

SHERE PARISH COUNCIL

MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING HELD ON 7th MARCH 2013

Present: R. Newman, C. Brooke, R. Smith, M. Taylor Cotter, M. Urban and the Clerk J. Millett.

Election of Chairman: M Urban was **ELECTED** as Chairman.

Apologies for absence – none.

Declarations of Interest from Councillors on any of the agenda items - none received.

The Minutes of the Committee meeting held on 9th February 2012 were **APPROVED AND SIGNED** as a correct record.

Adjournment for the Public to address the Council – no matters were raised.

Health & Safety Policy

It was felt that the Parish Council's existing Health, Safety and Welfare Policy was inappropriate for the Parish Council as it was more applicable to a larger organisation, employing lots of staff. It should be focussing on the Parish Council's obligations to the public as well as those to its employees. A more succinct health and safety policy would be more appropriate and examples of these were readily available. It was **AGREED** that a more appropriate policy be sought and, in the meantime, the existing Policy be adopted.

Annual Inspections

The Committee **VERIFIED** that annual inspections for 2012/13 had been carried out and that no major problems had been highlighted.

The Clerk was requested to inform Parish Councillors of forthcoming arrangements for quarterly inspections.

Risk

The Committee **AGREED** to confirm to the Council that they are satisfied that the Council has carried out assessments of the risks facing the Council and taken appropriate steps to manage these risks, including the agreed actions outlined below:

Reviewed and agreed by Parish Maintenance Committee 18th December 2012:

- Outside workers
- Generic
- Public Conveniences

In relation to the caretaker at the Old Fire Station toilets, it was **SUGGESTED** that, as a lone worker, the caretaker should always check that there was no-one loitering in the area and that a personal panic alarm could be offered to the caretaker.

Reviewed and agreed by Parish Maintenance Committee 7th February 2013:

- Peaslake Field

Reviewed and agreed by Tanyard Hall Committee 7th March 2013:

- Tanyard Hall - general
- Fire – Tanyard Hall

It was **AGREED** that:

- all dancing should be limited to the downstairs room only
- the means of fire escape from the first floor and from the Clerk's office, in particular, was unsatisfactory and needed to be reviewed; it was suggested that advice be sought from the Fire Brigade
- the assembly point on the 'fire action' notices needed to be stipulated
- advice be sought from Guildford Borough Council on the evacuation of a public meeting
- the sensor for external lighting to the Hall needed to be on a longer time setting.

Reviewed and agreed by Finance Committee 10th November 2011 and accepted by the full Council 25th November 2011.

- Finance

Reviewed and agreed by full Council on 24th February 2012:

- Governance and Management

Reviewed and agreed by Health and Safety Committee on 9th February 2012:

- Accidents and First Aid – accepted with no changes.
- Clerk working from Tanyard Hall

It was **AGREED** that a touchpad be purchased for the Clerk's computer, to replace the computer mouse in order to avoid repetitive strain injury.

Shere Car Park – consideration of this draft risk assessment was **DEFERRED** until the Parish Council takes over the responsibility for the Car Park.

Emergency Plan

It was **AGREED** that all procedures, information and emergency supplied would be reviewed after the summer holiday.

Clerk's Report - none.

Councillors' Business

Tree inspections – it was **NOTED** that the risk of falling trees and branches was low but that there was a greater risk to the public in well used areas and that consideration of an annual inspection of these areas by a specialist be referred to the Parish

Maintenance Committee. It was **NOTED** that Surrey County Council had offered to carry out tree inspections on behalf of the Parish Council and that the cost of this to the Parish Council was being sought. It was also noted that £2,000 of match-funded grant aid was available from Guildford Borough Council, for tree works, until 31st March 2013. An extension to this dead-line could be requested. It was **AGREED** to request such an extension in the light of the possibility of ash tree disease being found within the Parish, which would not manifest itself until the summer months of this year

Date of next meeting: to be arranged