



## Weasenham Inspections Procedure

1. The areas for health and safety inspections are:

- a) St Peter's Churchyard
- b) All Saint's Churchyard
- c) Community Building
- d) Recreation Ground
- e) Noticeboards
- f) SAM2 Sign
- g) Defibrillator (Weekly)

2. Councillors and members responsible are to carry out monthly inspections of each site and complete an inspections report form.

3. The completed form is to be sent to the Clerk **7 days** prior to the Parish Council meeting. This allows the Clerk time to include on the agenda any items for discussion and to agree any actions necessary

4. The Clerk will attend at least quarterly site visits with the Councillor/Member responsible for each asset.

### **At each meeting**

1. Any items addressed in the reports will be included as an item for discussion at the full Parish Council meeting.
2. Any actions agreed at the Parish Council meeting will be monitored by the Clerk and Councillor/Member responsible.

Reviewed: June 2022

Next review: June 2023