

Health & Safety Meeting 17 October - 9.30am

Cllr Thompson, Gary Winter (Grounds) and Sue O'Connell (Deputy Clerk)

1. Check list for RA and annual checks –

- PAT testing completed in June - [Done](#)
- Fire extinguisher testing completed - [Done](#)
- Fire Risk Assessment due for hall and meeting room – [Gary to update existing and do a RA for the container, which houses flammable liquids. \(Diesel/petrol\)](#)

2. Grounds

- Notice Board replacement completed – [Cllr Lainchbury has requested a replacement for one on Bersted Park – Sue to arrange with Gary & Jonathan to fit.](#)
- Old wooden gate to field from the carpark needs either posts cemented in again or it is removed and replaced with post and rail fence the same as the carpark perimeter. [All agreed that the gate should be replaced with the post and rail to match the carpark perimeter, as it is not used for field access. The side gate is sufficient to gain access.](#)
- Jonathan is repairing a bit of gym equipment. [To be completed.](#)
- New sign needed for field equipment after being vandalised in the summer. [Sue to order from signquik. The sign is needed to comply with regulations regarding equipment on the field.](#)
- Ditch work at the bottom of the field part completed by Gary & Jonathan. [Further work is planned, and some tree work is needed in the spring.](#)

3. Meeting Room

- First Aid kit and accident book required. [Sue to purchase.](#)
- Fire extinguisher supplied
- Child safety socket covers in place
- New door threshold or door ramp needed for meeting room cupboard as it's a trip hazard. [Ian to alter the threshold.](#)

4. Christmas Tree at Royal Parade

- Christmas tree for the shops. Tree cannot be dug in as there are gas pipes. Residents would like a tree again and Jonathan is looking for an oil drum to use as the base. Dave Rogers will order a tree and go round the shops for a contribution. Bersted will provide a RA and ask WSCC for permission to place the tree. [An oil barrel has been provided by Jonathan that will need altering to place the tree in and further stability to the tree at the top. Gary, Sue and Jonathan to arrange and liaise with resident Dave Rogers. WSCC have given consent for the tree from 8 December to 5 January.](#)
Next Meeting to be confirmed either December or January.