

**STOKESLEY TOWN COUNCIL**  
**HEALTH AND SAFETY COMMITTEE**

A Meeting of the Health and Safety Committee was held in the Town Hall, Stokesley on  
Tuesday 25 February 2025

**Health and Safety Committee Membership**

Cllr Mike Canavan, Cllr Claire Craster, Cllr Chris Johnson, Cllr David Oxley, Cllr Graham Sowerby and Cllr Andy Wake.

**Present:** Cllrs Mike Canavan, Chris Johnson, David Oxley and Graham Sowerby.  
Cllr Gary Yuille was in attendance.  
Clerk –Mrs Julie McLuckie.

**1/25/02/25 NOTICE OF MEETING**

**RESOLVED** that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

**2/25/02/25 MEMBERS OF THE PUBLIC**

None present.

**3/25/02/25 APOLOGIES FOR ABSENCE**

**RESOLVED** that the apologies from Cllr Wake be received.

**4/25/02/25 ELECTION OF CHAIRMAN**

**RESOLVED** that Cllr David Oxley be appointed Chairman.

**5/25/02/25 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

None declared.

**6/25/02/25 TERMS OF REFERENCE**

**RESOLVED** that the Terms of Reference be approved.

**7/25/02/25 MINUTES FROM THE MEETING HELD ON 27 FEBRUARY 2024**

**RESOLVED** that the minutes from the meeting held on 27 February 2024 were agreed.

**8/25/02/25 RISK ASSESSMENTS**

- a. The current Risk Assessments were reviewed. **RESOLVED** to approve the following Risk Assessments as detailed below:-

Age of Workers

Allotments – it was agreed that following the fire on the allotment site that this Risk Assessment be reviewed in full by the Open Spaces and Allotments Committee and that they report back with any recommendations.

Car Parks – it was agreed that the new ‘Town Warden’ employee be responsible for carrying out the routine checks as detailed within this risk assessment. The Clerk would produce a monitoring form for completion.

Cleaning

Cobbles – it was agreed that the new ‘Town Warden’ employee be responsible for carrying out the routine checks as detailed within the risk assessment and that this includes all areas of Manorial Land not just cobbles. The Clerk would produce a monitoring form for completion.

Display Screen Equipment

Electricity

Events

Fire

First Aid

Gas Safety

Hazardous Substances

Hiring of Town Hall Facilities

Lone Working (External)

Lone Working (Town Hall) – the policy has been amended to include an Appendix which is the document that all staff are asked to complete providing contact information and procedures to ensure that they are accounted for at the end of each shift as detailed within this risk assessment.

Manual Handling

Noise and Vibration

Office Activities

Play Areas

Public Conveniences

Stress at Work

Use of Volunteers

Working at Heights

The meeting closed at 7.20 pm.

Signed .....

Date .....