**HEALTH AND SAFETY CHECK 4th Jul WITH**

**GROUNDS MAINTENANCE CONTRACTOR, K. COX**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION NEEDED** | **WHO DOING?** | **STATUS JULY 2025** | **By date and notes** |
| **Pavilion** |  |  |  |
| Taps in toilet block to be replaced  | WPFC | To be done | Pre-season |
| Metal cage for external air con unit | Cllr Woodman | Done |  |
| Alcohol stored in fridge to be removed | WPFC | Done |  |
| Move/shorten bench in changing room away from shower entrance | GMC | DONE  |  |
| Box in the fuse box in changing room | GMC | DONE |  |
| Strap round team shelters to keep stable | WPFC/Cllr | SW doneGMC moved for cricket season. |  |
| Paint door to store room or bleach to clean | GMC | DONE |  |
| Old fire extinguishers need a service | Clerk to buy – April agenda | DONE |  |
| Fire risk assessment to be revisited and extinguishers to be serviced as per video | GMC and ClerkGMC | DONE |  |
| Names for cupboard content | Clerk/GMC | Review in future. |  |
| “Hire book” with instructions and leaving the pavilion “checklist” to be compiled. | Clerk/GMC/? | To be done KC/Aidan  | KC to start a list of basic instructions for appliances etcAD to format to a “book” |
| H and S audit by professional | TBA | Kate Goodwin not willing. | Need help to find someone |
| Pump service | TBA | PN to check requirements from manufacturer |  |
| **Woodland area** |  |  |  |
|  |  |  |  |
| **Play area/car park** |  |  |  |
| Slide to be de-rusted and painted Rospa 24 & 25 | GMC (in April)Costs agreed  | To be done |  |
| Gasket on skier to replace – ROSPA ‘24 | GMC and SW | To be done |  |
| Paintwork on skier – Rospa ‘24 | GMC | To be done |  |
| Swings at The Close need internal inspection Rosap 25 | Clerk making enquiries |  |  |
| X trainer bearing and service, Rospa 25 |  |  |  |
| Other jobs as per Rospa summary list below: |  |  |  |
|  |  |  |  |

**Westfields**

* smooth off hand grips of both the rocker and the seesaw springies
* smooth off/repair seats exposing metal edges on seesaw
* grease the carousel moving parts and tighten and replace seat nut
* Keep the grass short/strimmed around low level play items (esp trim trail)
* descale and paint slide and repair if necessary
* fill in hole under arch (did not mention today but it is on report) and other animal holes in the area regularly
* look at options to pad end of tunnels
* strim around tunnels and trim back branches at the back

**The Close**

* the swings are aged from 1979 and structural integrity is in question. Internal inspection of all parts is recommended or replacement. I'll make enquiries.
* Trim hedge on approach track - I have reported twice to Longhurst.  Will review, please let me know. Tenant responsibility but Longhurst and PC has done in past. Agree to do if Longhurst not doing.
* Keep the grass at the required level as per spec. of max. 15cm.
* The gaps between the surface and grass need filling more if possible.