



# Helsby Parish Council

## Minutes of the Health and Safety Committee meeting held at 7.00pm in the Parish Office at Helsby Community Sports Club on Monday 21<sup>st</sup> February 2022

### Present:

Cllr. Chris Ellams (acting as Chairman)

Cllr. Terry O'Neill

Cllr. Peter Duffy

### Also present:

Claire Jones Parish Clerk

It was **RESOLVED** that Vice Chairman, Cllr. Ellams, be elected as Chair of the meeting in the absence of the Chairman – **HS01/22**.

1. Public Participation – It was **RESOLVED** that the meeting be suspended for public participation – **HS02/22**. There being no matters brought to the Committee's attention, it was **RESOLVED** that Public Air Time be closed and the meeting reconvened – **HS03/22**.
2. Apologies were received and accepted from Cllr. Gardner.
3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED** that the minutes of the Health and Safety Committee meeting held on 15<sup>th</sup> December 2021 be accepted as accurate and duly signed by the Chairman – **HS04/22**.
5. Matters arising. Under Item 5, it was agreed that Cllr. Ellams would forward a form to the Clerk for her workstation self-assessment.
6. The Health and Safety Committee budget for 2021/22 and the agreed budget for 2022/23 was noted as follows:

Budget Heading Code	Description	Budget 2021/22 £	Budget Spend to Date £	Predicted to 31/03/22 (£)	Agreed Budget 2022/23 £
264	Zurich Municipal LCAS	30	0	0	-
265	H & S, PPE Equipment	200	3	3	100
266	H & S, First Aid Training	250	0	0	-

It was noted that budget codes 264 and 266 had been removed from the H&S budget for 2022/23.

7. A draft lone working policy/risk assessment was considered. It was explained that the policy had already been presented to the HR Committee, but it was felt more appropriate to be addressed under this committee. The following suggestions were made:
- To amend the policy to refer to the H&S Chairman, rather than the HR Chairman;
  - To add the opportunity for homeworking to the policy;
  - To add reference to the burial clerk role under the section on working away from the office;
  - To keep the office door locked at all times and to remove the transparent strip along the glass part of the door;
  - To affix a smart video doorbell to the outside of the office with an accompanying notice, to include the Clerk’s working hours;
  - Clerk to attend courses on manual handling and conflict resolution;
  - To purchase a fall detector;
  - To provide a copy of the finalised document to the sports club, as leaseholder of the building.

It was **RESOLVED to approve the document with the following suggestions made above; to approve the purchase of a smart video doorbell and fall detector; and for the Clerk to attend courses on manual handling and conflict resolution – HS05/22.**

8. Urgent matters – it was noted that concern had been raised by the general maintenance contractor in relation to some uneven paving at Sherwood Court. Cllr. O’Neill outlined that this would be considered by the Environment Committee shortly.
9. Date of next meeting – to be agreed.

The meeting closed at 7.14pm

Chairman’s signature ..... Dated.....