

Id	Action Name	Site	Status	Due Date	Module	Audit Type	Created From Form	Created By	Completed By	Completed Date	Assigned To	Priority	Recommendation		Latest Comment
213218	Action Required: Asbestos Management	Wilton Town Council	Due	2025-12-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	High	Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.		Due Date was changed from 25 Jan 2025 to 22 Dec 2025
213228	Action Required: Display Screens - User Identification	Wilton Town Council	Due	2025-12-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	Identify those employees who use their computers for a significant part of their day and who therefore are classified as "Users" under the regulations.		Responsible User was changed from Not Set to Brie Logan
213242	Action Required: Lone Work - Monitoring/Supervision	Wilton Town Council	Due	2025-12-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.		Responsible User was changed from Not Set to Brie Logan
213244	Action Required: Management of H&S - Monitoring Etc	Wilton Town Council	Due	2025-12-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	Medium	Ensure that there is a Health and Safety action plan, which is prioritised and monitored so that actions are taken within a suitable time frame. Actions should also be allocated to specific individuals.		Due Date was changed from 24 Feb 2025 to 22 Dec 2025
213247	Action Required: Management of H&S - Policy	Wilton Town Council	Due	2025-12-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	High	Review and update the Health and Safety Policy in line with the current company structure and current legislation.		Due Date was changed from 25 Jan 2025 to 22 Dec 2025
213255	Action Required: Workplace - Floors & Traffic Routes	Wilton Town Council	Due	2025-12-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	High	Repair or replace the damaged flooring/floor covering. The stair covering to the 2nd floor are in poor condition and require replacement.		Responsible User was changed from Not Set to Brie Logan
213230	Action Required: Electrical Safety- Fixed Wiring	Wilton Town Council	Not Due	2026-01-06T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	The recent fixed wiring test has identified the electrical installation as being in an unsatisfactory condition and it should be arranged for remedial works to be carried out by a competent electrician. There is no certificates held for remedial works for: Pavilion Dated 16/12/2022 Unsatisfactory Council Offices Dated 14/12/2022 Unsatisfactory Cemetery Buildings Dated 24/05/2023 Unsatisfactory		Uploading report made by Rob Mayberry in 2022.
213233	Action Required: Fire Safety Overview- Emergency Lighting	Wilton Town Council	Not Due	2026-01-08T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	High	Record all emergency lighting tests.		Due Date was changed from 25 Jan 2025 to 08 Jan 2026
213262	There is a dipping stage that leads to the river and there are no warning signs of deep water	Wilton Town Council	Not Due	2026-01-12T22:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	High	Install a warning sign in this area You may wish to consider lifebelts This area needs to be risk assessed		Need for 1x deep water sign added to signage tracker. Will get signs in new year
213216	Action Required: Asbestos Management	Wilton Town Council	Not Due	2026-01-12T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	High	A suitable asbestos survey is required in order to provide accurate information on the location, amount and condition of asbestos-containing materials (ACMs), their condition and whether remedial action is required. This information should be captured in asbestos register and an asbestos management plan for the premises. There is no asbestos survey in place for: The council Offices circa 1800 Public Toilets circa 1970 Cemetery buildings circa 1900's		No evidence found of asbestos survey on council office or cemetery.
213217	Action Required: Asbestos Management	Wilton Town Council	Not Due	2026-01-12T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	High	Develop an asbestos management plan that sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in the premises.		Responsible User was changed from Not Set to Brie Logan
213224	Action Required: Cleaning- Safe Systems Of Work	Wilton Town Council	Not Due	2026-01-12T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Develop a safe system of work for all cleaning activities.		Responsible User was changed from Not Set to Rhys O'Connor
213239	Action Required: Legionella Management - General Controls	Wilton Town Council	Not Due	2026-01-12T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings. There is an assessment in place for the Pavilion by Water Environmental Treatment Ltd dated June 2022 There is an assessment for the council offices being done tomorrow		Responsible User was changed from Not Set to Rhys O'Connor
213259	The fire door to the Pavilion meeting room is damaged and the intumescent strip has been removed at the base. The fire door has no Fire door keep shut signs on either side	Wilton Town Council	Not Due	2026-01-12T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	Medium	Replace the intumescent strip		Due Date was changed from 24 Feb 2025 to 12 Jan 2026
213246	Action Required: Management of H&S - Organisation	Wilton Town Council	Not Due	2026-01-14T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course.		Responsible User was changed from Not Set to Brie Logan

21322	Action Required: Church/Parish Events- Facilities Hire	Wilton Town Council	Not Due	2026-01-19T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	The Parish will need to obtain written confirmation from any hirers that they have public liability cover for their activities while the church premises are being hired.		Responsible User was changed from Not Set to Rhys O'Connor
213231	Action Required: Fire Safety Overview- Assembly Points	Wilton Town Council	Not Due	2026-01-19T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	High	Review your fire risk assessment at least annually or more frequently if you make significant changes to your building.		Responsible User was changed from Not Set to Rhys O'Connor
213240	Action Required: Lone Work - Emergencies	Wilton Town Council	Not Due	2026-01-19T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	High	Ensure suitable arrangements are in place for lone workers with regards to emergencies e.g. fire, equipment failure, illness, accidents etc.		Responsible User was changed from Not Set to Brie Logan
213245	Action Required: Management of H&S - Monitoring Etc	Wilton Town Council	Not Due	2026-01-19T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record. There is an informal process but it is not recorded		Responsible User was changed from Not Set to Rhys O'Connor
213260	The football pitch is immediately adjacent to a river	Wilton Town Council	Not Due	2026-01-22T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	High	<p>There is a high chance of footballs entering the river and members of the public entering the river (depth and strength unknown) to recover the football</p> <p>My strong recommendation is that either the football pitch is moved to a safer location or its configuration changed or a high netting is installed along the narrow edge of the football pitch to prevent balls from entering the river</p> <p>This area needs to be risk assessed</p>		Responsible User was changed from Not Set to Rhys O'Connor
213219	Action Required: Asbestos Training	Wilton Town Council	Not Due	2026-01-26T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	High	Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.		Responsible User was changed from Not Set to Brie Logan
213225	Action Required: Contractor Management- Competence	Wilton Town Council	Not Due	2026-01-26T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	Ensure that the contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.		Responsible User was changed from Not Set to Brie Logan
213243	Action Required: Lone Work - Monitoring/Supervision	Wilton Town Council	Not Due	2026-01-26T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	<p>Establish monitoring systems that record relevant information</p> <p>There is no check in place for lone workers at the council offices or the pavilion.</p> <p>At the pavilion the cleaner tells someone before she goes and when she leaves.</p> <p>There is a lone worker policy dated May 2023</p>		Responsible User was changed from Not Set to Brie Logan
213229	Action Required: Display Screens- Information Etc	Wilton Town Council	Not Due	2026-01-28T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	Medium	Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.		Due Date was changed from 24 Feb 2025 to 28 Jan 2026
213234	Action Required: Fire Safety Overview- Emergency Lighting	Wilton Town Council	Not Due	2026-01-28T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	High	Arrange for an annual service inspection of the emergency lighting system.		Responsible User was changed from Not Set to Rhys O'Connor
213235	Action Required: Fire Safety Overview- Fire Drills	Wilton Town Council	Not Due	2026-02-02T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.		Responsible User was changed from Not Set to Rhys O'Connor
213263	There is a garden of remembrance at the rear of the cemetery with a steep drop that has a broken wall	Wilton Town Council	Not Due	2026-02-08T21:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Repair the wall or put another barrier in place		Weekly checks will commence until such a time a better barrier is installed. There is a priority on this, as the barrier is not up to standard, and if left will deteriorate with weather.
213252	Action Required: Stress Management- Controls	Wilton Town Council	Not Due	2026-02-08T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in its Management Standards i.e. demands, control, support, relationships, role and change.		Responsible User was changed from Not Set to Brie Logan
213237	Action Required: Fire Safety Overview- Signage	Wilton Town Council	Not Due	2026-02-09T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Low	Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.		Responsible User was changed from Not Set to Brie Logan
213256	Action Required: Workplace Transport- Car Parks And Access	Wilton Town Council	Not Due	2026-02-09T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Ensure appropriate speed restrictions and warning signage are put in place.		3x5mph signs added to OneNote required signs list, will link in with Neil and get this actioned
213253	Action Required: Workplace - Cleanliness & Waste	Wilton Town Council	Not Due	2026-02-11T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	Clean and repair furniture, walls and floor areas as necessary in order to maintain a reasonable standard of cleanliness.		Responsible User was changed from Not Set to Rhys O'Connor
213257	Action Required: Workplace Transport- Risk Assessment	Wilton Town Council	Not Due	2026-02-16T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Not set	Medium	Undertake a Traffic Management Risk Assessment at the Pavilion.		Due Date was changed from 24 Feb 2025 to 16 Feb 2026
213248	Action Required: Management of H&S - Risk Assessment	Wilton Town Council	Not Due	2026-02-23T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Rhys O'Connor	Medium	<p>Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.</p> <p>A risk assessment is needed for</p> <p>The council offices</p> <p>The cemetery and buildings</p> <p>The Pavilion</p> <p>The Public Toilets</p>		Due Date was changed from 24 Feb 2025 to 23 Feb 2026
213250	Action Required: Management of H&S - Training	Wilton Town Council	Not Due	2026-02-23T23:59:00	Audit	General Risk Assessment		Not set	Incomplete		Brie Logan	Medium	Provide all new staff with health and safety instruction as part of their induction training.		Responsible User was changed from Not Set to Brie Logan

Consultancy Day report Ian Jones HS Consultant for WorkNest

Wilton Town Council on Monday 22nd December 2025

Works done today

Close out actions or supply templates where possible

Walkround (3 new actions or amendments to existing actions)

Close out actions.

We went through all of the outstanding actions and closed out 14 of the 50 open actions

We also put comments, revised actions dates and confirmed or revised the action holder.

I supplied templates for

- Lone Worker risk assessment
- Asbestos management plan and risk assessment
- Stress policy, risk assessment and individual risk assessment
- Workplace transport risk assessment

In some cases, I have supplied more than one template to give you choices of style and content

All of these templates will need to be made site specific, signed and dated, stored on your Share drive and communicated to the council work staff.

The councils intent is to carry out a full review of the WorkNest November 2025 HS Policy and Handbook.

To that end, i have supplied a Word version of the HS Policy and handbook with the 'Track Changes' function enabled. Please can you enter your proposed amendments and send them back to me for review.

Walkround = 3 new actions

Issue	Photo
<p>The temporary fencing at the rear of the cemetery has fallen over at 2 points.</p> <p>Refix this until a more permanent solution can be put in place</p>	
<p>The observation point at the Pavilion playing fields has 2 issues</p> <p>1 The wooden staging is slippery and needs an abrasive material added to prevent a Slip issue</p> <p>2 The staging has no fall protection on the bottom rail</p> <p>Either add another rail between the centre and floor OR add fencing or netting to prevent a small child ducking under the centre bar and failing into the river.</p>	
<p>The football river edge has a new fence added but the original hazard of the river still exists and the fence has been bent down at one point</p>	