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Parish Rooms
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**DRAFT MINUTES EXTRAORDINARY PARISH COUNCIL MEETING RISK ASSESSMENT
HELD IN THE PARISH ROOMS BREAGE ON THURSDAY 28 OCTOBER 2010 AT 7.00 P.M.**

Present: Cllr J Keeling (Chairman)

Cllr Mrs P Darby

Cllr Mrs A Greenstreet

Cllr Ms C Rashleigh

Cllr P Shrimpton

*Cllr Mrs R Wyvern Batt

Mrs C Macleod (Clerk)

The Chairman thanked Councillors for attending the meeting and welcomed them.

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ackland as he had other commitments.

2. DECLARATIONS OF INTEREST

To note declarations of interest in accordance with LGA 2000 - Members and officers to declare personal and prejudicial interests (including details thereof)

a) in respect of any items on this agenda

There were none

b) in respect of gifts of a value of more than £25

There were none.

c) Members to give consideration as to whether their Register of Interest forms are fully up to date

Nothing was reported

3. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

4. PUBLIC PARTICIPATION

Members of the public may raise subjects they wish to bring to the attention of the Parish Council. Listeners should note that decisions cannot be made on items not on the agenda.

No members of the public were in attendance so Public Participation was not held.

5. RISK ASSESSMENT 2010

a) To discuss, amend and accept the following controls:

Cllr Shrimpton explained that the matters listed followed on from existing matters about which he had raised questions with the Clerk and because she was unsure of some of the answers it had now become necessary to clarify and adopt certain measures.

Normally there are members of the public present and there were therefore issues with the main room. If there was to be panic, any elderly folk would not be able to move quickly and this was a primary issue. Cllr Shrimpton suggested that Council work through the list provided:

Parish Rooms Curtilage

Assign suitable storage space for ramp – the area behind the Chairman and Clerk's chair was suggested as a place to store the ramp and this was agreed to be an acceptable place.

Apply safety strips to steps and routinely check – it was noted that these steps are slippery when it is raining and it was agreed that strips be fitted by the Handyman.

Fit more effective lighting – When leaving the Parish Rooms the present light is blocked by the person leaving's own body. The Clerk was asked to contact an electrician to obtain a price to fit a new light to illuminate the whole path.

Make repairs to path and routinely check – The Clerk explained that the Handyman had been asked to give a price to do this work.

Have path at side of building checked and cleared of moss as necessary – It was agreed that the Handyman do this.

Part time contract to be signed by Caretaker – The Caretaker had been given a copy of the contract but had not yet signed and returned it.

Parish Rooms Lobby Area

Apply padding to top of door frame – The Chairman said that he would provide some adhesive padding.

To arrange fire alarm/extinguisher training – It was agreed the Fire Councillor and the Chairman receive extinguisher training. The Clerk is to arrange this at the next extinguisher service due in July 2011.

*Cllr Wyvern Batt arrived at this point

Fire Councillor and Deputy to be appointed – It was proposed by

To adopt Fire Evacuation and meeting point Statement – It was agreed that the following Fire Evacuation statement be used:

If members of the public leave during the meeting the Clerk is to immediately note this on the attendance list

In the event of fire alarm activation please remain seated until given appropriate instructions by the Chairman

The evacuation meeting point is the front of the Queen's Arms public house

1. Fire Councillor/Clerk to confirm the cause of the alarm activation
2. In the event of a false alarm the alarm system will be reset and the meeting will continue. Clerk will report the fault
3. In the event of a suspected or an actual fire the Clerk to call Fire Service and Fire Councillor to advise Council meeting to commence correct evacuation procedure:
4. Members of the public to leave first followed by Councillors and make their way to the meeting point
5. Fire Councillor to check that building is empty
6. In the event of a small fire that can be tackled in this way Fire Councillor/Clerk may use fire extinguishers
7. Fire Councillor and Clerk, if it is safe to do so, to close windows, close internal and external doors and then leave the building and make their way to the meeting point
8. Chairman to carry attendance register and check that all attendees are present at the evacuation point

Await Fire Service's attendance and report any absentees

To display Fire Evacuation and meeting point Statement – This was agreed.

To read out Fire Evacuation and meeting point Statement at every meeting – It was agreed that this be done.

Clerk's fire extinguisher training to be updated – This was agreed. The Clerk to arrange this at the next extinguisher service due in July 2011.

To carry out and log routine inspections of electrics

Frequency of inspections to be confirmed by Fire Councillor

Parish Rooms Office

Amended Lone Worker Policy to be adopted – It was proposed by Cllr Shrimpton, seconded by Cllr Wyvern Batt and unanimously resolved that the following Lone Worker Policy be adopted:

LONE WORKER POLICY**Statement**

Breage Parish Council is committed to ensuring that a lone worker is as risk free as is possible from injuries and ill-health as a result of not being directly supervised or working alone whilst undertaking the Council's work.

Application

This Policy applies to all Council operations, employees and establishments where workers are undertaking work alone.

Responsibilities

The Council will ensure:

- a) Early recognition and assessment of the risk to lone worker employees
- b) Establish effective lone worker risk assessment and incorporate the process and assessment of risk into all its activities
- c) Where significant risks are identified, put in place suitable control measures to remove or reduce those risks and establish effective communication and monitoring of control measures.
- d) Set up effective emergency arrangements and reporting systems to protect lone workers from foreseeable risks – see *remedial actions by responsible Councillor
- e) That all incidents and near misses are reported and investigated for the purpose of improving safety and preventing recurrences

***Remedial actions**

- a) Now included in annual Risk Assessment
- b) Risk Assessment to be reviewed by Cllr Shrimpton and Clerk as and when necessary and at least annually
- c) Resolution to be adopted on 2 November 2010
- d) Whatever is agreed on 2 November 2010
- e) Responsible Councillor nominated to carry out investigations

Duties

The Council will:

- Undertake risk assessments of lone worker risk and provide safe working procedures to remove or reduce significant risks.
- Ensure that all staff working on their own are provided with adequate emergency equipment and are able to raise the alarm as far as is practical
- Ensure that employees understand the need to report concerns about safety association with lone working
Cllr Shrimpton to be delegated to make any necessary decisions
- Provide information and such training as appropriate to ensure that staff required to work on their own are competent and aware of associated risks and have regular training in the use fire extinguishers

Employees will:

- Comply with the Council's lone worker policy at all times
- Comply with any instructions provided for reasons of health and safety
- Attend any Health & Safety training provided
- Report any incident for which this policy applies
- Report any concerns or failures in safe working procedures

Review

This policy will be reviewed annually or whenever

- New legislation, guidance or research is published or updated.
- Incident investigation suggests that a review is required

Cllr Shrimpton explained that the Clerk had agreed to use her own mobile telephone and have it on her person at all times whilst in the building.

To arrange and strictly adhere to set times for public access to building – It was agreed that the Clerk should not be on her own when a member of the public was in the building and that two one hour sessions a week, suitable for her, be offered by the Clerk and strictly adhered to and that Members of the Public should only attend by appointment. This should be advertised on the website and on the notice board outside the Parish Rooms.

To arrange for someone to be present when there are visitors to the Parish Rooms and/or for CCTV to be installed – It was agreed that a Councillor be present when visitors attend the Parish Rooms by appointment. It was not felt necessary to install CCTV.

To look at matter of there being no alternate fire escape from the office as windows are barred – Cllr Shrimpton explained that the Clerk accepted this.

Ladder users to be informed of their own responsibility – A standard safety matter.

Ladder users to have knowledge of correct ladder use- A standard safety matter.

Parish Rooms Main Meeting Room

To unlock Windows before the start of meetings to give an alternate exit in the event of fire – It was agreed that this be done.

To relock widows at end of meeting for security reasons – This was agreed.

Apply safety limit on numbers in room - The Clerk is trying to obtain information on the safety limit.

To appoint a Fire Councillor and Deputy – It was proposed by Cllr Shrimpton that he be appointed Fire Councillor and Cllr Wyvern Batt deputy. This was seconded by Cllr Greenstreet and unanimously resolved.

Provision of clear aisles both sides of the room – This was agreed.

To remove excess furniture - This was agreed.

To remove old boxes, etc. - This was agreed.

To remove old documents to CRO - This was agreed.

Functions of Parish Council

Provision to be made on budget/precept for short/long term absence of Clerk – This has been looked into by the Accounts Team.

Sickness/ absence of Clerk – policy to be produced and adopted – Cllr Shrimpton to meet with the Clerk to sort this matter.

Provision for reserve funding for late arrival of precept funding - This has been looked into by the Accounts Team.

Cemetery

Contractor to enter dates on invoices when work is carried out – The Clerk has asked that the contractor do this.

Badly maintained graves to be reported by Cemetery Councillor, Owners to be informed, Tape to be erected round dangerous graves – Agreed. Cemetery Councillor to be elected at the next full Council meeting.

Cemetery Health and Safety Policy & Risk assessment to be completed and adopted – Cllr Shrimpton is in the process of preparing this.

Safety Code for grave digging to be signed by grave digger – This has been signed by the Contractor.

Cemetery inspections to be carried out and recorded by Cemetery Councillor – Cemetery Councillor to be elected at the next full Council meeting.

Village Greens

Records to be kept of Playing Field Committee's inspection of field for discarded items and of their findings and dates

Safety of hedges to be regularly checked

Cllr Shrimpton explained that Mrs Board had requested that the Council adopt the fencing on Praa Green. The Chairman explained that Charlotte Chadwick and he were looking for grants to repair the fencing and explained that it is Cornwall Council's responsibility. It was agreed that the Parish Council could not afford to adopt the fence.

Mrs Board had asked that the Green be included in regular checks.

Bus shelters

To ascertain whether bus shelter cleaners hold Public Liability insurance – The Clerk will do this.

b)To adopt the amended Risk Assessment 2010 – It was proposed by Cllr Shrimpton, seconded by Cllr Greenstreet that the amended Risk Assessment 2010 be adopted and that Cllr Shrimpton be granted authorization to bring the assessment to completion and that provision be made in the Precept to mitigate and manage any risks.

The Chairman congratulated Cllr Shrimpton on the Risk Assessment and thanked him for his hard work.

6. TO RECEIVE ADVANCE NOTICE OF ADDITIONAL ITEMS FOR NEXT AGENDA

There were none.

7. TO CONFIRM THE DATE AND TIME OF NEXT MEETING - Tuesday 2 November 2010 at 7.00 p.m.

There being no further business the Chairman thanked Councillors and the meeting closed at 7.58 p.m.