



Minutes of Full Council held at 6:30pm on 24 June 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr IR Shillabeer – Mayor
Cllr P Strong – Deputy Mayor
Cllr M Mitchell – Assistant Deputy Mayor
Cllr B Barrett
Cllr J Davies
Cllr J Harris
Cllr RJ Higginson
Cllr C Jones
Cllr A Mayo
Cllr A McIntyre
Cllr G McIntyre
Cllr G Owen
Cllr M Peters
Cllr F Rowberry

Also present: Alice Vaughan Locum Town Clerk

Members of the Public x 14

1 Welcome

Confirmation of hybrid participation and reminder about the recording policy. A member of the public asked for permission to record the meeting, Mayor granted permission.

The Chair welcomed everyone to the meeting.

2 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Cochrane and Cllr Lewis

3 Declarations of Interest

Cllr M Peters declared a personal interest in agenda Item 10 as an allotment holder.
Cllr Strong declared interest for agenda item 6 – as a member of the Monmouth County Council Planning Committee—unable to speak or contribute to planning decisions but not required to leave room.

Change of Agenda Order:

Motion passed to move "Allotments" (Item 10) up to follow Public Participation.
Suspension of Standing Order 9B: Motion approved (with emergency justification) to allow item regarding Sandy Lane Allotments water taps, which would normally require 7 days' notice.
Cllr Strong Proposed Motion – Cllr Higginson seconded – Voted – approved.

4. Public Question Time and Participation

Key Concerns Raised:

Lack of clarity about temporary/permanent nature of water restrictions. Serious impact on elderly/disabled allotment holders required to carry water further. Poor communication; calls for clear written response to four questions: 1. When decision was made for measures to become temporary. 2. Why "temporary" was not communicated in April 23rd notice. 3. Whether decision was formally recorded by council or working group. 4. Anticipated time scale for permanent solution. Stress and anxiety caused by uncertainty - at least six holders left allotments, more considering leaving if not resolved. Calls for return to original water provision, willingness to pay extra if council demonstrates increased costs.

Council Response: Chair and councillors assured the public the measures were always intended as temporary and poor communication regretted. Staff shortages and illness cited as key reasons for delay. Commitment made to resolve the water issue "as urgently as possible."

10. Allotments

Motion passed (with amendments – with the information that Council have been given this evening about posts and taps needed – Cllr Strong Proposer and Cllr Mitchell Seconded -Voted – all except Cllr Peters) to: Authorise to contract for installation of 8 external taps—four at Sandy Lane, four at Oakley Way. Replace unsuitable push-button taps with proper external taps with improved mounting and secure posts (to aid disabled/elderly).

Timeline:

Work (including posts and taps) to be completed by Friday, June 26th 2026, pending vote approval. Allotments Working Group to meet urgently (earlier than planned October meeting) to discuss further issues and report in time for future council meeting.

Additional Points: Discussion / support about exploring a formal allotment holders association in future if the Allotments holders wanted to do this. Suggestions raised for digital metering in future to allow individual holders to pay for own water use.

Contractor's quote (Gavin King): 8 taps (with fittings, removal of old taps, installation): £460 Adding secure wooden posts: £400 Total: £860 (council will reclaim VAT where possible).

Quote approved – Mayor Shillabeer proposed, Cllr Mitchell Seconded – Voted by all (except Cllr P to go ahead with the work).

5. Minutes

Members **RESOLVED** to approve the following minutes, and the recommendations contained therein with the following amendments.

- i) Annual Meeting Minutes (20th May 2026): Multiple errors and omissions noted, especially around appointments to outside bodies and committee representation. Disagreement on whether to approve with corrections or defer entirely; ultimately, standard procedure followed: Approve as presented, with an official note that corrections will be recorded in this meeting's minutes and carried to the next agenda. Noted risk that deferral would pause enactment of all decisions made at the meeting.

- ii) Personnel Committee Minutes (12th June 2026): Clarification that council/Committee members are only being asked to note accuracy—actual approval of accuracy is done at next committee meeting. Issues flagged about chair selection (standing orders vs. terms of reference) and reporting/recommendations. Query on why Personnel Committee minutes from 13th May not yet processed clerk to check with Personnel Committee as was not part of CTC at that time.

6. Planning

i) Planning Applications for Consideration

DM/2026/00529: Due to damaged roof tiles and leak, tiles on top section of roof, and the side of mansard roof have been replaced. Replacement of the original tiles of roof covering with new smooth tiles, and replacement of original tiles of mansard with composite cladding. 89 Green Lane, Caldicot, NP26 4DP

Members **RESOLVED** to recommend support of approval for application
DM/2026/00529

DM/2026/00586: Erection of a front porch extension (approximately 4.10m x 2.87m) on existing hardstanding, together with alteration of the roof over the existing front garage to form a pitched roof over the garage and proposed porch. 161 Longfellow Road, Caldicot, NP26 4LF

Members **RESOLVED** to recommend support of approval for application
DM/2026/00586

ii) MCC Approved Planning Applications

Members **RESOLVED** to note the following approved planning applications:

DM/2025/00736 and DM/2026/00422

7. Reports from Monmouthshire Councillors

Members resolved to note report from County Councillor Strong.

Update provided in a written report and also flagging of active transport initiative postponed due to heatwave.

Verbal Update from County Councillor Bond Encampments: Repeated traveller encampments—calls for review to restrict access, explore permanent solutions such as a transit camp along the M4 corridor (better facilities for travellers). Bypass Discussion: County council meeting scheduled June 25th at 2pm to discuss Chepstow bypass and traffic flow impacts. Leisure Centre Funding: £600,000 planned/refurbishment approved for equipment and upgrades (gym equipment, lighting, flooring), but full facility in need of more significant investment. Infrastructure: Update on ongoing drainage issues and unadopted roads (Seven View)—work in progress on legal adoption and resolving Network Rail/root cause issues of flooding under railway bridge.

8. Report from Council School Governor Representatives

No reports received.

To note that Cllr Cochrane, Cllr McIntyre and Cllr Rowberry have been confirmed as School Governors and term of office will run from 17.06.26-16.06.30.

9. Report from Gwent Police

Members **RESOLVED** to note the report.

Feedback from Councillors: Frustration at lack of regular physical police presence/attendance at meetings—concerns "reports" merely a formality. Request for future police attendance at the start of meetings instead of end, to allow input. Suggestion to "bump" police update up agenda and pursue more community engagement if Police present.

11. Grants

Caldicot Town Team Grant Application:

For annual 999 (emergency services) day event, hire of Caldicot Castle grounds. £775 requested; invoices totalling £697.50 plus VAT (to be reclaimed if possible).

Historical context: funds not given directly, but council pays agreed supplier (MCC) on behalf of Town Team for event. All supporting paperwork and accounts received.

Members **RESOLVED** to approve the Grant for £697.50 plus VAT - Caldicot Town Team (Powers to Spend LGA1972 Section 145 entertainments and arts).
Proposed by Cllr Strong, seconded by Cllr McIntyre - Voted and approved.

12. Internal Audit & Annual Governance and Accounts Return-Year Ending 31 March 2026 -Deferred as on next Extra Ordinary Meeting on Monday 29 June 2026

For members to agree the End of Year Statement and Annual Return for Caldicot Town Council 2025-26

- i) To receive Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations
- ii) To receive Annual Accounts, return for the Year Ended 31 March 2026
- iii) To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2026
- iv) To approve Annual Accounts, Return and Annual Governance Statement for submission to Wales Audit Office
- v) Chair to sign the Annual Return and Annual Governance Statement.
- vi) Notice of appointment of the date for the exercise of electors' rights - 6 July 2026 - 31 July 2026.

13. One Voice Wales - Councillors Code of Conduct Training

External audit cited the need for Code of Conduct training. Offered as a group session via Zoom from OWW, cost: £391 for up to 20 councillors (approx. £44 per person to do individually) Agreed a refresher for all would be beneficial to ensure shared understanding, compliance and better working relationships.

Proposal agreed/approved for the group remote session at £391.00, clerk to circulate date/time options based on councillor availability.

14. Recommendations for next/ future meetings

- Training Plan
- Training for Staff
- Policy Reviews
- Clerks Reports Monthly
- Annual Report 2025/2026
- Terms of Reference update
- Christmas Lights - urgent
- Remembrance Day Parade
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings
- Governor Reports: Item to be left on agenda "if available," to balance transparency with confidentiality requirements.

15. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29th July 2026.

Extraordinary Meeting: Scheduled for Monday, June 29th, 2026—to finalise annual accounts and audits

16. EXCLUSION OF PUBLIC AND PRESS

Exclusion of Public and Press

RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COMMITTEE IN PRIVATE SESSION

17. Staffing Matters

In confidential minutes

Members are asked to consider confidential staffing matters.

To confirm appointment of Locum Clerk - Confirmed Locum Clerk for 3 months Alice Vaughan

Recruitment of staff

To add Locum Clerk onto banking mandate – Confirmed and approved

Meeting ended at 9:02 pm

Signed Date
Mayor/Chair



Minutes of Personnel Committee held at 1:00pm on 10 July 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Committee Members:

Mayor Shillabeer
Cllr Mitchell
Cllr Strong
Cllr Cochrane
Cllr Higginson

Also Present: Alice Vaughan – Temporary Locum Clerk

Present – Members of Council (Not Committee Members)

Cllr A McIntyre
Cllr Harris
Cllr Barrett

Members of the Public – x1

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Rowberry and Cllr Owen

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation

Discussion over an email/letter that was removed from the council's website after a public request highlighting that a summary could be done by author. The original author did not make the removal request; it was a third party with concerns. It was explained the document may reappear as a summary (not the full email) at a future meeting. Clarification that staff had no indication the original email was confidential, as not marked as confidential and it was sent from a Monmouthshire County Council address.

Concerns raised about the ability of a committee to impartially investigate itself, especially in the context of past grievances or allegations.

Member commented discomfort over committee members adjudicating their own actions. It was clarified there is a right to refer matters to the Public Services Ombudsman for Wales and some issues had indeed been referred and subsequently dismissed with no evidence found.

Some members expressed frustration over a lack of transparency and continued public upset (notably referencing a previously distressed member of the public at an earlier meeting). Personnel Committee confirmed an investigation into these past matters had already been conducted by an independent body; findings may be shareable depending on their content. The NDA restricts the disclosure of specific costs and details; however, both parties agreed to the terms voluntarily and the outcome has been finalised for several months.

A request for specific figures regarding council spending on HR consultants, investigations, and related legal costs. Committee clarified that direct HR and investigation costs relating totalled under £3,000. No other substantial consultancy or agency costs directly attributed. Concerns addressed over rumoured costs, with committee reiteration that speculative figures circulating in the community are inaccurate. Annual governance and financial reports will include all appropriate figures for public scrutiny.

Debate over whether the council should revert to a combined Clerk/RFO role or continue with separate appointments. Comments expressed that creating separated roles led to problems; others countered that the problems were more complex and not linked to this change. The rationale for the Clerk's salary banding was discussed—mainly as a market-driven necessity to attract qualified applicants, requiring a differential between deputy and lead roles. Members referenced market salary to justify pay scales and recruitment strategies.

5. Minutes

Members noted the confidential minutes from FTC meeting held on the 24 June 2026.

6. Recruitment of Town Clerk and Deputy Clerk/RFO

Members noted that recruitment for the Deputy Clerk position has not yet commenced as the job specification and associated documentation are currently being finalised. The advertisement has been delayed allowing all Members the opportunity to review the updated job description prior to publication. Recruitment for the Clerk position will take place later in the year.

Members considered a proposal to outsource elements of the recruitment process to One Voice Wales. A detailed breakdown of the associated costs was presented. Following discussion, it was agreed that the services outlined below would provide valuable support to the recruitment process.

- 1) To act as the main point for issues and receipt of Job Application forms as well as acknowledgement of forms -£7 for each application from received up to a maximum of £200
- 2) To provide a draft set of questions and model answers/ written exercises for the shortlisting panel to consider for both posts – linked directly to the employee specification – and include scoring sheets - £150.00
- 3) To travel to office and attend the interviews and provide advice to the Appointment panel = depends on the duration but the cost would be based on £69.00 per hour (Estimate of 9 hours including travel) = £621 (Assumes interviews will be held for both posts on the same day

Committee agreed to go ahead with the agreed support services provided by One Voice Wales above.

7. Staffing

Staffing described as "extremely short": Temporary Locum Clerk working 20 hours/week. Admin office 25 hours and 9 hours and Facilities part time hours Summer leave creates additional coverage constraints; office closures may occur during periods of no staff. Volunteers are encouraged; admin support offers from members noted.

8. Correspondence Received from Councillor Anthony Easson

Agreed if a summary is submitted correspondence will be on a future agenda. Council intends to respond to each point in the summary at a future council meeting, so that answers are minuted.

9. Date of Next Meeting

Next regular Personnel Committee meeting scheduled for 11th September 2026, with the possibility of an additional meeting if the recruitment progress necessitates it.

Exclusion of Public and Press

RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

10. COMMITTEE IN PRIVATE SESSION

All councillors who were not members of the Personnel Committee, together with the member of the public left the meeting. The meeting then reconvened in a separate meeting room.

Exempt Business

The Committee considered the exempt items as detailed on the agenda.

11. Staffing Matters

The details of discussions and resolutions relating to exempt business are recorded in the confidential minutes.

Update on all staff.

Update given on all staff - appraisals –letter follow ups/ contracts etc

Meeting ended at 2:30pm

Signed Date

Chair



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update
May / June 2026

WARD NAME

Caldicot

Crimes in Caldicot in May / June 2026



Introduction

This report provides an overview of policing activity, recorded incidents, and community safety matters in Caldicot for the reporting month above. The report has been prepared by your local Police Community Support Officer (PCSO) Paterson.

Summary of Incidents

During the reporting period, the Force Control Room received 155 calls relating to the Caldicot Area, of which 15 resulted in recorded crimes. Of the recorded crimes, these consisted of:

Crime Category	# of crimes
Total	15
Violence With Injury	3
Public Order Offences	2
Drug Offences	1
Violence Without Injury	5
Undisclosed Incident	1
Commercial Burglary	1
Vehicle Crime	1
Residential Burglary	1



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Violence-related offences account for the largest share of recorded crime, with a combined total of 8 incidents. Of these, 5 were violence without injury and 3 were violence with injury, indicating that while violence remains a primary demand type, most incidents were of a lower level.

There were 2 public order offences, reflecting incidents of disorder and anti-social behaviour that required police attendance. Additionally, 1 drug offence was recorded, linked to ongoing proactive or intelligence-led activity in the area.

Acquisitive crime remains low, with 1 residential burglary, 1 commercial burglary, and 1 vehicle crime recorded. These incidents appear isolated, with no identified series or pattern.

There is also 1 undisclosed incident under review, awaiting further classification.

From a local policing perspective, demand in Caldicot remains steady, with violence and disorder continuing to form the core of incidents attended.

Ward Area	# of crimes
Green Lane	7
Dewstow	4
West End	0
Severn	1
Caldicot Castle	3



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

To provide further context from a neighbourhood policing perspective, the table above outlines the distribution of recorded crime across the Caldicot ward areas.

The data shows that Green Lane accounts for the highest number of recorded crimes, with 7 incidents during the reporting period. Dewstow follows with 4 recorded crimes, while Caldicot Castle ward recorded 3 incidents. Severn recorded 1 crime, and there were no recorded crimes in the West End ward during this period.

This distribution indicates that demand is currently more concentrated in the Green Lane and Dewstow areas. As a result, these locations have been subject to increased visible patrols and engagement activity to provide reassurance and deter further offending.

Wards with lower levels of recorded crime continue to receive routine patrols, maintaining police presence and community contact.

At present, there are no significant emerging patterns beyond this distribution; however, all areas will continue to be monitored through ongoing patrol activity and local intelligence to identify any developing trends.

Key Issues

The main issues identified during this month, including those raised at the most recent council meeting, are as follows:

- Youths on off-road bikes, driving dangerously and causing alarm, distress, and annoyance to members of the public.
- Youths engaging in anti-social behaviour at the top of Cas-Troggy Park, including nuisance behaviour and causing distress to members of the public.
- Reports of deliberate fire setting within the area, creating risk to property and public safety.
- Speeding / Manner of Driving
- Youths causing Anti-Social Behaviour



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Police Activity

During this reporting period, neighbourhood policing activity has focused on increased visibility and targeted patrols in response to identified issues, particularly anti-social behaviour and deliberate fire-setting.

High-visibility patrols have been conducted in affected areas, including locations highlighted through community feedback and recent incidents. This has included regular foot patrols and engagement with local residents to provide reassurance and gather intelligence.

In relation to deliberate fire-setting, liaison has taken place with partner agencies to arrange joint site visits to assess risk, address environmental factors, and implement preventative measures where required.

Ongoing monitoring of vehicles linked to reports of anti-social behaviour has been undertaken, including stop checks where appropriate, to deter offending and disrupt behaviour.

Engagement has also taken place with local schools to address behaviour at an early stage, provide reassurance, and strengthen relationships with young people within the community.

Neighbourhood officers have continued to respond to and deal with other reported crimes within the area, maintaining a visible presence and ensuring appropriate follow-up and investigation where required.

Neighbourhood policing teams will continue to work alongside partner agencies to address repeat issues, focusing on problem-solving and reducing demand over time.

Community Engagement



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Below are the upcoming community surgeries with your local PCSO in Caldicot:

- Wednesday 1st July – 13:30/14:30 – Together Works
- Wednesday 12th August – 13:30/14:30 – Together Works
- Wednesday 9th September – 13:30/14:30 – Together Works
- Wednesday 7th October – 13:30/14:30 – Together Works
- Wednesday 11th November – 13:30/14:30 – Together Works
- Wednesday 9th December – 13:30/14:30 – Together Works

Further details can be found on the Gwent Police Website by searching Caldicot under 'Your Area'. Additional Dates will be published over the coming months and shared via neighbourhood matters and the local Monmouthshire Police Facebook page

Conclusion

In summary, demand within the Caldicot area has remained steady during this reporting period, with violence-related incidents, anti-social behaviour, and associated disorder continuing to be the primary areas of focus.

While overall crime levels remain relatively low, key issues such as anti-social behaviour and deliberate fire-setting continue to affect the community and will remain a priority for neighbourhood policing.

Ongoing high-visibility patrols, engagement with local residents and schools, and joint working with partner agencies will continue to be utilised to address these concerns, provide reassurance, and prevent further incidents.

The situation across all ward areas will continue to be monitored, with patrol activity and problem-solving approaches adapted where necessary to respond to any emerging trends or community concerns.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Contact Details

For Further information or to raise any concerns, please contact:

PCSO Paterson
Monmouthshire Neighbourhood Policing Team
Gwent Police
Jack.Paterson@gwent.police.uk
07773080834

Or

PCSO Richards
Monmouthshire Neighbourhood Policing Team
Gwent Police
Adam.Richards@gwent.police.uk
07970165833

One final point is that we are now launching a new initiative messaging system called Neighbourhood Matters. This will keep the local community informed about local incidents, crime prevention advice, upcoming events, and our local policing priorities. If you are interested in signing up, please scan the QR code below or visit www.GwentNeighbourhoodMatters.co.uk.

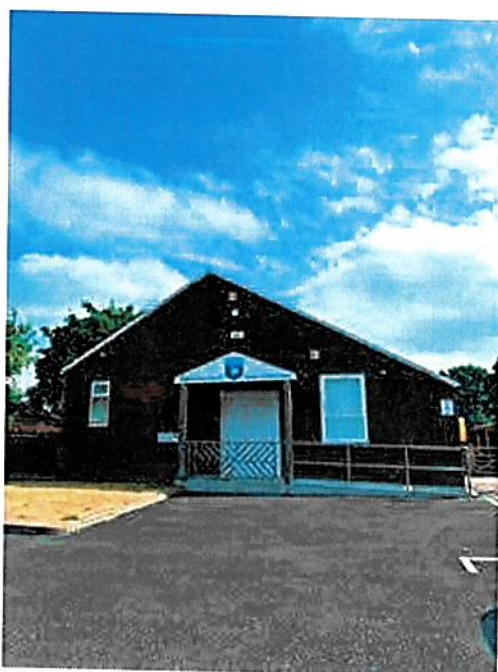


Report completed by CO545 Jack Paterson
Monmouthshire South Neighbourhood POLICING TEAM



Health & Safety

Site Visit Report.



Report For:	Caldicot Town Council
Conducted By:	Alexandru Balogh CertIOSH
Date Conducted:	15/07/2026

Workplace Inspection

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Caldicot Town Council

Council Office Sandy Lane
Caldicot
NP26 4NA
Wales

15/07/2026

Dear Mark,

Please find enclosed the health and safety inspection report that covers matters discussed with either yourself or nominated contacts at your premises on 15/07/2026. The report may identify site-specific hazards or shortcomings in your health and safety management system. If that is the case it will include specific recommendations that will assist in you completing these.

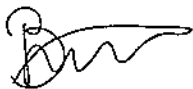
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

If there is any area in this report that is unclear or if there are any items you wish to discuss, please contact the Health and Safety advice line 03458 444 848

It is important to ensure that if you move, alter your business premises or any of your working practices, or you are visited/contacted by an Enforcement Officer, you should inform me or the Health and Safety advice line 03458 444 848 at the earliest possible time so that the appropriate advice can be given.

Finally may I take this opportunity to thank yourself and your staff for the help and co-operation extended to me during my visit.

Yours Sincerely,



Alexandru Balogh CertIOSH
Safety and Health Practitioner

Introduction

This report is designed to assist you in managing and prioritising the health and safety risks in your workplace.

At Citation, we appreciate that all businesses will have competing demands for their time and resources. However, it is very important for you to consider the recommended actions contained within this report as they are based upon the observed/stated conditions and your working practices and reflect your legal obligations under health and safety law. The priority rating is provided to assist you in planning the required actions. Whilst you should review each recommended action on its own merits, it is important to remember that all items need to be addressed.

Even the smallest change in employers' or workers' actions or behaviour could reduce (if not eliminate) the potential for an accident occurring, thus avoiding the loss of working time/productivity, and reduce the potential for Enforcement Authority action (at worst leading to a criminal prosecution or intervention costs) or civil claim, that could have a damaging effect on your trading reputation.

This report refers to the condition of the premises at the time of inspection. However, there may be areas that were not inspected and there may have been situations that have arisen since the inspection. We therefore urge you to read the contents of this report in conjunction with the relevant guidance contained within your Health and Safety Policy documentation.

When carrying out inspection visits our consultants will use their experience, skills and expertise to identify matters in respect of which you may not be complying, either totally or in part, with relevant statutory health and safety provisions. However, especially given the finite amount of time that can be allocated to the visits, our consultants may not identify every example of non-compliance and Citation gives no warranty, expressed or implied, that they will do so. Unless you draw the consultant's attention to a specific matter and request their (or our) advice, we cannot be held responsible for any instance of non-compliance that the consultant may not identify.

If you make changes to your business premises/activities/personnel which may affect health and safety, or where there has been an accident, or an Enforcement Officer has contacted you for any reason, and for any other issues or concerns, please contact your consultant or the Citation Health and Safety helpline, 03458 444 848 to ensure that the correct advice can be provided.

You should also regularly monitor and make changes, where necessary, to your health and safety management system, including risk assessments and safe systems of working, training requirements, etc. in order to ensure continued legal compliance. Particular attention should be given following any business changes or workplace-related accidents/incidents or near misses.

Citation cannot accept any responsibility for any failure by the company to comply with the recommendations contained within this report, or any changes that are subsequently made in relation to the company's premises, equipment or processes that were not disclosed during the visit.

Health and Safety Inspection Report

Place of Inspection:	Caldicot Town Council	Date of Inspection:	15/07/2026
Name of Consultant:	Alexandru Balogh	For the Attention of:	Mark Tredwin

Priority Definitions:

Immediate Priority

Immediate action is required to remove an observed or stated dangerous condition/practice that is likely to cause an imminent risk of a fatality, serious personal injury or ill health. This also applies to a situation that could lead to a Prohibition Notice being issued by an Enforcing Authority and /or which may lead to legal proceedings being instigated by an Enforcing Authority. An Immediate Action Form will have been provided at the time of the visit.

Action must be taken NOW.

High Priority

Contravention of statutory requirements that could lead to fatal or serious personal injury, ill health, issuing of an Improvement Notice and / or which may lead to legal proceedings being instigated by the Enforcing Authority. These matters require urgent action.

Act Now.

Medium Priority

Contravention of statutory requirements which could lead to personal injury or an ill health effect, the receipt of an Enforcement letter and / or legal proceedings being instituted by the Enforcing Authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate or control the risk identified.

Plan Actions.

Low Priority

Recommendations for ensuring compliance with best practice or stated policy and procedures. Enforcement action is less likely, although accident or property damage is possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.

Consider Improvements.

Executive Summary

The Executive Summary and Observations Overview below, highlight matters identified during the visit. The Observations Overview provides a list of the observations only, in order of priority. Full details, including recommended actions can be found in the report below. If you require any further support or advice, please contact our Health and Safety Advice Team on: 03458 444 848.

Consultant comments

Thank you to Ivor Robert Shillabeer for supporting my visit on 15/07/2026 at the Council Office, Sandy Lane, Caldicot, Monmouthshire, NP26 4NA.

This visit was to review your current Health and Safety Management System. This included a tour of the premises and a request for the documentation you had available at the time of the visit. During the visit, it was discussed that there hadn't been any RIDDOR reportable accidents/incidents since our last visit.

There are 16 councillors, zero young workers and zero new and expectant mothers working for the council.

During the visit, it was noted that no formal handover had taken place from Mark. As a result, much of the required documentation was not readily available or prepared for review during the visit.

About the organisation and the Premises seen

The main Council building is located centrally in Caldicot, is of pre-2000 built brick construction with a pitched tiled roof that has been recently refurbished, and contains office space, toilets, a large function room that can be hired, and a small meeting room. The local food bank also operates from the premises.

Caldicot Town Council serves the residents of Caldicot and is responsible for several assets and facilities, which include: community garden behind the main council office, Dewstow Cemetery, Jubilee Way Toilets, King George V Playing Fields (trust-owned property), Allotment sites (3), and Dog Waste Bins. The council is also the landlord of the neighbouring nursery that falls out of scope of this inspection. Outside areas are maintained by external contractors.

The Town Council plays a vital role in supporting the work of different groups in the community. Caldicot Town Council has elected Councillors. The Town Council meets monthly, and all meetings are open to the public, and there is an opportunity for the public to contribute to matters on the agenda. Agendas are published on the Town Council website; other committees include Grants, Health and Safety, and Personnel.

Overview of Key Findings (These are the high-risk topic headings)

NOTE: There are outstanding actions from the last visit because they're not closed out, and they have been brought forward into this report. If you have completed them, please close them off on Atlas.

- Electrical Safety
- Fire

- Gas / Oil / Solid Fuel Safety
- Risk Assessment
- Training
- Disabled Discrimination
- Working at Height

NOTE: These are the high risk areas identified during the visit. Detailed observations are included in this report for all actions.

Further support: Risk assessment support, H&S Consultancy, Mini Visits to spot check outside sites, Portable Appliance Testing and Fixed Wire Testing, Fire Risk Assessment. The above services on how we can help were discussed with the client. I have asked the office to contact you in a few days to provide you with further information and costs on these services.

Positive Observations

Mark is positive about Health and Safety and understood the findings during the debrief.

Following the actions in this report from highest to lowest risks will help improve your health and safety management system and reduce the risk of exposure to breaches in Health, Safety and Fire safety laws.

During the visit, the following area/s were not inspected; outside locked storage units at the council office site, allotments (3), cemetery site, public toilet blocks, nursery and playing fields were not inspected and as there were no deliveries to site these areas/activities this was also not inspected but it is important to ensure that the same health and safety standards are applied to these areas as would be applied to the rest of the business with reference to (this list is not exhaustive):-

- Risk assessments and suitable control measures to reduce risk
- Safe plant, equipment and systems of work
- Safe place of work with adequate facilities
- Safe access and egress
- Traffic management and development of a traffic management plan
- Adequate information, instruction, and training
- Safe storage of articles and substances
- Consultation with employees
- Provision of health surveillance where necessary.

Positive Observations

Robert is positive about Health and Safety and understands the findings during the debrief.

If you have any queries, please do get in touch. Remember you can also send queries to Citation's Health and Safety Advice Team via email or phone us on 0345 844 4848.

Non Compliance - Immediate	0.
Non Compliance - High	13.
Non Compliance - Medium	18.
Non Compliance - Low	6.
Compliance	16.

Progress since your last inspection

There were 26 observations raised in your previous visit dated 05/11/2025.

7 of these have been marked as completed. Any outstanding tasks are included as observations in this report.

Observations Overview

High

Disabled Discrimination

The alarm in the disabled toilet had not been subject to regular testing.

Electrical Safety

There was no report available to indicate that fixed mains electrical circuits had been inspected.

! This observation is outstanding from one previous visit

There was no certificate of installation available for the new electrical circuits, at the council buildings i.e. security lights.

! This observation is outstanding from one previous visit

Fire - Detection and Alarm

There was no records available to demonstrate that the fire alarm had been serviced and it is unclear if there is a maintenance contract in place to service it every 6 months as a minimum.

! This observation is outstanding from two previous visits

The records of the in-house fire alarm testing were not weekly maintained.

Fire - Documentation

Whilst a Fire Risk Assessment had been undertaken a number of years ago the building use and layout has changed.

! This observation is outstanding from two previous visits

Fire - Doors/Emergency Exits

Fire doors were noted to be wedged open at the time of inspection.

! This observation is outstanding from one previous visit

Fire - Emergency Lighting

There was no records available to demonstrate that the emergency lighting in the premises was subject to annual inspection.

! This observation is outstanding from two previous visits

Gas / Oil / Solid Fuel Safety

A full gas safety certificate was not available to confirm the Worcester boiler had been inspected and passed as safe to use.

! This observation is outstanding from two previous visits

Risk Assessment: General, Young Person and Expectant Mothers

Once risk assessments have been developed, and agreed they should be shared with the applicable staff and evidence should be retained to demonstrate that risk assessments have been communicated to employees.

! This observation is outstanding from one previous visit

Training

Role specific health and safety training has not been provided to members of staff recently.

Consideration should be given to training in:

For designated staff:

- First Aid
- Fire marshal
- Home working
- Lone Working
- Working at Height and Ladder Safety
- COSHH and Risk Assessment

General health and safety training for the team should be considered on:

- Accident reporting and recording
- COSHH
- Driving for work
- DSE
- Fire Safety Awareness
- Manual Handling
- Risk Assessment Awareness
- General H&S Awareness

Please note there is training available on Atlas to support all these areas

! This observation is outstanding from two previous visits

Working at Height

There are no risk assessments in place for activities that include working at heights
There was no ladder register and inspection regime in place.

Medium

Display Screen Equipment

Appropriate training is not provided to DSE users before they complete DSE assessments.

Electrical Safety

The access to the external electrical incoming service and meter was not secure at the time of the inspection with damage noted to the catch.

! This observation is outstanding from one previous visit

Fire - Detection and Alarm

Fire alarm activation points were not clearly identified throughout the premises. At the main entrance, the manual call point and emergency door release button were observed to be partially covered with hazard tape, which could impede visibility and delay access during an emergency situation.

Fire - Documentation

Documented fire procedures were not displayed in prominent positions throughout the premises.

! This observation is outstanding from one previous visit

Employees, who act as Fire Marshals in the event of a fire evacuation, would benefit from formal Fire Marshal training.

! This observation is outstanding from one previous visit

Fire - Doors/Emergency Exits

The fire exit door serving the staff office was fitted with a key-operated lock on the internal side.

At the time of inspection, no key was present in the lock, which could delay emergency egress. Also the fire exit door within the main meeting room was found to be damaged and had been fitted with a retrofit lock.

The suitability of the door and locking arrangement should be reviewed to ensure the fire exit can be used effectively in an emergency.

! This observation is outstanding from one previous visit

Fire - Emergency Lighting

Internal inspections of the emergency lighting units are not completed monthly.

Fire - Monitoring

There has not been a fire evacuation drill within the last six months.

! This observation is outstanding from two previous visits

First Aid

The first aid kit on the premises was not available.

The training certificate(s) for the First Aider(s) may have expired.

! This observation is outstanding from one previous visit

Gas / Oil / Solid Fuel Safety

A carbon monoxide (CO) detector was fitted in the vicinity of the gas boiler; however, there was no evidence to demonstrate that the device was being tested routinely to confirm it remained operational. It was recommended that a label or sticker is affixed to the detector to record the date batteries are installed and replaced, assisting with ongoing maintenance and monitoring.

! This observation is outstanding from two previous visits

Health Screening

Employment medical questionnaires are not completed for new employees when they join the organisation, or retrospectively for existing employees

! This observation is outstanding from one previous visit

Legionella

The potential risk of Legionella has not been assessed in accordance with the Approved Code of Practice L8.

Monitoring

The monitoring/checking of health and safety arrangements and workplace conditions does not appear to have been documented (excluding fire related records). For example spot checks on contractors works against their risk assessments that should be requested as part of the contractor vetting process

! This observation is outstanding from two previous visits

Policy Documentation

It was not clear if the organisation has a current health and safety policy document which contains an up to date signed statement of intent.

! This observation is outstanding from two previous visits

Risk Assessment: General, Young Person and Expectant Mothers

Risk assessments have been carried out but they have not been reviewed to ensure that they remain valid.

Traffic Management

There was no documented Traffic Management plan available.

Training

It was not clear if the health and safety induction process is documented for all employees.

! This observation is outstanding from two previous visits

Low

Display Screen Equipment

Display screen assessments have not been completed for "users" of display screen equipment (DSE).

Displayed Notices and Certificates

There was no up to date "Employer's Liability Compulsory Insurance" certificate displayed in a prominent location or available to view.

A copy of the company's health and safety policy statement was not clearly displayed in a prominent location.

The designated 'Smoking Areas' were not identified with the appropriate signage.

Fire - Doors/Emergency Exits

The existing fire doors are not adequately signed to prevent them being wedged open, obstructed or accessed by unauthorised persons.

First Aid

There had been no member of staff appointed to regularly check the organisations first aid kits.

Comments And Observations

Positive observations

There has been no visit from the HSE in the last 12 months.

Asbestos

Positive observations

A refurbishment and demolition asbestos survey was undertaken on 19/1/24 and showed that there was no asbestos detected.

Observations and recommendations

Disabled Discrimination

Observation

The alarm in the disabled toilet had not been subject to regular testing.

Recommendation

Tests should be completed and documented on a regular basis to ensure correct functionality, audibility and visibility of the alarm system.

Consideration should also be given to the procedure to be followed in the event of alarm activation.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026



Disabled toilet

Positive observations

The cords fitted to the emergency call points in the disabled toilets reach the floor at the time of the visit

Display Screen Equipment

Observation

Appropriate training is not provided to DSE users before they complete DSE assessments.

Recommendation

Ensure that all Display Screen Equipment (DSE) users receive relevant training before completing their DSE assessments.

Why this is important

The Health and Safety (Display Screen Equipment) Regulations 1992 requires this training to be completed. Plus, it helps your DSE users complete the DSE assessments. This can prevent problems like eye strain, musculoskeletal issues, and repetitive strain injuries.

Relevant Elearning: [Click here](#)

Relevant Risk Assessments: [Click here](#)

Relevant Documents: [Click here](#)

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Observation

Display screen assessments have not been completed for "users" of display screen equipment (DSE).

Recommendation

The use of computer workstations or equipment can be associated with neck, shoulder, back/arm pains, fatigue and eyestrain.

To identify and mitigate the risks associated with work of this nature, circulate to all PC users the "Display screen assessment" template that can be downloaded from Citation's online resource. Review the signed, returned documents and to better understand your obligations, refer to the online DSE Fact Sheet.

To comply with regulation, "users" may be entitled to an eye test and contribution to eye wear, if deemed necessary by the examining optometrist.

To compliment your assessment and demonstrate compliance with training

requirements, utilise the online training module on this topic.

Priority : Low

Responsible Person : Mark Tredwin

Recommended Deadline Date : 07/10/2026

Displayed Notices and Certificates

Observation

There was no up to date "Employer's Liability Compulsory Insurance" certificate displayed in a prominent location or available to view.

Recommendation

Ensure that the up-to-date Employer's Liability Compulsory Insurance certificate is easily accessible, either digitally or visibly displayed in the workplace.

Why this is important

Displaying this certificate is a legal requirement. It demonstrates that you have the necessary insurance in place to cover employee injuries or illnesses. This not only keeps you on the right side of the law, but also gives your team peace of mind knowing they're protected.

Priority : Low

Responsible Person : Mark Tredwin

Recommended Deadline Date : 07/10/2026

Observation

A copy of the company's health and safety policy statement was not clearly displayed in a prominent location.

Recommendation

Ensure your health and safety statement is visible to all your team members. We recommend displaying the company's health and safety policy statement in a spot where everyone can easily see it.

Why this is important

Displaying the policy statement clearly, is required by health and safety legislation and

ensures that all employees are aware of your commitment to maintaining a safe and healthy workplace.

Your Health and Safety Policy: [Click here](#)

Priority : Low

Responsible Person : Mark Tredwin

Recommended Deadline Date : 07/10/2026

Observation

The designated 'Smoking Areas' were not identified with the appropriate signage.

Recommendation

Designated smoking areas should be identified with appropriate signs.

Members of staff must comply with your instructions for use and not compromise the health and safety of others.

Priority : Low

Responsible Person : Mark Tredwin

Recommended Deadline Date : 07/10/2026

Positive observations

A H&S law poster was up on display in the office



H&S law poster

Electrical Safety

Observation

There was no report available to indicate that fixed mains electrical circuits had been inspected.

Recommendation

All electrical installations should be periodically inspected, tested and a report on its condition obtained.

Arrange for a competent engineer to test the installation and provide an inspection report at the earliest possible time.

All electrical circuits must be tested as detailed in BS 7671.

Copies of the reports should be maintained on file for the life of the fixed electrical circuit.

Don't know where to start with electricity testing?

We understand electrical safety can be tricky to comply with, which is why we provide market-leading testing services to cover PAT and Fixed Wire Testing services.

Click [here](#) to find out more.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026



Electrical fuse
board

Observation

There was no certificate of installation available for the new electrical circuits, at the council buildings i.e. security lights.

Recommendation

An Installation certificate is issued by an electrician when they complete any new electrical work, or changes to existing electrics. The certificate confirms that the work has been designed, built, inspected and tested to the UK national standard BS 7671.

The inspector will recommend a retest date in line with current regulation and Approved Codes of Practice.

All associated paperwork should be stored securely as your insurer may require evidence.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Observation

The access to the external electrical incoming service and meter was not secure at the time of the inspection with damage noted to the catch.

Recommendation

It is important that access is restricted to nominated personnel and display suitable warning signs.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Positive observations

Evidence was available to confirm that recently, portable appliance testing (PAT) had been performed on electrical appliances.



PAT

Fire - Detection and Alarm

Observation

There was no records available to demonstrate that the fire alarm had been serviced and it is unclear if there is a maintenance contract in place to service it every 6 months as a minimum.

Recommendation

BS 5839 sets out the requirements for testing and inspection of fire alarm installations:-

Periodic inspection and test.

This consists of multiple checks and tests made by a competent engineer with the aim of ensuring the fire alarm system remains functional, is in good working order and is still compliant with the code.

6 monthly test

As per above, additionally test all detectors and call points and check for correct operation.

Every 2 - 3 years

Clean smoke and heat detectors to ensure correct operation, this will reduce the likelihood of false alarms. Specialist equipment is required for cleaning and testing detectors.

Every 4 years

If the ambient operating temperature exceeds 25°C continuously it may reduce the life span of sealed lead acid batteries.

Need some help with fire safety?

We offer complete peace of mind with our Fire Risk Assessments, Fire Alarm Servicing, Fire Extinguisher Servicing and Emergency Lighting Testing options.

Click [here](#) to find out more.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Observation

The records of the in-house fire alarm testing were not weekly maintained.

Recommendation

Test your fire alarms on a weekly basis. If you are unsure how to do this refer to the operation manual or contact the provider who installed it or maintains it. To aid your record keeping, number the call points or detectors and test them in rotation. Keep records of your tests in your fire logbook. In addition monitor the call points and detectors on a regular basis to ensure that they are not obstructed in any way.

Why this is important

Records should be kept to demonstrate to any interested party that the alarm has been tested and checked. A fire logbook for recording tests is provided as part of your health and safety management system.

Relevant Documents: [Click here](#)

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026



Fire alarm
weekly test
not maintained

Observation

Fire alarm activation points were not clearly identified throughout the premises. At the main entrance, the manual call point and emergency door release button were observed to be partially covered with hazard tape, which could impede visibility and delay access during an emergency situation.

Recommendation

Keep your fire alarm activation points clearly marked

Why this is important

This isn't just about meeting legal requirements, it's about making sure everyone in the

building is safe and secure. Remember, this is a crucial part of your fire safety management plan, in an emergency clearly marked activation points will allow employees to raise the alarm quickly, unmarked activation points will delay evacuation and place people in danger.

Relevant Documents: [Click here](#)

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026



Call points
covered with
hazard tape

Positive observations

The fire alarm panel was observed to be in good working condition.



Fire alarm
panel free
from faults

Fire - Documentation

Observation

Whilst a Fire Risk Assessment had been undertaken a number of years ago the building use and layout has changed.

Recommendation

Due to time elapsed and changes in use, and in order to comply with The Regulatory Reform (Fire Safety) Order 2005 and The Fire Safety Act 2021, all relevant organisations must compile a suitable and sufficient fire risk assessment for all sites outlining the risk of fire within the premises and the control measures that are employed to reduce that risk.

A detailed fire risk assessment should take into account:

- The means of raising the alarm
- Those dwelling in the premises and their use of shared/communal areas
- The type of work undertaken at the premises
- The type of materials used, processed and stored on the premises
- Evacuation procedures (including provisions for the evacuation of disabled persons)
- Training, including the use of equipment provided
- The provision of emergency lighting
- Fire fighting equipment, e.g. fire extinguishers, fire blankets in kitchen areas
- Provision of emergency routes/exits, including adequacy of fire doors and protected areas
- Appropriate signs.

Depending on the size and complexity of the business being assessed, there may be a need to seek competent guidance and/or assistance from a qualified fire assessor.

A notable complexity might be that the building or structure in which the fire safety risk is present may have a cladding system.

Whether or not the presence of a cladding system is identified or referred to in this report we have not inspected it or carried out any assessment of it and we cannot comment on any fire safety risk arising from any cladding system or the potential impact of the system on any other fire safety risks referred to in this report.

Again, we advise you to appoint a suitably qualified and competent specialist to determine the nature and composition of any cladding system on any of your buildings and structures and to advise you what if any fire safety risks the cladding system gives rise to.

In order for the Responsible person to comply with Article 9(1) of The Regulatory Reform (Fire Safety) Order 2005 it is recommended that a fire risk assessment is undertaken by a competent person with sufficient knowledge of fire precautions, requirements and prohibitions under The Regulatory Reform (Fire Safety) Order 2005, and that evidence of knowledge, training, experience is recorded for proof. Reference to the assessors competency can be included in the Fire Risk Assessment.

For simple premises a template and example fire risk assessment can be downloaded from Citation's online resource. If you require any advice when completing your fire risk assessment, please do not hesitate to contact us.

We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling **0345 241 5250**, or emailing additional services@citation.co.uk.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Observation

Documented fire procedures were not displayed in prominent positions throughout the premises.

Recommendation

Display your fire procedures where everyone can see them.

Why this is important

By taking this action, you're not just ensuring legal compliance, but you're also looking out for everyone's safety in the building. It's a key part of managing fire safety and it means that if a fire does happen, everyone knows exactly what to do.

Relevant Documents: [Click here](#)

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Observation

Employees, who act as Fire Marshals in the event of a fire evacuation, would benefit from formal Fire Marshal training.

Recommendation

Fire training needs to be proportionate to the risk and as such the appointment of Fire Marshals and assistants will be determined by your fire risk assessment.

The type of staff training will depend on the premises and activities within but should: -

- Reflect the findings of the fire risk assessment
- Include your emergency procedures
- Clarify the duties and responsibilities of staff
- Be carried out in normal working hours, on shifts and be repeated periodically
- Be easily understood by staff
- Be confirmed by fire drills.

A Fire Warden or Marshal's duties may include checking that: -

- Exit doors are available for use, unlocked and unobstructed
- escape routes are clear of storage and combustible materials
- Fire extinguishers are in position with seals in place
- Fire safety signs are in position
- Fire alarm call points are unobstructed
- Fire-resisting doors are closed and functioning properly
- False alarm or malfunction of the weekly fire alarm test is reported
- Persons with a disability who may need help to be evacuated are known
- Faults on the emergency lighting are reported.

To assist with training requirements for low level environments there are a number of fire related modules available on Citation's online resource via your login.

We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling **0345 241 5250**, or emailing additionalservices@citation.co.uk.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Fire - Doors/Emergency Exits

Observation

The fire exit door serving the staff office was fitted with a key-operated lock on the internal side.

At the time of inspection, no key was present in the lock, which could delay emergency egress. Also the fire exit door within the main meeting room was found to be damaged

and had been fitted with a retrofit lock.

The suitability of the door and locking arrangement should be reviewed to ensure the fire exit can be used effectively in an emergency.

Recommendation

Replace internal key lock with a thumb turn lock and sign, so that the door can be opened quickly in the event of an emergency.

It is important to inspect all fire exit doors on a regular basis to guarantee that they open easily and that the handles have not been broken.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026



Fire exit door
broken



Retro fit lock

Observation

The existing fire doors are not adequately signed to prevent them being wedged open, obstructed or accessed by unauthorised persons.

Recommendation

The provision of protected escape routes is a requirement of Building Regulations and any door opening onto an escape route is likely to be designated as a fire resisting door to ensure that persons using the route have protection from fire while they escape and to provide some protection for fire-fighters entering the building to extinguish the fire.

All designated fire doors should be suitably labelled (e.g. "Fire door keep shut", "Fire door keep clear" "Fire door keep closed, "Automatic fire door keep clear" etc.)

Make sure both sides of the fire door are marked with these signs and that the certification of the performance (e.g. 30 minutes fire resistance) of such fire doors is available.

Priority : Low

Responsible Person : Mark Tredwin

Recommended Deadline Date : 07/10/2026



Fire exit door
no signage on
keep clear

Observation

Fire doors were noted to be wedged open at the time of inspection.

Recommendation

Fire doors are an essential barrier that will help delay the spread of fire and smoke. All fire doors should be marked with signs stating that they should be kept shut at all times.

If the doors need to be held open for access purposes then it is advisable to install a magnetic catch which is automatically released when the fire alarm is activated.

Alternatively a battery operated "Dorgard Fire Door Retainer" may be used which will release and allow the fire door to close when the fire alarm sounds for at least 30 seconds.

All fire doors should be inspected on a regular basis to guarantee that they are not obstructed. Details of the inspection should be recorded in the fire logbook.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Fire - Emergency Lighting

Observation

There was no records available to demonstrate that the emergency lighting in the premises was subject to annual inspection.

Recommendation

All emergency escape lighting systems should be annually tested and properly maintained in accordance with the relevant standard BS 5266 by a competent persons. Ensure that any remedial action is address urgently. Relevant records should be maintained as evidence of compliance.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Observation

Internal inspections of the emergency lighting units are not completed monthly.

Recommendation

Perform monthly operational tests of each light unit to ensure that all emergency lighting is working properly to provide enough light in an emergency situation, and maintain suitable records. It is advised you conduct testing at times of least risk and make sure that the light has been connected to the mains supply for a minimum of 24 hours before testing.

Why this is important

This is important to comply with UK health and safety legislation and British Standard 5266. Plus, it helps prevent accidents during emergencies and makes sure everyone can get to a safe place.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Positive observations

The emergency lighting system was free from faults during he walkaround

Fire - Extinguishers

Positive observations

Fire extinguishers were serviced in 07.2026.



FE service
date

Fire - Monitoring

Observation

There has not been a fire evacuation drill within the last six months.

Recommendation

Undertake a fire evacuation drill to ensure that all occupants can be safely evacuated from the premises and that all members of staff are familiar with the evacuation procedure.

Fire drills should be repeated on a regular basis to ensure that existing and new staff are fully aware of the actions to take in an emergency. Care should be taken to ensure that fire drills consider any shift/night workers.

Use the fire logbook provided to record the details of the drill, if required, individual monitoring documents are available to download from Citation's online resource.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

First Aid

Observation

The first aid kit on the premises was not available.

Recommendation

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Every employer should provide for each work site at least one first-aid container supplied with a sufficient quantities of first-aid materials.

Depending on the findings of the first-aid assessment, more than one first-aid container may be required. First-aid containers should be easily accessible and preferably placed near to hand washing facilities.

They should only be stocked with items useful for giving first aid and should protect them from dust and damp. All first-aid containers should be identified by a white cross on a green background.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Observation

There had been no member of staff appointed to regularly check the organisations first aid kits.

Recommendation

Assign a member of staff to check the first aid kits within the premises are stocked and in date.

Why this is important

This ensure that the kits are ready for emergencies, and fully stocked. This helps to keep everyone safe, by making sure supplies are up-to-date and well-maintained.

Priority : Low

Responsible Person : Mark Tredwin

Recommended Deadline Date : 07/10/2026

Observation

The training certificate(s) for the First Aider(s) may have expired.

Recommendation

It is important to ensure that all first aid training is reviewed on a regular basis.

During any three year certification period, FAW/EFAW first-aiders are strongly recommended to undertake annual, a 3 hour skills refresher training to maintain their basic skills and to keep up to date with any new or changed first-aid procedures.

Refresher training should enable a first aider to demonstrate their competence to assess a situation in an emergency, administer first-aid to a casualty who is unconscious (including seizure), wounded, bleeding or suffering from shock.

They should also be able to administer cardiopulmonary resuscitation.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Gas / Oil / Solid Fuel Safety

Observation

A full gas safety certificate was not available to confirm the Worcester boiler had been inspected and passed as safe to use.

Recommendation

Contact Monmouthshire Council for relevant copies of the inspection documentation.

If this is not possible, arrange for another inspection and ensure the documentation is provided.

Gas appliance and flue inspections should be completed annually or as advised by the engineer.

Inspection documentation should be kept on file for the life of the appliances.

When the system has been checked, it is important to keep an appropriate certificate/work sheet on file for future reference.

If the premises are leased it could be your landlord's responsibility to ensure gas appliances are checked and to provide an appropriate certificate as evidence of compliance.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026



Gas boiler



Gas boiler
service date

Observation

A carbon monoxide (CO) detector was fitted in the vicinity of the gas boiler; however, there was no evidence to demonstrate that the device was being tested routinely to confirm it remained operational. It was recommended that a label or sticker is affixed to the detector to record the date batteries are installed and replaced, assisting with ongoing maintenance and monitoring.

Recommendation

Implement a documented inspection and testing regime for the CO detector, including regular functionality checks, battery replacement at the manufacturer's recommended intervals, and the recording of test and maintenance dates to ensure the device remains effective and reliable

Carbon Monoxide (CO) is produced from the incomplete combustion of carbon containing materials (e.g. gas, oil, coal, wood etc.). This occurs when there is not enough oxygen to complete the combustion process and this can be caused by damage, incorrect installation or by being poorly maintained and serviced.

CO is a colourless, odourless and tasteless gas that is often referred to as the "silent killer" as it is virtually undetectable without the use of a detector.

Elevated levels of CO is dangerous as the gas is highly toxic (i.e. it will prevent delivery of oxygen to the body tissues) leading to headaches, dizziness, convulsions, respiratory arrest and death.

It is therefore advisable to ensure that a suitable CO detector is installed at head height (breathing level) or above but at least 15 cm from the ceiling and at least 1 m from the appliance but not directly above a heat or steam source.

If the fuel-burning appliance is located in a part of the premises that may be classed as

a confined space (e.g. a cellar) then this should be fitted with an CO detector alarm repeater unit that is audible so it can be heard before entering.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026



Carbon
monoxide
detector

Hazardous Substances/COSHH

Positive observations

Safety data sheets were available and it was stored in an internal file



COSHH SDS

Health Screening

Observation

Employment medical questionnaires are not completed for new employees when they join the organisation, or retrospectively for existing employees

Recommendation

To help limit current and new members of staff being exposed to situations that may exacerbate an existing health condition, issue them with the health-screening questionnaire available to download from Citation's online resource.

This can be found at <http://www.citation.co.uk>.

The completed forms should be reviewed, discussed with the employee if necessary and stored securely with personnel records.

Issue these forms on commencement of employment, following an accident or injury and periodically depending on job role.

Caution must be taken when asking health-related questions to ensure that they do not breach any Employment Law Regulations with regard to discrimination.

All completed questionnaires must be kept secure in accordance with the Data Protection Act.

Please consider seeking advice from a specialist Occupational Health Adviser where workplace ill-health issues have arisen, e.g. for asthma, dermatitis, injuries preventing normal tasks, hand arm vibration issues.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Legionella

Observation

The potential risk of Legionella has not been assessed in accordance with the Approved Code of Practice L8.

Recommendation

A competent person should complete a legionella risk assessment in accordance with L8 and compile a schematic diagram of the water systems within the premises to identify and assess all sources of risk and whether there are suitable conditions present to encourage bacteria to multiply.

A legionella risk assessment will: -

- Identify and assess sources of risk- The best management system is to ensure that the water temperature does not enter the critical range between 20°C and 45°C
- determine if there is there a means of creating and disseminating breathable droplets, e.g. the aerosol created by a shower
- recognise if there are susceptible people who may be exposed to the contaminated aerosols e.g. elderly or those in poor health
- prepare a scheme for preventing or controlling the risk. The assessment will also identify those who have responsibility for the building in order that they can: -
- Appoint a person to be managerially responsible
- implement, manage and monitor precautions - if control measures are to remain effective, then regular monitoring of the systems and the control measures is essential. Monitoring and sampling for legionella is another means of checking that a system is under control
- understand the importance of keeping records of the precautions, such as sentinel outlet temperature records. The findings of the assessment should be implemented and any necessary control measures taken to reduce the risk of legionellosis.

Suitable records of the assessments must be kept for a minimum of five years. To ensure compliance the company may need the support of a specialist contractor who is a member of the Legionella Control Association.

We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling **0345 241 5250**, or emailing additionalservices@citation.co.uk.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Monitoring

Observation

The monitoring/checking of health and safety arrangements and workplace conditions does not appear to have been documented (excluding fire related records). For example spot checks on contractors works against their risk assessments that should be requested as part of the contractor vetting process

Recommendation

The Management of Health and Safety at Work Regulations require monitoring of working practices and workplace conditions and systems to support the implementation and effectiveness of your health and safety management system.

Example monitoring documents and checklists are available on Atlas; their use will help identify any shortfalls in the management of health and safety and encourage continual improvement.

The use of checklists might be considered for activities and workplace environments to demonstrate to interested parties that proactive monitoring is undertaken, documented, reviewed and acted upon where necessary.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Policy Documentation

Observation

It was not clear if the organisation has a current health and safety policy document which contains an up to date signed statement of intent.

Recommendation

A health and safety statement should be compiled, signed and dated by the key person with responsibility for health and safety, e.g. Managing Director, Director, Partner or Owner/Proprietor.

A policy statement will be provided within your new health and safety policy documentation which is being prepared by Citation and this will outline the company's ethos towards safety.

Once this has been provided, it should be signed, dated and reviewed annually or sooner should the appointed person change.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Risk Assessment: General, Young Person and Expectant Mothers

Observation

Risk assessments have been carried out but they have not been reviewed to ensure that they remain valid.

Recommendation

There is no formal time frame for reviewing risk assessments but over time, few working environments will remain unchanged. It makes sense to review what you are doing on an ongoing basis and revisit your risk assessments to check if: -

- There is any new equipment or process to assess
- There have been any significant changes that need to be included in existing assessments and if
- There are additional controls to be implemented
- Employees have highlighted a problem or concern
- You have received information from trade bodies or suppliers that will affect your assessments
- Outcomes of near miss or accident reports require further action.

Keep employees informed of any significant changes you have identified during the review process.

For further assistance on the step by step method of completing risk assessments using Atlas, click [here](#).

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Observation

Once risk assessments have been developed, and agreed they should be shared with the applicable staff and evidence should be retained to demonstrate that risk assessments have been communicated to employees.

Recommendation

Given the important information they contain, it is important that all employees and

other relevant persons have read and understood the risk assessments.

Employees should sign to confirm that they have read and understood all relevant risk assessments.

A simple acceptance form can be inserted to assessments this can be found on Citation's online resource to gain signatures of acceptance/understanding.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Positive observations

There has been risk assessments available on Atlas system.

Traffic Management

Observation

There was no documented Traffic Management plan available.

Recommendation

Develop and implement a Traffic Management Plan (TMP) to safely separate vehicles and pedestrians.

Why this is important

A traffic management plan helps to protect workers, contractors, visitors, and members of the public from the risks associated with traffic on site. Avoiding hazards and controlling the risks arising from the use of vehicles in a workplace is a legal requirement. A TMP outlines how traffic will be managed safely, reducing the risk of accidents and injuries.

Relevant Documents: [Click here](#)

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Training

Observation

Role specific health and safety training has not been provided to members of staff recently.

Consideration should be given to training in:

For designated staff:

- First Aid
- Fire marshal
- Home working
- Lone Working
- Working at Height and Ladder Safety
- COSHH and Risk Assessment

General health and safety training for the team should be considered on:

- Accident reporting and recording
- COSHH
- Driving for work
- DSE
- Fire Safety Awareness
- Manual Handling
- Risk Assessment Awareness
- General H&S Awareness

Please note there is training available on Atlas to support all these areas

Recommendation

Providing employees including supervisors and management with health and safety information and training helps you to: -

- Ensure they are not injured or made ill by the work they do
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone
- Meet your legal duty to protect the health and safety of your staff.

Develop a training programme that provides all members of staff with information and instruction on protecting their health and safety in the workplace.

Once training has been completed, whether formal or informal, suitable records should be maintained. To compliment this a training matrix is available to download from Citation's online resource.

We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling **0345 241 5250**, or emailing additionalservices@citation.co.uk.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Observation

It was not clear if the health and safety induction process is documented for all employees.

Recommendation

Induction training is a type of training given as an initial preparation upon taking up a post. Its goal is to help new members of staff reach the level of performance expected from an experienced worker and should contain information about all health and safety measures that are in place and any site rules that need to be followed.

It is advisable to complete this training with all new members of staff who start work with your organisation.

As with all training, this should be recorded and kept on file for future reference.

Priority : Medium

Responsible Person : Mark Tredwin

Recommended Deadline Date : 26/08/2026

Visitors

Positive observations

There was a signing in/out process for all visitors by the main entrance.

Working at Height

Observation

There are no risk assessments in place for activities that include working at heights

Recommendation

Carry out risk assessments for all tasks that involve working at height. Try to eliminate the need to work at height, and where this is not possible put in place control measures like using the right equipment and making sure everyone is properly trained. Review and update the risk assessments whenever there are changes to the work environment or work at height activities.

Why this is important

Working at height is one of the biggest causes of fatalities and major injuries in the workplace. Doing these risk assessments can help to keep people safe, reduce the risk of serious injuries or even fatalities, and comply with the Work at Height Regulations.

Relevant Elearning: [Click here](#)

Relevant Risk Assessments: [Click here](#)

Relevant Documents: [Click here](#)

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026

Observation

There was no ladder register and inspection regime in place.

Recommendation

Make sure all ladders and stepladders are fit for the job and safe to use. Before they are used, complete a visual check to identify any issues. Keep a record of regular checks completed by a skilled person and follow the manufacturer recommendations. Store your ladders properly and keep them secure to stop any unauthorised use by those not trained.

Why this is important

Falls from height are the most common cause of workplace fatalities. Following these steps will help to prevent people from being injured when using your ladders, making

our workplace a safer place to be.

Priority : High

Responsible Person : Mark Tredwin

Recommended Deadline Date : 12/08/2026



Step ladder

Workplace Inspection Media

Disabled Discrimination



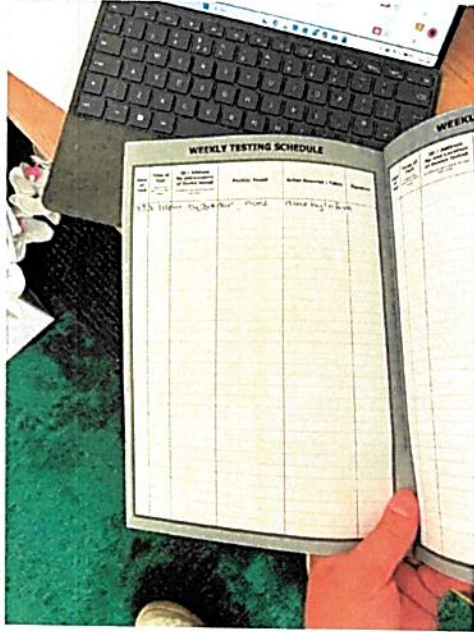
Disabled toilet

Electrical Safety



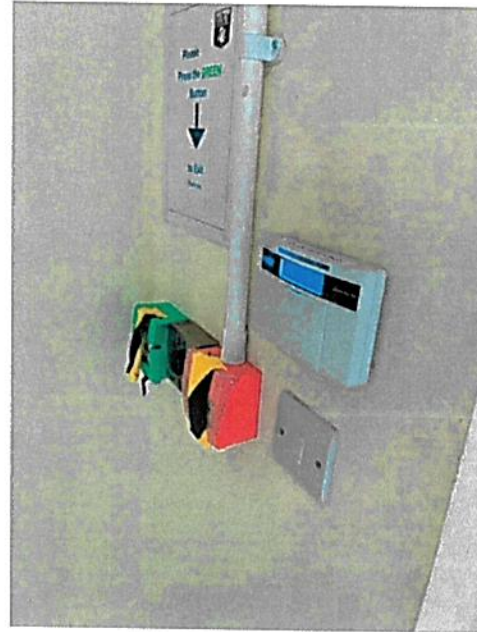
Electrical fuse board

Fire - Detection and Alarm



Fire alarm weekly test not maintained

Fire - Detection and Alarm



Call points covered with hazard tape

Fire - Doors/Emergency Exits



Fire exit door broken

Fire - Doors/Emergency Exits



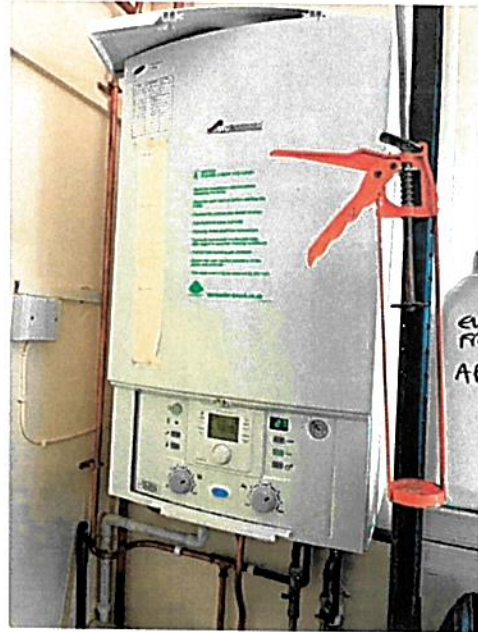
Retro fit lock

Fire - Doors/Emergency Exits



Fire exit door no signage on keep clear

Gas / Oil / Solid Fuel Safety



Gas boiler

Working at Height



Step ladder

Positive Observations Media

Displayed Notices and Certificates



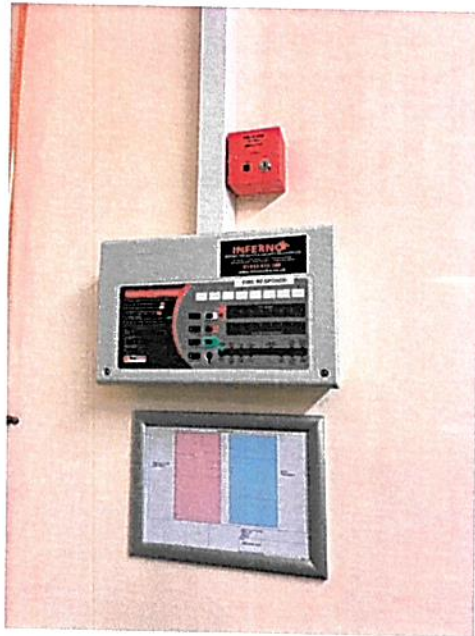
H&S law poster

Electrical Safety



PAT

Fire - Detection and Alarm



Fire alarm panel free from faults

Fire - Extinguishers



FE service date

Hazardous Substances/COSHH



COSHH SDS

Conclusion

The assessor believes that the information contained within this inspection report to be correct at the time of printing. The report is based on matters that were observed or came to the attention of the assessor at the time of the visit and should not be relied on as an exhaustive record of all possible risks or hazards that may exist. Hazards associated with the organisation's business should be addressed during the risk assessment process.

During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members of staff.

In order to maintain the integrity of the inspection process and to protect all parties, the assessors will not divulge the contents of the inspection report to any unauthorised person without prior agreement or if legally obligated to do so.

Sign Off:

Client Representative: Mark Tredwin



Consultant:

Kings Court, Water Lane, Wilmslow, Cheshire, SK9 5AR

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For more information, contact your consultant or our AdviceLine at:

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