



Minutes of Health and Safety Committee held at 1:00pm on 9 July 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Committee Members:

Mayor Shillabeer
Cllr Mitchell
Cllr Peters
Cllr Rowberry

Also Present: Alice Vaughan - Locum Clerk

Present – Members of Council (Not Committee Members)

Cllr A McIntyre
Cllr Harris

Members of the Public – x1

1.To elect a Chair and Vice Chair of the Committee

Clarification that the meeting required a temporary Chair. Decision to defer appointment of a permanent Chair to the end of the Month Full Town Council Meeting.

Resolved Mayor Shillabeer to be Temporary Chair for today's meeting.

Election of Vice-Chair

RESOLVED: To defer till next meeting

2 . Welcome

The Chair welcomed everyone to the meeting.

3. Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Davies, Cllr Higginson and Cllr Lewis

4. Declarations of Interest

No declarations of interest were received.

5. Public Question Time and Participation

Allotment Taps

Allotment holder concerned over the delayed completion of tap installations.

Issues: Only two taps fitted; distribution has required some people to walk long distances to access water. Interim solutions (joining multiple hoses) are inefficient and time-consuming. Frustration over waiting for contractors to complete additional standpipes/posts due to hard ground. Contractor claims equipment hire delay due to hard soil conditions.

Members questioned why the contractor had not anticipated the need for appropriate digging equipment when quoting.

Offer from Cllr Harris to dig the holes himself, raising the issue of insurance indemnity for volunteers – Cllr Harris confirmed that he can do the work.

Health and Safety Assessments for Tap Installation - Absence of accessible documentation showing that health and safety (especially for disabled or elderly individuals) was considered in the new tap placements.

Past H&S Actions and Follow-ups

Reference to a previous H&S meeting at Castle Gate addressing:

Vehicle barriers at King George playing fields (to be added to end of month agenda).

Lock gates—still noted as remaining locked.

Nursery insurance, confirmed via broker as covered.

Play Area Inspections

Discussion on the need for weekly play area inspections, with logs kept for three years as per insurance guidance.

Explanation that “competent person” does not mean “qualified,” just reasonably able to visually inspect equipment.

Council’s workers are currently logging inspections; log to be completed

Play area inspections extend to other facilities (floodlights, barriers, etc.) noting concern that council as trustee could ultimately be responsible, even if another club operates the equipment. Request to obtain inspection records from football club.

Trustees’ Indemnity and Responsibilities

Debate over personal indemnity for councillors also acting as trustees under charity law with reference to Charity Commission guidelines on personal liability.

Action: Clerk to clarify indemnity with insurance/provider and report back by next council meeting.

6. General Health and Safety Issues

Members with significant H&S experience (nuclear, rail industries) stressed a “safety first” culture, structured planning and clear policies.

Suggested establishment of:

A comprehensive risk register—including but not limited to fire, legionella, accessibility and risk assessments.

Agreement to develop a phased plan:

Start with internal risk identification.

External audits/risk assessments to follow as needed.

Estimated timeframe to reach baseline compliance of 2-3 months.

Audits and Documentation

Noted that a recent (November 2025 45-50 page) professional H&S audit exists but was not fully circulated or easily located.

Clerk to find and share this document among relevant members.

Office Systems: Signing In and Out

Issue: Inadequate signing-in system for both staff and visitors; significant for fire safety and in emergency.

Suggestion: Single logbook for everyone, establish or nominate fire marshals and ensure first aiders are appropriately trained.

Legionella Risk Assessment

Recommendation to FTC to Proceed (pending full council approval) with Morgan Environmental for legionella risk assessment £1,440 at all council sites.

Resolved: That in accordance with the Council's Financial Regulations, the Council suspends 5.9 non-statutory Financial Regulation requiring the obtaining of three quotations for this item only. The Council is satisfied that the works are urgent and necessary to address an immediate health and safety risk. Due to the urgency of the works, only one quotation has been obtained. Members are satisfied that the quotation represents value for money and authorise the Clerk to instruct the contractor to proceed immediately. The suspension applies solely to this agenda item. (after FTC approval)

Fire Safety and Risk Assessments

Three quotes considered for fire risk assessments (Citation: £949; Walker Fire: £594; Direct365: £299 for up to 10 rooms).

General thoughts are that the mid-range quote likely represents best practice/quality.

Recommendation to full council to proceed with quote from Walker Fire - £594.00

Discussion over nursery and other non-office buildings; nursery is required to provide proof of compliance for their own fire extinguishers, PAT, etc. - council to obtain and keep records.

Inferno scheduled for Monday to check fire extinguishers and alarms and train staff in weekly testing/logging.

PPE for Staff

Request to provide new work boots (possibly also wellies) for Maintenance staff estimated at £70–£100. - £100 budget approved

Reminder that providing PPE is a legal obligation.

Query regarding other staff's PPE needs; clerk agreed to double-check and authorise as needed.

7. Staff Health and Safety Training

Discussion about online and in-person H&S training (fire, first aid, legionella, safeguarding).

Emphasis on balancing staff workload with the impact of required training (not overloading given current staffing shortfalls).

Recommendation to Council to approve the online training for staff by High Speed Training – see attached – Total Cost £1016.00

7. Date of Next Meeting

Working Group 22 July 2026 at 10:00am

Meeting ended at 2:43pm

Signed **Date**

Chair