

STOKE LODGE AND THE COMMON PARISH COUNCIL

HEALTH AND SAFETY SCHEDULE

1. Weekly H&S Inspections

- To be completed by Parish Clerk/Chair (or their appointed responsible Person) on a weekly basis
- Report of Inspections to be formally reviewed and recorded by Parish Clerk
- Action Plan for remedial work to be drawn up if needed
- Presented to Full Parish Council at next meeting
- Recorded in minutes and actions agreed
- Clerk to update on completed actions at following meeting

2. Monthly H & S Inspections

- To be completed by Parish Clerk/Chair (or their appointed Responsible person) on a monthly basis
- Report of Inspections to be passed to Parish Clerk for Formal Recording on Spreadsheet
- Action Plan for remedial work to be drawn up if needed
- Presented to Full Parish Council at next meeting
- Recorded in minutes and actions agreed
- Clerk to update on completed actions at following meeting

3. Electrical Equipment and Services

- Annual PAT Testing certificate
- Annual Electrical Servicing Certificate

4. Gas Equipment and Services

- British Gas Annual Servicing Contract and associated reports
- Annual Gas Appliances Check

5. Fire

- Annual Fire Risk Assessment document
- Evacuation Plan for building
- Record of weekly fire alarm testing
- Record of annual fire drills
- Annual Fire Equipment Servicing certificate
- Annual Fire Alarm Servicing certificate

6. Legionnaires Disease

7. External Playground

- Weekly Inspection Checklist (see Weekly H & S Inspections Above)