

**CHAPEL-EN-LE-FRITH PARISH COUNCIL**

**Minutes of the Meeting of the Health and Safety Committee held on  
15 July 2014 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors Martin, McCarthy and Norton.

**In Attendance:** Mrs SE Stockdale – Clerk of the Council

**15/112 Election of Chairman**

Councillor Norton proposed and Councillor Martin seconded that Councillor McCarthy be elected as Chairman.

**RESOLVED:** That Councillor McCarthy be elected as Chairman until the next Annual Meeting of the Council.

**15/113 Health and Safety Report**

Members had been circulated with a copy of the Health and Safety report compiled by the Councils Health and Safety advisor.

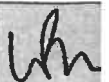
The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

The Clerk confirmed that the Health and Safety at Work posters have been replaced with the new edition and that there is one in the Parish Office and one in the Memorial Park workshop.

It is not possible to fit a loft style ladder in the hatch on the first floor of the Town Hall due to the angle that would be required to take the ladder up. It was noted that the hatch is kept locked at all times and only the caretaking staff have access to the balcony.

The 5 year electrical test on the Town Hall is now undertaken on an annual basis with a 20% test on the system each year when the fire alarm, smoke and heat detectors are tested.

CHAIRMAN'S  
INITIALS



It was agreed that the following actions be taken:

- A notice be placed on the front door of the Town Hall relating to the use of the bolt.
- That the items relating to Parks and Open Spaces be passed onto the Amenities Committee for consideration.
- The Amenities Committee will be asked to look at the procedures in place for the training of staff on machinery and especially in relation to seasonal staff.

**15/114 Fire Risk Assessment**

Members had been circulated with a copy of the Fire Risk Assessment compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

There being no further business the Chairman declared the meeting closed at 11am.

CHAIRMAN



CHAIRMAN'S  
INITIALS



## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Health and Safety Committee held on  
17 June 2015 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors J Brook, G Martin and T Norton.

**In Attendance:** Mrs SE Stockdale – Clerk of the Council

### **16/74 Election of Chairman**

Councillor Martin proposed and Councillor Brook seconded that Councillor Norton be elected as Chairman.

**RESOLVED:** That Councillor Norton be elected as Chairman until the next Annual Meeting of the Council.

### **16/75 Health and Safety Report**

Members had been circulated with a copy of the Health and Safety report compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

It was agreed that the following actions be taken:

- A new fire assembly poster be provided
- That the items relating to Parks and Open Spaces be passed onto the Amenities Committee for consideration.
- That the Council use the Counselling Service that High Peak Borough Council refer members of staff to with stress related issues. It was noted that early intervention is known to help prevent long absences.
- Make staff aware of the legislation regarding eye sight tests.
- Remove the cigarette holder from under the Annexe.
- Check the toilet roll holders in the refurbished toilets
- Organise refresher training with regard to the use of fire extinguishers

The Clerk was asked to pass on thanks to the staff for another safety conscious year.

CHAIRMAN'S  
INITIALS



**16/75 Fire Risk Assessment**

Members had been circulated with a copy of the Fire Risk Assessment compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

**16/76 Confirmation of Policies**

The attached Policies were confirmed and agreed with amendments:

- Health and Safety at Work Policy
- Health and Safety organisation
- Safety guidance and emergency plan for Town Hall users

**16/77 Guidance from Insurers**

The Councils Insurers have issued guidance notes about the safe use of Tractors and it was agreed that a copy be issued to each member of the Park staff and that they be asked to sign to say that they have read the guidance.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S  
INITIALS

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## CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Health and Safety Committee held on  
18 May 2016 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors J Brook, G Martin and T Norton.

**In Attendance:** Mrs SE Stockdale – Clerk of the Council

### **17/39 Election of Chairman**

Councillor Martin proposed and Councillor Brook seconded that Councillor Norton be elected as Chairman.

**RESOLVED:** That Councillor Norton be elected as Chairman until the next Annual Meeting of the Council.

### **17/40 Health and Safety Report**

Members had been circulated with a copy of the Health and Safety report compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

It was agreed that the following actions be taken:

Arrange for the PAT testing of the 2 items missed from the list together with the High Peak Borough Council PA system on loan.

Purchase burn spray for the First Aid Boxes.

The Clerk was asked to instruct the staff to take the rechargeable torch with them when they are in the far part of the cellar in case of any power failure.

It was noted that the work on the Town Hall collapsed drain is currently taking place and that the toilet door in the Town Hall has now been fixed.

CHAIRMAN  
INITIALS



**17/41 Fire Risk Assessment**

Members had been circulated with a copy of the Fire Risk Assessment compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

The Clerk reported that all staff have had refresher fire training in 2015.

**17/42 Confirmation of Policies**

The attached Policies were confirmed and agreed:

- Health and Safety at Work Policy
- Health and Safety organisation
- Safety guidance and emergency plan for Town Hall users

**17/43 Guidance from Insurers**

The Councils Insurers have instructed that members of the public should not have access to the workroom or facilities in the Memorial Park and that this should be restricted to staff only. Suitable notices will be placed on the entrance doors.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

**CHAPEL-EN-LE-FRITH PARISH COUNCIL**

**Minutes of the Meeting of the Health and Safety Committee held on  
18 May 2017 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

**Present:** Councillors G Martin and T Norton.

**In Attendance:** Mrs SE Stockdale – Clerk of the Council

**Apologies:** Councillor Brook.

**18/46 Election of Chairman**

Councillor Martin proposed that Councillor Norton be elected as Chairman. There being no further nominations it was therefore

**RESOLVED:** That Councillor Norton be elected as Chairman of the Health and Safety Committee for the period to the next Annual Meeting of the Council.

**18/47 Health and Safety Report**

Members had been circulated with a copy of the Health and Safety report compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

It was agreed that the following actions be taken:

The Park staff be asked to check the stone wall at the Sparrowpit Play Area and the defect be brought to the attention of the owner.

That the fire assembly point for the Town Hall, be changed to the corner of Thornbrook Road due to the number of vehicles parked on Old Park Road. The signage in the Town Hall will be amended to take account of this change.

That the Town Hall Committee be asked to look at replacing the water heater in the Annexe kitchen.

To also look at the mechanism for putting the flag on the Town Hall flag pole without the use of ladders.

CHAIRMAN'S  
INITIALS



The Park Manager will be made responsible for checking the First Aid box in the Park.

The Clerk confirmed that at the time of the health and safety inspection all staff undertook refresher training on the safe use of ladders and manual handling.

The Town Hall staff and Parks staff will be given a copy of the report.

**18/48 Fire Risk Assessment**

Members had been circulated with a copy of the Fire Risk Assessment compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

**18/49 Confirmation of Policies**

The attached Policies were confirmed and agreed:

- Health and Safety at Work Policy
- Health and Safety organisation
- Safety guidance and emergency plan for Town Hall users with the amended assembly point for the evacuation of the Town Hall

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S  
INITIALS





## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### Minutes of the Meeting of the Health and Safety Committee held on 24 July 2018 in the Annexe of the Town Hall, Chapel-en-le-Frith.

**Present:** Councillors J Brook, M Evanson and T Norton.

**In Attendance:** Mrs SE Stockdale – Clerk of the Council

**Apologies:** None.

#### 19/88 Election of Chairman

Councillor Evanson proposed and Councillor Brook seconded that Councillor Norton be elected as Chairman.

There being no further nominations it was therefore

**RESOLVED:** That Councillor Norton be elected as Chairman of the Health and Safety Committee for the period to the next Annual Meeting of the Council.

#### 19/89 Health and Safety Report

The Clerk confirmed that a service contract is in place with Walker Fire for the testing and maintenance of the fire alarm and detectors.

It was confirmed that Thornbrook Road is now the fire assembly point.

An alternative means of providing emergency lighting in the cellar will be investigated.

The Clerk confirmed that a letter has been sent to the owner of the Wanted Inn Public House at Sparrowpit to make them aware of the issues with their boundary wall.

It was agreed that the annual risk assessment and fire risk assessment will be carried out by PIBRM who are accredited by the Council's Insurers at a cost of £650 plus VAT.

It was agreed that refresher fire training will be arranged for all staff.

The Town Hall staff and Parks staff will be given a copy of the report.

CHAIRMAN  
INITIALS

**19/90 Fire Risk Assessment**

Members had been circulated with a copy of the Fire Risk Assessment compiled by the Councils Health and Safety advisor.

The report and agreed actions form part of the Councils Risk Assessment that will be presented to the External Auditor.

**19/91 Confirmation of Policies**

The attached Policies were confirmed and agreed:

- Health and Safety at Work Policy
- Health and Safety organisation
- Safety guidance and emergency plan for Town Hall users with the amended assembly point for the evacuation of the Town Hall

**19/92 Any Other Business**

A further anonymous letter has been received and Derbyshire County Council Personnel department will be informed as the content refers to the Library Service.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN