

STOKESLEY TOWN COUNCIL
HEALTH AND SAFETY COMMITTEE

A Meeting of the Health and Safety Committee was held in the Town Hall,
Stokesley
on Monday 29 January 2018

Health and Safety Committee Membership

Cllr Mike Canavan, Cllr Alex Chisholm, Cllr Chris Johnson, Cllr Graham Sowerby and Cllr Andy Wake.

Present: Cllrs Mike Canavan, Chris Johnson and Graham Sowerby.
Clerk –Mrs Julie McLuckie.

It was unanimously agreed that Cllr Canavan would Chair the meeting.

1/29/01/18 NOTICE OF MEETING

The notice convening the meeting was taken as read.

2/29/01/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Alex Chisholm and Cllr Andy Wake.

3/29/01/18 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

4/29/01/18 ELECTION OF CHAIRMAN

It was agreed to defer this to the next meeting.

5/29/01/18 TERMS OF REFERENCE

The Clerk had circulated draft Terms of Reference for this Committee which were agreed. The terms of reference would be submitted to the next meeting of the Town Council for formal approval. **Agreed.**

6/29/01/18 RISK ASSESSMENTS

- a. Cllr Canavan had provided an updated list on the status of all the Risk Assessments recommended to be considered by LCAS. It was noted that all the priority risk assessments had been completed apart from the Lone Working External and Lone Working Town Hall which would be completed as soon as possible. **Noted.** The Clerk would circulate all the completed Risk Assessment so that the Committee could review them and if necessary propose any amendments then formally approve them at the next Health & Safety Committee meeting. **Agreed.**

- b. It was agreed that the following Risk Assessments be completed as the next phase:
 - Cleaning – Cllr Andy Wake
 - Fire (currently included in the Town Hall Risk Assessment but based on advice following the fire inspection this to be a separate document) – Cllr Mike Canavan
 - Hazardous Substance (COSHH) – Cllr Alex Chisholm
 - Working at Heights – Cllr Graham Sowerby
 - Work Equipment – Cllr Chris Johnson
 - General Events – Julie McLuckie
 Cllr Canavan would circulate the pro-forma for completion with a view to them being reviewed at the next meeting. **Agreed.**

7/29/01/18 FIRE SAFETY

- a. Fire Procedures – the Clerk would circulate a copy of the Fire Procedures to members of this Committee. The Clerk confirmed that Fire Training was due to take place on Wednesday 31 January 2018 for all the Stewards, Clerks and Library Staff to renew their certificates. **Agreed and Noted.**
- b. Designated Safe Area – awaiting a date from the Fire Service Officer to attend and advise if the Bar Area can be made the designated safe area and what would be required to make it safe. **Noted.**

6/30/01/17 CCTV

- a. CCTV Policy – Cllr Canavan had re-drafted the policy to include that the Police are now authorised to download images following an agreed procedure and to provide comprehensive detail on why the camera was installed. Members agreed the new document, this would now be submitted to the Town Council for formal approval. **Agreed.**

The meeting closed at 7.40 pm.

Signed

Date