



Gnosall Parish Council

(including the wards of Moreton & Knightley).

Minutes of the meeting of the Health & Safety Committee

held on Tuesday 17th January 2023 at 19:30 hours in the Parish Office.

Present.

Councillor Mills (Chair); Councillor Gregory; Councillor Alker & Councillor Greatrex, together with the Council Support Officer (CSO), Stu Ridgewell.

Public Open Forum.

No members of the public were present.

1. To Receive Apologies and Record Absences.

Councillor Payne & Councillor Powell were absent.

2. To Record Any Declarations of Interest.

Councillor Alker declared an interest with regard to a matter she wished to report as part of Item 9, in relation to the Library/GLEAN.

Councillor Greatrex declared an interest in the future conduct of inspections in relation to Item 5.

3. To Receive and Confirm the Minutes of the Meeting Held on Tuesday 27th September 2022.

The minutes were approved as a true and accurate record.

4. To Receive a Report on Fire Alarm Checks.

Councillor Gregory reported that weekly checks were being conducted, together with the CSO and Nursery staff.

5. To Receive the Play Park Risk Assessments Conducted by Councillor Greatrex and Recommendations for Future Risk Assessments.

Councillor Greatrex reported on the Risk Assessment and Inspection checklist. The maintenance and inspection contract offered by Kompan was discussed.

Resolution: It was decided that the contract did not fulfil the council's needs or represent good value for money.

Following further conversation, it was agreed that inspection of the play and outdoor gym equipment and environment would be inspected once in January and there every month from April to October inclusive.

Councillor Greatrex said he would carry out an inspection for January and then one in April, before leaving the council as a councillor in May. From May, Councillor Greatrex said he would be willing to be a non-council member of the Open Spaces Committee and continue to do the inspections, provided he was able to claim milage, as he now lived outside the parish.

Action: The CSO agreed to research with the Clerk if such an arrangement would be possible.

6. To Consider Risk Assessments Recently Completed for:

- The Parish Office,
- The Grosvenor Centre (Fire and General),
- The Container,
- The Cellar and
- The Handyman Store.

Councillor Gregory provided an update on the recent assessments carried out at the Parish Office and the Grosvenor Centre. The inspection of the Grosvenor Centre had highlighted possible issues, with the disabled fire exit arrangements and the rear exit door from the small kitchen.

Action: The CSO agreed to bring the issues to the attention of the Grosvenor Centre Committee at their forthcoming meeting.

7. To Consider Contractors Information and Hot Work Permits.

Amendments to the draft Permit to Work document was suggested by Councillor Greatrex.

Action: Councillor Gregory agreed to make amendment to the document and forward it to the CSO.

8. To Consider Adoption of the Revised Health & Safety Policy.

Following discussion of the draft policy, it was agreed that slight amendment be made to reflect the broader remit of the policy to all council facilities.

Action: Councillor Gregory agreed to make amendment to the document and forward it to the CSO.

9. To Receive Committee Action Plans.

Councillor Mills reported on the Committee Action Plans which is essentially a single, live spreadsheet document for recording necessary work highlighted by safety inspections.

Action: Councillor Mills agreed to forward the document to the CSO for adaption and subsequent use by the Parish Office.

Councillor Alker reported a near miss that had been experienced by one of the library volunteers, who had almost fallen over an electric car charging cable across the path from the Library fire exit.

Action: the CSO agreed to contact local parishioners that use the car park to ensure this issue does not arise again.

10. To Agree the Date and Time of the Next Meeting.

The next meeting was agreed as being at 19:30 hours on Tuesday 18th April 2023, in the parish office.

The meeting was closed by the Chair at 20:48 hours.