

Minutes of Health and Safety Committee held at 1.00 pm on Wednesday 2nd October 2019 at Caldicot Town Council

Present: Cllrs D Evans, R Garrick, M Mitchell, F Rowberry

L Dawkins, Health and Safety Officer

[S King - Deputy Clerk, B Hodges]

1. Apologies

Apologies were received from Cllrs O Edwards and RJ Higginson.

2. Declarations of Interest

There were no declarations of interest.

3. To meet with Laurence Dawkins, Health & Safety Consultant, to undertake Annual Health & Safety Inspection of Town Council Facilities

(i) To update Health & Safety Policy [Statement Circ]

It was suggested that the format of the Health and Safety Policy statement could be updated, so that duties, intent and arrangements were identified.

Health and Safety Officer to provide template for Health and Safety Policy statement.

(ii) Cemetery

(a) Boundary hedge/Birbeck Road Garages

Town Council had been contacted by Monmouthshire Housing Association (MHA) regarding the boundary hedge. It was agreed that a site visit would be arranged.

Deputy Clerk to contact MHA and arrange site visit.

(iii) Allotments – Oakley Way, Sandy Lane, Rear Bowls Club

No issues were raised.

(iii) Copse – top of Sandy Lane

No issues were raised. It was noted that tree inspections were due to be undertaken.

(iv) King George V Playing Fields – Bowls Club, Play Area, AFC, Compound

(a) MCC storage benches/materials

Materials stored, by MCC, in compound area. Some concern regarding condition of materials. MCC had confirmed that benches were no longer required and Town Council welcome to utilise, however, had to dispose of any waste.

The Chair updated the Health and Safety Officer regarding the compound project and the committee were advised that if the building was demolished, the relevant asbestos surveys must be undertaken.

Health and Safety Officer to contact MCC regarding removal of material stored in compound.

(v) Jubilee Way Toilets

It was suggested that Mon CC operative could monitor/clear litter around the toilets area.

(a) To Consider Location of Defibrillator

The Committee discussed an external location for the defibrillator and recognised the importance of it being accessible 24/7. It was noted that a defibrillator was available outside Caldicot Town AFC.

The Health and Safety Officer would obtain advice in relation to defibrillator locations.

(vi) Crossway Nursery

Health and Safety Officer to undertake site visit.

**(vii) Town Council Building
(a) Boundary fence**

Reassurance required from developer, that boundary fence will be secure during building work.

4. To Arrange Follow-up Date of Health & Safety Committee

The Committee agreed that site visits would be arranged on a date suitable to meet with, Monmouthshire Housing Association, Bowls Club and Crossway Nursery.

Provisional dates were suggested as 9th or 16th October 2019, this would include annual Health and Safety meeting site visits.

5. Other – at Discretion of Chairperson

The Committee discussed £2,500 available from living levels for community projects. It was agreed that a project relating to ecology and sustainability, community gardening equipment would be recommended to Council.

The meeting ended at 1.55pm