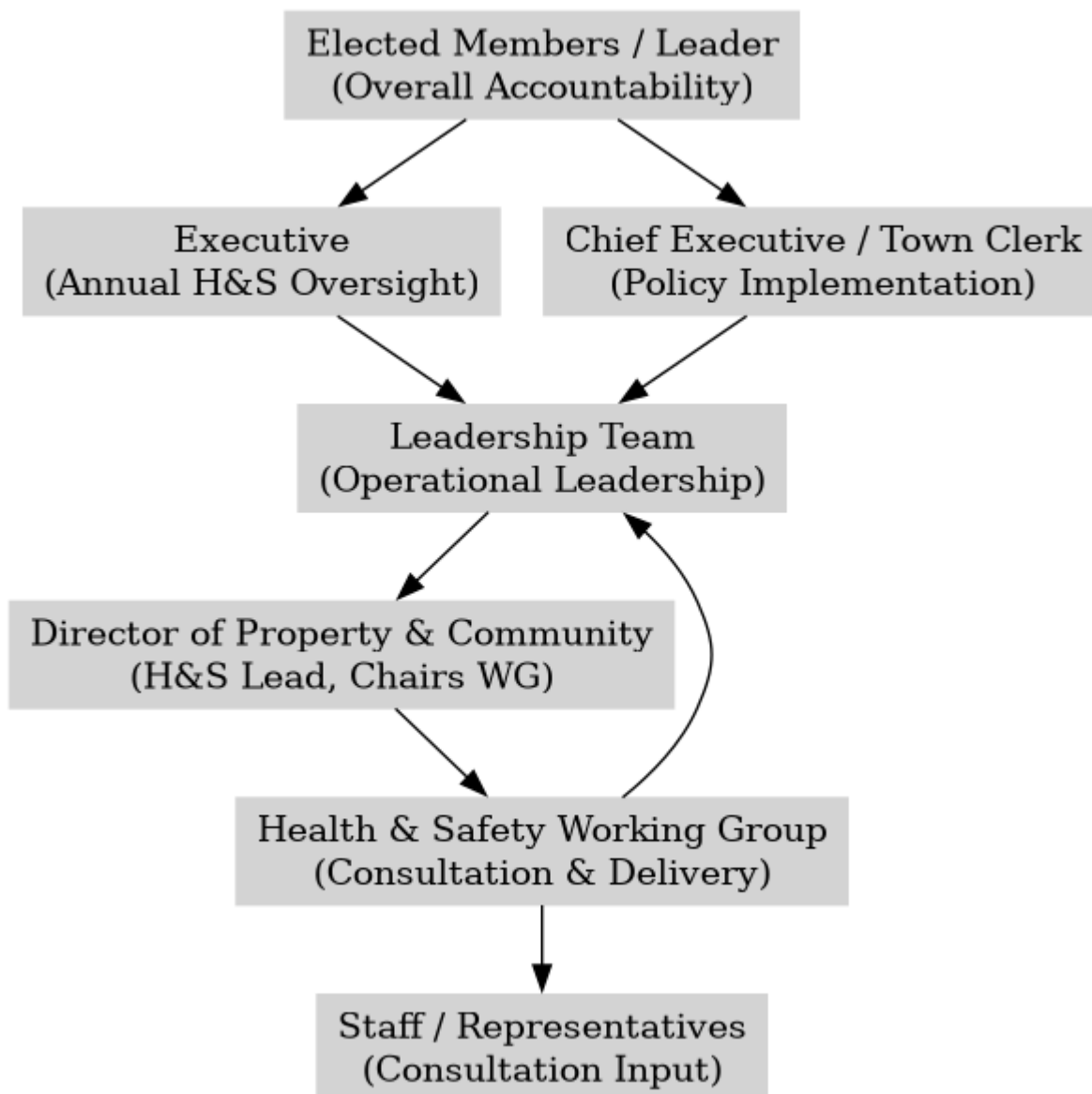
The Health and Safety Working Group is the consultative group on health and safety for the Council and is made up of a cross section of interested individuals from across all areas.

The Working Group is chaired by the Director of Property & Community. The Working Group acts as a consultative forum in which proposals made by the Steering Group can be shared with the wider staff group. The Working Group also originates and carries out projects as required. They have a voice in all decision making. The members of the Working Group are representing their staff team, teams and Union members where applicable.

The Working Group meets quarterly. See appendix for Working Group Terms of Reference.

Consultation with employees is largely managed via the Working Group. A Working Group representative is appointed to represent every team. The representative will make themselves available to their group and will carry forward to meetings any concerns or comments which have not been resolved locally. The representative will also have an involvement in the dissemination of information about new policies and practices, but this is largely managed at organisational level.

As not all employees have access to computers, briefings and the dissemination of written information is used at the base where out of office workers are situated. Consultation with employees, or their representatives, on health and safety matters applies according to the Safety Representatives and Safety Committees Regulations 1977.



3.4 Health and Safety Documentation and Administration

The Director of Property & Community holds the master copies of the policy and guidance notes. They also control access to the database of risk assessments and safe systems of work. They control access to the accident/incident database and also manage the flow of information via the near miss and hazard reporting system. The Director of Property & Community has the duty of flagging up when policies, risk assessments and safe systems of work require review, and when accident investigation is not completed. The Facilities and Projects co-ordinator collects the information from which the Key Performance Indicators are calculated quarterly and provides it to Director of Property & Community.

3.5 Competent Person

The Competent person role for the Council is fulfilled by the Director of Property & Community who works in close conjunction with Council personnel to understand and integrate with the Council management. The Competent Person is working towards a relevant qualification. The Competent person obtains/provides advice to management at all levels on request and monitors the general compliance of the Council.

3.6 Key Performance Indicators

Key Performance Indicators are set for each year by the Steering Group and signed off as part of the policy review. These KPIs are established to provide meaningful measures of the organisation's health and safety performance, with an emphasis on proactive rather than reactive measures. A small number of KPIs are chosen, and these are logged and measured day to day by the Director of Property & Community. The KPIs for the current year are contained in an appendix to this policy. KPIs are reported on to the Steering Group quarterly. **See Appendix 5**

3.7 Health and Safety Performance Review

The Health and Safety Performance Review is a brief report which is drawn up annually and quarterly. It contains the annual performance against KPIs as well as accident and incident statistics and audit findings. This report is drawn up by the Director of Property & Community in conjunction with the Steering Group and goes to the Leadership Team and the Executive.

3.8 Monitoring

The Council arranges for a full health and safety audit to be carried out 6 months after the policy is agreed and then, at a frequency to be determined. The purpose of the audit will be to assess the adequacy of policies and systems, and the adherence to them in practice.

This audit is arranged by the Director of Property & Community, on behalf of the Leadership Team. The audit is usually arranged to be completed before the start of the policy review period, in order that its findings can be considered. A summary of the audit findings goes to the Leadership Team and the Executive as part of the Health and Safety Performance Review.

4. Policies and procedures

4.1 Risk Assessment

Risk assessments are carried out by team leaders and managers to cover any task or activity where there is a significant risk. Risks, which are significant, are those that are not trivial in nature and can create a real risk to health and safety which any reasonable person would appreciate and would take steps to guard against. Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering

all our premises, equipment and activities to plan and prioritise the implementation of the identified control measures.

All risk assessments must be reviewed at least every 12 months, with the review date and responsible manager clearly recorded. A new or revised assessment must be completed whenever there is a change in task, equipment, premises, staffing, working method, or following any accident, incident, or near miss.

Every assessment must:

- be stored centrally in the corporate H&S database
- include clear, specific control measures with named owners and deadlines
- be communicated to all affected staff, with a record of briefing or sign-off
- include monitoring arrangements to confirm controls remain effective

Managers must ensure that all actions arising from assessments are completed, evidenced, and escalated where delays occur. The Working Group will review outstanding actions quarterly.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process

4.2 Safe Systems of Work

Safe systems of work are produced where the risk assessment raises a need. This will always be the case where behavioural controls on risk are prescribed. The safe systems of work are also recorded on the database and approved by the Lead Specialist in the same way as the risk assessments above. The safe systems of work are also sent to every worker who carries out the task or activity concerned and are gone through at induction with new starters.

4.3 Control of substances Hazardous to Health (COSHH & DSEAR)

Hazardous substances require COSHH assessment. Flammable and explosive substances require control under Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). The policy of the Council is that flammable and explosive substances shall not be held or used by Council employees or on Council premises with certain tightly controlled exceptions. See DSEAR assessment.

Again, the Council's policy is that toxic and carcinogenic substances will not be held or used, with limited exceptions. The use of pesticides is subject to further controls. Special training is required for users, together with designated storage equipment and protective clothing.

4.4 Accidents and Incidents

Reporting is required for every accident and incident, however minor. Reporting is electronic, via the accident and incident form and should also be reported to the relevant manager. Accident books should be used where access to IT is limited or if the report is from

someone using a council building. Accident books must be reviewed regularly and electronic forms completed where appropriate.

An accident or incident form is for when a physical injury is sustained or for any incidents involving violence and aggression. A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so. This will include near misses involving either employees or non-employees. The reporting of near misses and observed hazards is strongly encouraged. Near misses must be reported using the electronic form.

Once an accident or incident is reported, a copy of the form will be sent to the relevant line manager.

Incident Investigation – A tiered approach

- Low-level incidents / near-misses - Quick review, brief notes, simple corrective action.
- Moderate incidents - short investigation, interviews, photos, risk assessment review.
- Serious incidents / RIDDOR events - Full investigation, root-cause analysis, senior management involvement, formal reporting.

All incidents moderate and above must follow a structured investigation timeline:

- Initial notification within 24 hours
- Preliminary investigation within 3 working days
- Full investigation and corrective actions within 10 working days

Investigations must identify immediate causes, underlying causes, and root causes, and must include recommendations for preventing recurrence.

All actions must:

- have a named owner
- include a realistic but firm completion date
- be tracked to closure through the H&S database
- be reviewed by the Working Group

A quarterly trend analysis must be produced to identify patterns, hotspots, repeat issues, and areas requiring targeted intervention.

Any accident resulting a major injury, or absence following an injury should be reported immediately to the Director of Property & Community who will assess and make a RIDDOR report on behalf of the Council.

4.5 Lone Working

The Town Council will ensure, as far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant

periods of time are protected from risks to their health and safety. Whenever a task or activity is undertaken alone, this should be identified and assessed in the relevant risk assessment. Control on risks are required, and these must include systems to ensure that a colleague always knows the whereabouts of a staff member.

The Town Council will determine, by risk assessment, those activities where one unaccompanied person can do work.

A formal Lone Working Procedure must be implemented, including:

- a documented buddy/check-in system with agreed intervals based on risk
- escalation steps if contact is missed, including welfare checks
- approved lone-working devices or apps for higher-risk roles
- a list of tasks that must never be lone-worked (e.g., work at height, hazardous machinery, confined spaces, high-risk public-facing duties)

Managers must ensure lone workers receive specific training, including dynamic risk assessment, personal safety, and emergency communication.

All lone-working arrangements must be reviewed annually or after any incident.

It is important that there is a system to ensure that the staff member has finished work safely and returned home.

Any health or personal reason lone working should not be permitted should be identified at the recruitment stage or by way of routine health surveillance. This restriction must be clearly communicated to the line manager of the individual.

Some types of work should never be done alone. This includes work at heights, work with dangerous machinery, work with large animals and anything for which a permit is issued.

4.6 Smoking & Vaping

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Town Council that all its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace, and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Town Council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Town Council vehicles that are covered by the law.

4.7 Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable Town Council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress.
- provide access to confidential counselling for employees affected by stress caused either by work or external factors.
- provide training for all managers and supervisory staff in good management practices.
- provide adequate resources to enable managers to implement the Town Council's agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or through the Town Council's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable

4.8 Training

All employees, no matter at what level they are within an organisation, must be competent to undertake their tasks. One method of achieving competency is through the provision of adequate and appropriate training.

Implementation of Training

Managers have responsibility for identifying training needs for members of their team, with staff encouraged to play an active role in their own professional development. The manager must approve individual training requests and ensure these requests are aligned to the requirements of the business.

All employees will receive induction training. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, asbestos awareness where applicable, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed because of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out.
- work according to the contents of any training they receive.
- ask for clarification of any points they do not fully understand.
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

4.9 First Aid

Anyone requiring first aid can identify a first aider from the signs posted in every staff kitchen. The names and photographs of nearby first aiders are posted. These individuals will have a first aid kit to hand and will be able to deal with minor injuries or ill health and obtain further help if required.

The Director of Property & Community is the appointed person for first aid at the Council. They will ensure that first aid kits are checked and there is always first aid available. Each team is responsible for ensuring first aid cover at each location or event. HR team arrange first aid training.

At premises open to the public, first aid is routinely made available to members of the public requiring it. Any accidents or incidents affecting members of the public must be reported on the accident incident database in the same way as accidents to staff. The first aider or H&S safety rep for the site must initiate these reports.

All first aid given must be recorded, usually with the accident report.

4.10 Control of Contractors

Contractors carry out some of the work of the Council. This is still part of the work of the Council, and the Council can outsource the work, but not the responsibility for having it done safely. It is therefore necessary to manage contractors closely, and to ensure their competence and capability in the management of the risks of their work.

The Council will ensure that:

Pre-qualification

Contractors provide:

- Insurance
- Competence evidence
- Health and Safety Policy
- Training records
- Risk Assessments and Method Statements (RAMS)

Induction

All contractors will receive a site induction covering:

- Fire procedures
- Asbestos register
- First aid arrangements
- Restricted areas
- Emergency contacts

Permit-to-Work - Permits will be required for:

- Hot works
- Electrical isolation
- Roof access
- Confined spaces
- Excavation
- Work at height

Permit to Work forms must include:

- scope of work
- isolations
- expiry time

- named supervisor
- PPE requirements
- emergency arrangements

Monitoring

Managers will monitor contractor activities and stop unsafe work immediately.

Record Keeping

The Property & Projects Co-ordinator will hold all compliance documentation, including asbestos registers and contractor records.

Approved Contractors

The Council maintains an Approved List of contractors, and for admission to the list, the contractor must provide evidence of insurance, relevant certifications and accreditations and membership of trade bodies, and if new to the Council proportionate due diligence will be undertaken.

Contractor records must include:

- insurance expiry dates
- RAMS approval dates
- induction completion
- permit-to-work records
- monitoring/inspection outcomes

High-risk contractors must undergo enhanced checks, including competence verification and site-specific inductions.

All contractor performance issues must be reviewed to determine whether contractors remain on the Approved List.

The Approved List is held and managed by the Property and Community team. Every contractor on the list is rechecked annually. Information from any member of staff about contractor behaviour and performance can be fed back to the overarching management for adding to the Approved List.

4.11 Asbestos

There is an overall 'Asbestos Management Plan in place.

Any building for which the Council is responsible which was built or extended before 2000 must have an asbestos survey and register. This register must be made available to any contractor or other person who is planning to work on the building. The register lists the known occurrences of asbestos containing material in the building and allocates them a risk

rating. The Director of Property & Community maintains the asbestos registers and is responsible for keeping them up to date with re-inspections as required. Paper copies of the registers are kept on each site and are available on the Council's General Shared One Drive. At the same time as the register is issued to those planning work on the building, they must be reminded that despite our best efforts, there is always a risk of further unidentified asbestos being present, and they must be alert to encountering it.

All contractors must sign to confirm they have read the asbestos register before work begins.

An Emergency Plan to be in place to stop works following any accidental asbestos exposure, including immediate evacuation, isolation of the area, and escalation to the Property & Projects Co-ordinator.

Asbestos registers must be reviewed annually and after any intrusive works. Refurbishment / Demolition surveys for planned works to be completed as applicable.

Any changes must be communicated to all relevant staff and contractors.

4.12 Premises Risks

The Director of Property & Community maintains a Premises Compliance Log for each site, listing all statutory inspections, servicing dates, expiry dates, and responsible officers.

Amongst those records there must be:

- A current Condition Survey for electrical wiring with a satisfactory outcome.
- A current Gas safety Inspection or Landlord's Gas Safety Record.
- A current safety inspection for any oil fired appliances.
- A legionella or water hygiene risk assessment.
- Insurance examination reports for any passenger lifts.
- A fire risk assessment and accompanying records e.g. fire alarm, emergency light & fire extinguisher servicing etc.
- Annual servicing records for internal and external shutters.

All these documents must be in date, with all recommendations complete or underway.

The log must be reviewed monthly, with overdue actions escalated to the Leadership Team.

A quarterly compliance summary will be produced for corporate oversight, highlighting risks, overdue actions, and resource requirements.

4.13 Premises Risks – Terrorism Risk Management (Martyn's Law – Terrorism (Protection of Premises) Act 2025)

The Council recognises its duties under the Terrorism (Protection of Premises) Act 2025 ("Martyn's Law") and will ensure that all qualifying premises and events are assessed and managed to reduce the risk of harm from terrorist activity.

This applies to all Council-managed premises and events with a capacity of **100 or more** (Standard Duty) and **800 or more** (Enhanced Duty), including Westlands and large public events.

A Martyn's Law Compliance Register will be kept must list:

- all qualifying premises and events
- duty level (Standard or Enhanced)
- named Responsible Person
- training completion status
- date of last terrorism risk assessment
- date of last exercise (desktop/live)

Enhanced Duty sites must complete a full Security Plan annually, including threat analysis, protective security measures, emergency procedures, and staff training.

ACT training must be completed by all public-facing staff and refreshed annually.

The Council will ensure that:

- A terrorism-specific risk assessment is completed for all qualifying premises and events.
- Staff receive appropriate training, including ACT (Action Counters Terrorism) training.
- Emergency procedures include evacuation, invacuation/lockdown, and communication with emergency services.
- Enhanced Duty premises have a designated responsible person, a written Security Plan, and regular exercises.
- All suspicious activity is reported promptly.
- Records of training, assessments, and security plans are maintained by the Director of Infrastructure.

4.14 Provision and Use of Work Equipment (PUWER)

The Council will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure that all work equipment is suitable, safe, and used only by competent persons.

Managers will ensure that:

- Equipment is selected for suitability and maintained in safe condition.
- Pre-use checks are completed where required.
- Only trained and authorised staff operate machinery or powered equipment.
- Defective equipment is taken out of service immediately.
- Inspection and maintenance records are kept.

This applies to all equipment used at work, including hand tools, power tools, gardening machinery, workshop equipment, and lifting aids.

4.15 Lifting Operations and Lifting Equipment (LOLER)

The Council will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to ensure that lifting equipment and lifting operations are safe.

The Council will ensure that:

- All lifting equipment undergoes a **Thorough Examination** every 6 or 12 months as required.
- Lifting operations are planned and supervised by a competent person.
- Loads do not exceed safe working limits.
- Defective lifting equipment is removed from service immediately.
- Examination records are retained for the legally required period.

4.16 Construction, Design and Management (CDM) Regulations 2015

The Council will comply with the Construction (Design and Management) Regulations 2015 for all construction, refurbishment, demolition, and maintenance projects.

As a Client, the Council will:

- Appoint a **Principal Designer** and **Principal Contractor** where more than one contractor is involved.
- Ensure a Construction Phase Plan is in place before work begins.
- Provide pre-construction information to contractors.
- Ensure contractors are competent and adequately resourced.
- Ensure welfare facilities are provided.
- Monitor the work to ensure it is carried out safely.

This applies to all building works, structural repairs, major landscaping, and demolition activities.

4.17 Display Screen Equipment (DSE)

The Council will comply with the Display Screen Equipment Regulations to protect staff from risks associated with prolonged screen use. DSE assessments must be completed on appointment, after workstation changes, and every 2 years.

The Council will ensure that:

- DSE assessments are completed for all regular users of display screens.
- Staff receive training on posture, breaks, and workstation setup.
- Eye tests are offered on request in accordance with regulations.
- Reasonable adjustments are made where required.

- Home-working and agile working setups are assessed as part of the Agile Working policy.

Employees must follow the guidance provided and report any discomfort or workstation issues.

4.18 Health Surveillance

The Council will provide health surveillance where required under the Management of Health and Safety at Work Regulations and COSHH.

Health surveillance will be provided for staff exposed to:

- Noise
- Hand-arm vibration (HAVS)
- Respiratory hazards (dust, fumes, allergens)
- Skin irritants
- Night working
- Lone working where health vulnerabilities exist

HR will coordinate health surveillance with the Occupational Health provider. Managers must identify roles requiring surveillance and ensure staff attend appointments. Records will be kept securely and confidentially.

4.19 Emergency Planning & Major Incident Response

The Council will ensure that all premises and events have plans in place to respond to major incidents beyond fire.

Major incidents include:

- Terrorist attack
- Bomb threat
- Flooding
- Severe weather
- Power failure
- Structural collapse
- Chemical spill
- Public disorder
- Medical emergencies

The Council will ensure that:

- Each premises has a Major Incident Plan.
- Staff are trained in evacuation, invacuation, and communication procedures.
- Plans link to the Somerset Local Resilience Forum.

- Annual exercises are carried out.
- Debriefs are recorded and actions implemented.

4.20 Safeguarding & Public Protection

The Council is committed to protecting children, young people, and vulnerable adults who may come into contact with Council services or premises.

The Council will ensure that:

- Safeguarding concerns are reported immediately to the designated safeguarding lead.
- DBS checks are completed where required.
- Lone working with vulnerable persons is risk-assessed and avoided where possible.
- Safeguarding is considered in all event planning.
- Staff receive safeguarding training at least every three years.

4.21 Fire and Emergencies

The manager in charge of every premises or work area must have considered the risk of fire and other emergencies. A fire evacuation plan must be in place and known to all those in the premises. This must include:

- A means of raising the alarm
- Awareness of the alarm or signal by all those present
- Guidance and equipment for fighting fire
- Instruction on calling the fire service
- Instruction on leaving the building and safe routes of escape
- An assembly point
- Looking after the public
- Consideration of those with disabilities Personal Emergency Evacuation Plan (PEEPs)

The fire evacuation plan and fire action notices should be on display. If a plan is needed for other emergencies, this may be based on the fire plan. Consider flood, bomb threat, power cut or terrorist incident.

4.22 Manual Handling

To prevent injuries and long-term ill-health from manual handling the Town Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Town Council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

4.23 New and Expectant Mothers

The Town Council recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Town Council will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is always maintained.

- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- any adverse incidents are immediately reported and investigated.
- appropriate training etc is provided where suitable alternative work is offered and accepted.
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

4.24 Outdoor and Peripatetic Working

The Town Council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The Town Council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work.
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards.
- establish safe systems of work from the risk assessments and provide staff training and instruction in these.
- ensure suitable personal protective clothing is made available to staff either from the Town Council or from the third party in control of the site.
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third-party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site.
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in

such a way to increase the risk, work should stop, unless doing so presents a greater risk.

- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor.
- they are familiar with the emergency arrangements and that these are in place prior to starting work.
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

4.25 Personal Protective Equipment

The Town Council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum. To effectively implement its arrangements for the use of PPE the Town Council will:

- ensure that PPE requirements are identified when carrying out risk assessments.
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary.
- carry out an assessment to identify suitable PPE.
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately.
- ensure that PPE is sourced appropriately and bears the “CE” certification mark.
- ensure PPE is available to all staff who need to use it.
- provide adequate accommodation for correct storage of PPE.
- provide adequate maintenance, cleaning and repair of PPE.
- inform staff of the risks their work involves and why PPE is required.
- instruct and train staff in the safe use and maintenance of PPE.
- make arrangements for replacing worn or defective PPE.
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

4.26 Violence & Personal Safety

The Town Council recognises that although rare, in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff.
- psychological abuse of staff.
- verbal abuse which includes shouting, swearing and gestures.
- threats against employees.

To achieve this objective, we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff.
- ensure that premises are kept secure.
- inform all employees of the procedure following a violent or challenging behaviour incident.
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations.
- support the employees involved in any incident.
- support their decisions regarding the pressing of criminal charges.
- provide any counselling or post-incident assistance required by the employees.
- keep records of all incidents of violence and aggression (as a flagged incident as accident, incident & near miss process) and review the control measures with a view to continual improvement in employee safety.

4.27 Infectious Disease Prevention & Pandemic Management

(Including but not limited to COVID 19)

The Council strongly encourages that employees follow Government and NHS advice regarding all potentially infectious diseases or matters relating to public health. The health and safety, both mental and physical, of our employees remains a priority.

This is applicable to all employees, councillors, visitors, contractors, tenants and other persons who enter premises occupied by Yeovil Town Council.

Where it is necessary, the Council will release guidance of measures by way of changes to procedures and/or working practices to prevent the spread of disease.

4.28 Alcohol and Drugs

Alcohol

Employees must not drink alcohol on the premises or the premises of its customers or clients without express permission from the Chief Executive/Town Clerk.

Any employee who is found consuming alcohol on the Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will

normally face disciplinary action on the grounds of gross misconduct under the Council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the Council's premises is strictly forbidden and a gross misconduct offence.

Any medication prescribed by a doctor that may affect the employee's ability to perform their work, should be brought to the attention of the Chief Executive/Town Clerk.

If the Council suspects there has been a breach of this policy or that work performance or conduct has been impaired through substance abuse, the Council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

The Council reserves the right to inform the police of any suspicions it may have regarding the use of controlled drugs by its employees on the Council's premises.

4.29 Driving

Yeovil Town Council is committed to reducing the risks its staff face or creates when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned.
- not put unreasonable time constraints on travel.
- ensure those driving for business are competent and fit to do so; and
- provide any additional training that may be deemed necessary to reduce driving related occupational risks.

The Council will:

- ensure that Council vehicles are maintained to the required legal standard and ensure they are suitable for their purpose.
- provide and maintain additional tools and equipment necessary for the purposes of the journey.
- have regard to the environment; and
- provide no smoking signs for inside the vehicle.

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Chief Executive/Town Clerk:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication.
- changes to licence such as limitations, offences recorded, period bans;
- vehicle defects that affect ability/safety to driver; and

- any accidents/incidents that occurred whilst driving on behalf of the Council.

Before driving, drivers must:

- have a valid licence for the vehicle they are driving.
- ensure valid insurance for business use.
- carry out a pre-use vehicle check.
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks;
- ensure sufficient rest.
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive.
- have had an eye test in the last 2 years (where appropriate) and be using any corrective appliance where necessary; and
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable laws and with consideration for the safety of passengers and other road users.
- take regular rest breaks every 2-3 hours or at first signs of tiredness.
- always remain in control of the vehicle.
- not smoke in a council vehicle; and
- never use any handheld electronic device e.g. mobile phone.

4.30 Agile Working (Including working from home)

Yeovil Town Council supports a range of different working principles related to different roles and personal working styles to facilitate flexibility. Some of the agile work methods can include home working (by exception) or working remotely (where the employee's location is not a Yeovil Town Council premises). Regardless of where they work, employee's health and safety, both mental and physical, is a priority to Yeovil Town Council. Managers and employees need to work together to ensure that those who work remotely receive the same health and safety provisions as any other employee.

Managers should ensure that:

- employees complete and regularly update the home working self-assessment checklist.
- keep in touch and have regular and meaningful one to one meetings.
- recognise and act upon the signs of stress.
- undertake the appropriate risk assessments.
- ensure that employees complete and regularly update their DSE workplace assessment.

- ensuring that any accidents or ill-health directly related to working from home arrangements are reported in the usual way.
- read the HSE guidance on protecting home workers for more information.

Employees also have a responsibility to take reasonable care of their own health and safety at work, whether that is at home or elsewhere. They should:

- keep in regular contact with their manager.
- tell their manager about any physical or mental health and safety risks or any working arrangements that may need reviewing.
- familiarise themselves with guidance from the HSE on First Aid whilst working remotely.

4.31 Extreme Weather

The Council recognises that extreme weather events are on the increase and need to be considered in terms of keeping staff and service users safe. Each site will have a detailed resilience plan in place to identify measures that need to be taken ahead, during and after an extreme weather event.

Amber alerts/warnings

Each event will be considered on a case-by-case basis. Staff should refer to resilience plans and contact their direct manager for guidance.

Red weather warnings

Each plan will set out **essential** activities and tasks which cannot cease. Consideration will be given to partially or, closing a facility in the event of a red weather warning. Staff should not attempt to travel to work unless directed by their direct manager.

In the unlikely event that staff are advised to stay at home, managers will have discretion to agree suitable alternative arrangements to work from home where possible, take time off in lieu or annual leave.

4.32 Statement on Public Safety

The Council has a duty of care not only to its own staff but also to the public who use its facilities, building and public spaces. The Council provides a range of different operations across Yeovil and is concerned to ensure that all its interactions with the public are neutral or positive for the people concerned.

The Council carries out proper risk assessments and safe practices of work at each site.

The Council follows the guidance for good practice from the Institute of Directors and the Health and Safety Executive (HSE) in order to meet its legal obligations under the Health and Safety at Work Act 1974.

The Council will:

- Provide premises for public use, which are physically safe, clean and welcoming.

These premises will be well signed, accessible, and controlled.

- Warn the public, by means of signs, of risks which are not otherwise fully apparent.
- Fit the services given to the public to the individual as far as possible.
- Treat each member of the public with respect and courtesy.
- Protect the public from risks which are under the Council's control.
- Ensure that third party providers of Council Services to the public for example Leisure facilities actively have their own site-specific health and safety practices in place.

Any accident affecting a member of the public which results or might have resulted from any action or inaction of the council is to be recorded on the accident incident database.

4.33 Equalities

In accordance with health and safety best practice, this policy and the systems it describes will be interpreted such as to meet the health and safety requirements of individuals, with due regard to their needs and vulnerabilities. This interpretation takes place at the point of use of the systems, where a manager carries out a risk assessment or applies a safe system of work to an individual.

4.34 Occupational Health

The Council accesses an Occupational Health service which includes the following.

- Pre-employment health screening
- Providing specialist guidance for managers on health conditions and absence
- Health surveillance
- Audiometric testing

4.35 Well-being

The Council will take the necessary measures to ensure that everyone is responsibly managed, encouraged to lead a healthy lifestyle and supported when things go wrong, as well as ensuring that legal standards are met. The Council recognises that good management is important to make staff feel valued and well-informed.

Prevention

Well-being is best maintained by preventing problems occurring. Staff are encouraged to look after their physical and mental well-being, and there are policies to prevent or spot potential problems. These include:

- Eyesight tests for display screen equipment users.
- Workplace risk assessment.
- Alcohol and smoking policies; and

- Manual handling training.

Poor communication can lead to anxiety and uncertainty, and the Council is always trying to improve internal communication, to keep you well informed on issues that affect you.

Management

There are measurements in place to monitor the overall 'health' of the organisation.

The organisation is always changing. For some this brings new opportunities but for others it can be difficult and unsettling. The Leadership Team will make sure that staff are aware of what is expected from them.

The Leadership Team will help the staff feel involved and valued by:

- Holding regular performance review meetings;
- Reviewing jobs and responsibilities;
- Hold regular team meetings;
- Monitoring development and training; and
- Advising and taking appropriate action where necessary in relation to issues such as attendance, work performance, accidents at work and sickness.

Support

From time to time, staff may experience problems at work that mean you need support from the organisation. If a member of staff experiences genuine difficulty, speak with your line manager in the first instance. The Leadership Team will help find the appropriate support.

Staff must inform their line manager if they have a problem that may affect their ability to carry out their job

5. Appendices

5.1 Risk Assessment Template

Service Unit:		Activity being Assessed		Date of Assessment			
Department/Area:				Review Due Date			
Assessed By:				Reference			
Likelihood (L) X Severity (S) = Risk Rating (R)							
		Severity (S)					
		1= Minor injuries no lost time	2= Injuries lost time <7 days	3= Major injury, lost time <3 months	4= Fatality/severe injury, lost time >3 months		
Likelihood(L)	1 = unlikely to occur	Low(negligible) (1)	Low (2)	Medium-Low (3)	Medium-Low (4)		
	2 =Could happen	Low (2)	Medium-Low (4)	Medium-High (6)	Medium-High (8)		
	3= Likely to happen in time	Medium-Low (3)	Medium-High(6)	Medium-High (9)	High (12)		
	4=Certain to happen	Medium-Low (4)	Medium-High (8)	High (12)	High (Extreme) (16)		
Low 1-2	No further actions on this risk assessment are needed, but the controls in place must be monitored to ensure they are being implemented & remain suitable						
Medium-Low 3-4	Further controls should be identified & implemented as soon as is practicable, current controls must be monitored to ensure they are being implemented & remain suitable						
Medium-High 6-9	Further controls must be identified & implemented without delay, the controls in place must be monitored to ensure they are being implemented & remain suitable						
High 12-16	The activity must not proceed until further controls have been identified and the risk rating reduced to an acceptable level						
Hazards	Who might be harmed?	How might people be harmed?	Existing Control Measures in Place	Risk level achieved	Additional Controls necessary to reduce the likelihood or severity	Revised Risk level with additional controls applied	Are there any further controls which could be applied in the future?
				L S R		L S R	

5.2 Health & Safety Working Group – DRAFT Terms of Reference

Purpose: The purpose of the Health and Safety Working Group (H&SWG) is to support the development and assure delivery of Yeovil Town Council’s H&S Policy at the operational level. The group will:

- Implement H&S processes, procedures and arrangements
- promote a positive H&S culture throughout Yeovil Town Council
- consult and represent the Yeovil Town Council workforce on H&S matters, cascade and communicate decisions

Scope and Outputs: The H&SWG will:

- review reports of accidents, incidents and near misses, the lessons learned from them and appropriate action
- identify training requirements for staff, schedule and request funding for training
- ensure that safe systems of work are reviewed and updated
- review the Health and Safety Policy (at least) annually to ensure it remains fit for purpose
- carry out specific projects as requested by the Health and Safety Steering Group (H&SSG) and also make requests of them

- develop a work plan to be reported to the H&SSG quarterly and Audit Committee annually or as required. The plan to be realistic, achievable and focussed on delivering the organisations key priorities and strategies.

Membership

Director of Property & Community

Westlands Entertainment Centre representative/s

Yeovil Recreation Centre representative/s

Town House representative/s

Ninesprings representatives/s

Provision for Unison representative H&S rep. Not applicable currently.

Provision for GMB representative H&S rep. Not applicable currently

Quorum. The H&SWG will be quorate with the chair or a nominated stand-in and:

- One trades union representative - if applicable
- One from each of the 4 Directorates
- At least four others

Frequency of Meetings. Routine meetings of the H&SWG will be every 12 weeks, with extraordinary meetings convened as required by the Chair.

Reports to:

- Leadership Team
- Executive

5.3 Key Performance Indicators

Category	Measure	Description	Reason	Source	Target	Frequency
Safety Provision	Accidents to staff where injury has occurred	Number of accidents reported. RIDDOR reportable Type Service Area Location	Legal requirement to record type and report RIDDOR	H & S Accident, Incident & Near Miss Spreadsheet	% reduction in accidents	Qtly to WG & Leadership Team
	Near Miss	Number reported Type Service Area Location	Analysis will help to identify areas of improvement	H & S Accident, Incident & Near Miss Spreadsheet	Comparison with previous years	Qtly to WG & Leadership Team

	Risk Assessments				No annual reviews outstanding	
Place of work	Inspections	Number of inspections carried out on plant, machinery, property compliance etc.	Legal Requirement	Service area records	100% completed None overdue.	Varies depending on service area, building, type of machinery etc.
Info, Instruction & Training	Training courses completed	Courses (practical and e-learning) completed.	Legal requirements No. Qualified first aiders, service specific such as food hygiene & working at Heights etc.	HR or service? records??	All staff to undertake relevant training related to legal requirements and good practice in service areas.	Annual – Clear link to appraisals/staff development policy.
Welfare	Incidence of violence or aggression towards staff.	Amount reported Type Service Area	Analysis will help identify improvements and preventable action	H & S Accident, Incident & Near Miss Spreadsheet	%reduction on previous year.	Qtly in line with WG and Leadership reports