**Minutes of Health & Safety Committee Meeting 10am, Thursday 7th September 2017 at Town Council**

Present: Cllrs D Evans, Chairman; RJ Higginson, M Mitchell, F Rowberry, P Stevens, J Williams

 Mr L Dawkins, MCC [In Attendance: G McIntyre, Clerk, S King, Deputy Clerk]

1. **Apologies**

No apologies were received.

1. **Declarations of Interest**

There were no Declarations of Interest.

Cllr D Evans, Chairman, welcomed the Health and Safety Consultant and requested that

item 5 was brought forward on the agenda. The Committee agreed that item 5 would be considered prior to items 3 and 4.

1. **To meet with Laurence Dawkins, Health & Safety Consultant, to consider:**

**Annual Health Safety Inspection Report**

The Officer had met with the Clerk and Deputy Clerk and reviewed existing documentation. Period review was carried out during the visit, as comprehensive and concise work had been undertaken by the previous consultant. Office staff were thanked for preparation of documentation and time during the visit.

1. **To update Health and Safety Policy**

The Officer highlighted the following points within the report:

1. **Asbestos**

Contractors would be visiting Town Council sites to undertake assessments.

Sheeting at Oakley Way to be removed, however, additional costs would be incurred as specialist packing was required prior to removal.

**Agreed to accept additional costs, due to health and safety of necessary and appropriate removal.**

1. **Birbeck Road**

Caldicot Town Council contractor cuts grass, at the site, on behalf of Mon CC. Responsibility for the area with Mon CC.

**Consultant to contact appropriate officer at Mon CC for Memorandum of Understanding.**

1. **Bowls Club, Bar and Cellar**

Fire Risk Assessment and regular Portable Electrical Appliance Testing required.

Any works should be undertaken by appropriate contractors.

**Consultant to send Clerk template for ‘Landlords Consent’ form.**

1. **Bus Shelters**

A member reported broken glass on bus shelter (Mill Lane). Consultant advised that there was a duty of care to make a reasonable judgement.

Town Council had provided the bus shelter, however, shelters were managed by transport unit, MCC.

**Consider removal of bus shelter at Mill Lane to compound as no longer on bus route.**

**Consultant to contact Mon CC officers to clarify whether inspection and checking regime being undertaken on bus shelters.**

1. **Cemetery**

Headstone testing would be undertaken.

Maintenance of benches, some in state of disrepair. Town Council were responsible for the area and in relation to benches, contact would be made with bench owner, in the event of no contact appropriate measures (e.g. removal and storage) would be undertaken.

The committee recognised that there was limited space within the cemetery for benches.

Committee noted that an old memorial bench was stored in the Compound building.

**Consider removal of bench from inside the Compound building.**

**Public to be notified of headstone testing - Consultant to forward example of Mon CC**

**communication issued in press and on website.**

1. **Clothes recycling compound**

Committee noted that the compound was empty and no longer being used for storage of clothing.

1. **Contractor management**

Evidence of safety measures required, to the office, from contractors when engaged. Clerk confirmed that this was in place for Town Council’s two main contractors – MCC provides a register of approved contractors.

The consultant officer was available if any advice was required.

The officer highlighted that a perfect situation would be for random monitoring of work, however, due to resource limitations it was understood that this may not be possible and was not an area of priority, in terms of Health and Safety.

1. **Display screen equipment**

Confirmed efficient and effective set up of office equipment, seating.

1. **Electrical safety**

Clerk confirmed PAT testing inventory was available.

1. **Equalities**

Tests undertaken every 5 years – all satisfactory at sites.

1. **Fire safety**

Drills to be undertaken twice a year. Concerns regarding fire doors.

**Consideration of quotations for renewal of doors.**

1. **Gas**

Sign displaying location of isolation valve was in place.

1. **Health and safety management**

Prioritised Health and Safety Action plan, ongoing and evident.

 **Health and Safety policy statement to be signed and dated.**

1. **Jubilee Way Toilets**

Toilets cleaned by Mon CC operative, office contact Mon CC staff to relay to operative, if action is required. MCC had been requested that MCC operative include upstanding in schedule of works from time to time.

**Consider proof required of action taken by operative, Mon CC to ensure that work has been completed.**

1. **Legionella**

Recognised low risk.

**Purchase order sent for legionalla survey. Awaiting progress and Clerk would pursue.**

1. **Lone working**

Recognised security techniques and systems in place to ensure staff not at risk.

1. **Manual handling**

Manual handling should be avoided, due to risk of injury.

Consultant officer to be notified if activities are identified.

1. **Oakley Way allotments**

Rubbish had been removed from Sandy Lane.

In process of removal from Oakley Way.

Removal of asbestos sheets being undertaken.

1. **Recreation and play areas**

Discussed bollards – item 3d

Regular maintenance of machinery used by contractors, should be included in information provided to the office.

1. **Crossways (Tymperleys)**

No major issues

1. **Workplace Health & Safety**

Outdoor bin – no issues

**Consultant officer confirmed that encouraging health and safety standards were in place. Officers were commended on preparation and actions that had been undertaken.**

**Consultant left the meeting at this point.**

1. **To update Fire Risk Assessment**

Fire risk assessment undertaken through security/alarm contractor.

Fire safety training available at Raglan, if required.

Hire agreement and displays within building identify relevant Health and Safety rules.

**Consideration of fire doors required.**

1. **Work-place regulations – Cemetery**

Consultant confirmed that cemetery was not a place of work and as it is used as a contractor facility, the contractor has a duty to provide welfare facility and ensure that their own arrangements are in place.

**Purchase order sent for condition survey of building.**

**Awaiting progress and Clerk would pursue.**

1. **It was noted that 20+ bollards had been replaced at KGVPF as a result of cars driving on the fields [deferred TC 25.1.17 pending advice of H&S Officer]**

Mon CC officers could assist in replacement of bollards.

Significantly higher costs for meatal bollards.

Committee were advised that it had been reported some bowls club patio slabs were loose.

**Consider costs for replacement, due to health and safety issues**

1. **To inspect Plot 1 Sandy Lane allotments**

The Committee were advised that a letter had been received from a plot holder regarding trees and brambles becoming unmanageable, these were present when the plot was taken on.

The Committee undertook a site visit and agreed that brambles should be removed, however, trees should remain.

**Town Council to consider removal of brambles from border fence alongside allotment plot.**

**Letter to plot holder to advise of action and remind of tenant’s responsibility, that allotment should be kept in a clean, decent and good condition and properly cultivated.**

1. **To inspect Hedge/tree rear 51 Longcroft Road**

The Committee were advised that a resident had complained, regarding a large tree overhanging the property and seedings and overgrowth impinging on the stability of the fence, at the rear of the garden.

The Committee undertook a site visit and agreed that the branches of the tree (hanging over the garden) should be cut back. The border hedge should be cut back to approximately half the height, up to the floodlight.

The Committee identified safety concerns regarding the corner gate, top right of pitch.

**Consider costs for cutting tree branches and hedge (up to floodlight)**

**Consider costs for repair/replacement of gate**

1. **Other – at Discretion of Chairperson**

There were no additional items.

**The Committee resolved to recommend to Council:**

* **Asbestos** - **Agreed to accept additional costs, due to health and safety of necessary and appropriate removal.**
* **Birbeck Road** - **Consultant to contact appropriate officer at Mon CC for Memorandum of Understanding.**
* **Bowls Club, Bar and Cellar** - **Consultant to send Clerk template for ‘Landlords Consent’ form.**

**Bus shelters - Removal of bus shelter at Mill Lane, for storage in Compound.**

**Consultant to contact Mon CC officers to clarify whether inspection and checking regime being undertaken.**

* **Cemetery - Removal of old memorial bench from inside compound.**
* **Cemetery - Public to be notified of headstone testing. Consultant to forward example of Mon CC communication issued in press and on website.**
* **Town Council Health and Safety policy statement to be signed and dated.**
* **Jubilee Way toilets – Re: upstanding - Proof required of action taken by operative, Mon CC to ensure that work has been completed.**
* **All sites - Purchase order sent for legionalla survey. Awaiting progress and clerk would pursue**
* **Town Council Building - quotations for fire doors.**
* **Cemetery – Purchase order sent for condition survey of building. Awaiting progress and Clerk would pursue.**
* **KGVPF Bowls Club - Costs for replacement patio slabs, due to health and safety issues**
* **Sandy Lane Allotment - Town Council to remove brambles from border fence alongside allotment plot 1.**
* **Sandy Lane Allotment 1 - Letter to plot holder to advise of action and remind of tenant’s responsibility, that allotment should be kept in a clean decent and good condition and properly cultivated.**
* **KGVPF – adjacent to 51 Longcroft, costs for cutting tree branches and hedge (up to floodlight)**
* **KGVPF – corner gate top right of pitch, costs for repair/replacement of gate**