



**CALVERTON PARISH COUNCIL
HEALTH AND SAFETY COMMITTEE
TUESDAY 26th MARCH 2024**

Councillors are hereby summoned, and members of the public are invited to attend a meeting, of the above, which will be held on Tuesday, 26th March 2024, at 12:00noon, in the Conference Room at Calverton Village Hall, William Lee Memorial Park, Park Road, Calverton, Nottingham.

Signed: 

Andrew Tristram
Parish Clerk

Agenda

1. To receive apologies for absence.
2. To receive declarations of interest.
3. Public questions and observations (if any).
4. To approve as a correct record the draft minutes of the Health and Safety Committee meeting held on 23rd January 2024.
5. Review of the latest health and safety inspection report . To make a list of priorities for things to be done
6. To review of all paperwork to do with working from height, including training certificates, RAMS, and inspection.
7. To discuss update on health and safety requirements for unit 3/cafe.
8. To discuss Health and safety risk assessment for hirers.
9. To request that Gedling BC provide proof that they are checking the play equipment weekly.
10. To discuss caretaker checks the play equipment daily before opening up and that the site is secure by walking the perimeter.
11. Review of the latest fire inspection report. To make a list of priorities for things to be done.
12. To discuss training of staff on building fire risks, including unlocking of external for doors.
13. To discuss ensuring that fire doors are kept closed.
14. Update from clerk from matters raised at the last meeting.

15. To discuss having an external qualified person to do the risk assessments and method statements for tasks done by caretakers and to do the COSHH risk assessment.
16. To review the tree survey for village hall site and update from the clerk on what action has been taken to date.
17. update from the clerk on staff training.
18. Review of the safety check folder.
19. Review of accidents in the last two months.
20. To receive any new concerns from the committee.

Date of next meeting.

The last Tuesday of May with the new committee to agree terms of reference and meeting dates and frequency.