**Health & Safety Checklist**

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| **Item** | **Check required** | **Last check undertaken** | **Outcome** | **Next check due** |
| Old Pounde Shop Electrics  Shop 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.’ | 07/05/27  Only 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/SF  All 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. | 01/07/28  01/07/28  01/07/28  01/07/28 |

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| St Bartholomew’s Graveyard | * Check on gravestone stability   Graveyard Lighting  Broken tree bough / branch | March 2023  Monthly  March 2025  Sept 2025 | The St Bartholomew’s Graveyard headstone risk assessment has now been completed with headstones either secured or laid over where this was not possible  Monthly 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. | 01/03/26  All ongoing    Now Compliant  Complete |

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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 | 16/10/23  22/07/20 | 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. | 16/10/26  MCC to review and action as appropriate |