**Health & Safety Checklist**

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| **Item** | **Check required** | **Last check undertaken** | **Outcome** | **Next check due** |
| Old Pounde Shop ElectricsShop safety  | * 3-yearly electrical Installation condition examination and report(undertaken by Gwenlecs Elect’l)
* Asbestos Survey
 | 07/05/24 | Assessment undertaken 07/05/24 –satisfactory. Undertaken 2nd Jan 2024. Report confirms no concerns. Likely that bitumen coating underneath the sink unit contains asbetsos. HSL do not consider encapsulating is worthwhile, but have suggested a warning sticker which the Clerk has purchased and ‘installed.’ | 07/05/27Only when structural works or sink is removed |
| Public Convenience Electrics | * 3-yearly electrical Installation condition examination and report(undertaken by Gwenlecs Elect’l)
 | 16/10/23 | Assessment undertaken 16/10/23 - satisfactory  | 16/10/26 |
| Staff Health & Safety | * Training
* Protective Clothing / Equipment
* Safety Data Sheets
 | 07/01/25 | Email confirmation received from Sarah & Andrew Fodden on 07/01/25 confirming adequacy of safety supplies / materials safety guidance / training issues. Employer’s liability cover notice posted in February following renewal of insurance. Clerk has posted on stockroom door, notice boards and web site.Email sent to Ocean Business supplies 02/03/20 requesting Safety Data Sheets – received, laminated and provided for reference by AF/SFAll equipment / PPE etc place | 01/02/26 |

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| Ton Land - Trees | * Safety check 4 x Oak Trees
 | July 4th 2025 | Full Report dated June 2022 from Dan Sainsbury at MCC advises:**Tree 1** - Good vitality. Small old cavity at base typical of age and species. Tolerable amount of deadwood throughout canopy. **Tree 2** - Good vitality. Tolerable amount of deadwood throughout canopy. **Tree 3** - Good vitality. Typical features of age and species. **Tree 4** – Good vitality - Typical features of age and species. Tolerable amount of deadwood throughout canopy. Old wound at 2m with associated decay.  | 01/07/2801/07/2801/07/2801/07/28 |

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| St Bartholomew’s Graveyard | * Check on gravestone stability

Graveyard LightingBroken tree bough / branch | March 2023MonthlyMarch 2025Sept 2025 | The St Bartholomew’s Graveyard headstone risk assessment has now been completed with headstones either secured or laid over where this was not possibleMonthly checks underway to:* Confirm condition of footpath (removal of trip hazards / moss etc – treat as required
* Check salt bin full & scoop in place
* Check sturdiness of handrail – Llangybi blacksmiths have now completed their repairs – handrail now shows no movement.
* Check wall / lychgate for loose stones and tiles.
* Check health & safety notice installed
* Non-compliant wiring was discovered between the church and the footpath and lychgate lighting. Gwenlec Electrics have now replaced this with armoured cabling throughout. All is now compliant.

The overhanging bough / large branch of a tree on an adjoining tree has now been removed. | 01/03/26All ongoingNow CompliantComplete |

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| **Non – Community Council Property** |
| **Community Centre** | * 3-yearly electrical Installation condition examination and report(undertaken by Gwenlecs Electrical)
* Tree safety check 1 x Beech
 | 16/10/2322/07/20 | Assessment undertaken 16/10/23 – Report received – confirms satisfactory. As recommended an assessment was carried out at the end of 2020 by MCC. A copy of the report has been given to Mark Cleaver (Tree Officer) who is arranging for the pruning of the overhanging branches.  | 16/10/26MCC to review and action as appropriate |