**Chairman: Mr Richard Martin Clerk: Mrs. Claire Inglis**

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To all contractors working in Azalea Park,

**Safe Working Practices**

Azalea Park used to be the site of a Military Barracks and investigations have shown that there is some contamination underground in this area. All contractors working on this site should carry put their own risk assessment and ensure that they follow safe working practices to include wearing of standard Personal Protective Equipment (boots, gloves etc.) to reduce any potential risks. Contaminants identified include Asbestos, Polycyclic Aromatic Hydrocarbons and Lead.

The Parish Council has adopted a Health and Safety Policy and I am required to draw your attention to your responsibilities under the Health and Safety at Work Act, 1974 to ensure a safe working environment. The enclosed Council’s Health and Safety Policy defines your responsibilities, which include that you ensure all involved with the work carried out:

* Have received appropriate training for all work to be done and for all equipment to be used.
* Have been provided with, and use, appropriate protective equipment.
* Have been provided with appropriate First Aid materials.
* Take appropriate measures to protect other employees and members of the public from potentially hazardous equipment and materials. In particular, to avoid using equipment such as strimmers, mowers, heat guns etc. within 15 metres of any person other than the operator.
* Report to the clerk, as soon as possible, any accidents or hazardous incidents.
* You are also required to have appropriate 3rd party liability and employer’s insurance coverage.

No unauthorised excavation or digging should take place on this site. Authority should be requested from the Parish Clerk who will get authorization from environmental health at Hart District Council. Any materials removed from the site could potentially contain contamination and should be disposed of appropriately.

Please keep me informed of your working schedule and do not hesitate to call me if you have any problems. I look forward to working with you.

Yours sincerely

Claire Inglis

Clerk, Church Crookham Parish Council