



Gnosall Parish Council

(including the wards of Moreton & Knightley).

Minutes of the meeting of the Health & Safety Committee

held on Thursday 25th August 2022 at 19:30 hours in the Parish Office.

Present.

Councillor Mills; Councillor Alker & Councillor Gregory, together with the Council Support Officer, Stu Ridgewell.

Public Open Forum - 5 minutes maximum.

No members of the public were present.

1. To Receive Apologies and Record Absences.

Apologies were received and accepted from Councillor Payne & Councillor Powell. Councillor Greatrex was not present.

2. To Record Any Declarations of Interest.

Councillor Alker declared an interest in relation to the Library and the council website.

3. To Receive and Confirm the Minutes of the Meeting Held on 31st May 2022.

The minutes were approved as a true and accurate record.

4. To Receive Reports on Inspections Carried out at:

The Grosvenor Centre.

The committee received the report from Councillor Gregory. It was acknowledged that the fire alarm testing would now be done weekly by a mixture of the CSO, Caretaker and Clerk. It was also highlighted that the light to the rear of the Grosvenor was not working.

Action: Stu Ridgewell agreed to determine when an electrician was scheduled to visit for other matters and add the light to the schedule of work required.

The Workshop.

The committee received the report from Councillor Mills. It was noted that the Workshop needs to be clear of unnecessary items and equipment.

Action: Councillor Mills agreed to speak with Roger Arrowsmith concerning an update on the noticeboard that is stored therein, for repair.

The Container.

The committee received the report from Councillor Mills. It was highlighted that there are numerous items now being stored in the container.

The Play Park.

As Councillor Greatrex was not present to provide the report.

5. To Receive an Update on Public Rights of Way Group Risk Assessment.

It was acknowledged that the assessment had now been satisfactorily completed and signed off.

6. To Receive an Update on Parish Office Risk Assessment.

The committee received an update from Councillor Gregory. Councillor Mills stated that a CO detector was necessary for the parish office. The comments from office staff were noted.

Action: Councillor Mills agreed to check on the necessity or otherwise of having a fire alarm in the parish office.

7. To Agree Forthcoming Inspection Dates.

It was agreed that the Grosvenor Centre and Youth Club inspections would be carried out every three months, with inspections of the Parish office, Workshop, Cellar and Container, to be carried out every six months.

Councillors Alker & Gregory agreed to conduct the next Grosvenor inspection on 15th November 2022.

8. To Request Items for the Next Meeting Agenda.

The following items were requested for the next Agenda:

- i. The Play Park Risk Assessments.
- ii. A report on fire alarm checks.
- iii. Committee Action Plans.
- iv. Risk Assessment Policy.
- v. Health & Safety Policy.
- vi. Contractors Information and Hot Work Permits.

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

The date of the next meeting was left to be confirmed, but to be held before the next Procedures Review Committee Meeting.

Action: Stu Ridgewell agreed to liaise with the Clerk to ascertain a suitable date.

The meeting was closed by the Chair at 20:11 hours.