

# **Tivetshall Parish Council**

## **Health and Safety Policy**

### **Purpose of the Policy**

It is noted that there is no requirement for a Council which employs less than 5 people to have a policy, but the council considers it is best practice to detail its responsibilities under Health & Safety legislation. The council is committed to providing a safe working environment for its staff and a safe environment for the users of its facilities. The policy helps explain how the council will meet its duties under this legislation.

### **Responsibilities for health and safety**

The council is ultimately responsible for health and safety, which will be managed by its officer, the Parish Clerk. The responsibilities of the Clerk are detailed in this policy as well as in the job description.

### **Arrangements for health and safety**

#### 1. The council's insurers

The Clerk arranges the insurance of the council, which will be reviewed annually /  
The insurer is currently:

BHIB Insurance Company

Claims (details of where to send claims): All Claims to The Clerk in the first instance

The council must have Employer Insurance (£10 million); Public Liability (£10 million); Fidelity Guarantee (at least to the level of the balance at year end); asset insurance.

#### 2. Risk Assessments

The council must undertake risk assessments for all of its activities. These are detailed as an annex to this policy. It is the duty of the Clerk to write these risk assessments and discuss with the people involved in the activity to ensure that risk to everyone is minimised.

## Risk Assessments

The Parish Council has a general Risk assessment policy that covers most of its activities but will do other risk assessments for events outside the normal practices it undertakes

### 3. Contractors

The council will use contractors who hold the required public liability insurance and will request a copy of the certificate of insurance. The level of public liability required will depend on the type of work being undertaken and where it is being undertaken. If unsure the Clerk should discuss the level of public liability insurance with the council's insurer. Risk assessments should be undertaken by contractors for all works and the council should have a copy of these.

Areas where work is undertaken by contractors are maintenance tasks only

### 4. Council's own staff

The council may employ its own staff or volunteers to undertake tasks provided those tasks have been risk assessed and the person doing them has been provided with appropriate and well-maintained equipment as well as safety equipment.

Note that any power tool work will require a suitably qualified person to undertake.

### 5. Play Areas

The Clerk will arrange regular Monthly play equipment inspections which will be logged on an agreed play inspection form. The clerk will arrange annual professional inspections. All repair works identified will be arranged by the Clerk. The regular inspections will make a cursory inspection of equipment, notices, safety surfacing, fencing and also for litter.

The Play Area for which the council has responsibility is at The Village hall

### 6. Council property

The Clerk will arrange annual inspections of council property such as benches, bins, noticeboards and bus shelters. Repair work will be arranged by the Clerk. The

council will ensure that its lighting contractor includes an annual inspection of lighting columns (if necessary).

Any equipment owned by the council such as mowers will be annually serviced.

Noticeboards

Parish Benches

Parish waste Bins

Grit Bins

Parish signs

Bus Shelter

Village Sign

Village pond area

Play Equipment

## 7. Other Open Space Areas

The Council will inspect its other open space areas. Areas where dangers might be seen to be more acute such as ponds will be inspected monthly (only include if applicable, and detail safety measures in place such as fencing and signs). The other open space areas the council has responsibility for are

Village Hall Site

Tivetshall Village Green

## 8. Trees

Trees in the ownership of the council or those trees adjacent to public space areas will be inspected annually – most appropriate time is considered to be the end of the Summer.

## 9. Public footpaths

The council considers that it does have a level of responsibility to ensure its public footpaths are safe and for any paths reported as unsafe the council will liaise with Norfolk County Council concerning the problem.

Public footpaths in the parish are on the attached map

Safety for its employees, volunteers, councillors and visitors

The council will ensure that its employees are provided with a safe working environment. This will be supported by a Lone Workers Policy. Where the Council owns an office, the Council will ensure that all electrical equipment is either annually or bi-annually PAT tested (depending on the level of usage). The Council must ensure that risk assessments have been undertaken for safe use of all equipment in the office and for safe access to all areas of the office. The Council will ensure that councillors, volunteers, employees and visitors who use the facilities in the office, or in the rooms used for meetings are provided with a safe environment and measures have been taken to reduce risk by regular inspections of these premises. All these facilities, wherever possible, should provide disability access and facilities. Appropriate Fire Safety inspections and fire alarm testing must be carried out. A log must be kept of all inspections.

The council meetings are generally held Monthly at The Village Hall Tivetshall

## 10. Facilities for Staff

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first-aid box and if a first-aid room is required. The Council must carry out an annual assessment of first aid needs to determine what to provide. The

Council will ensure that this assessment takes account of first aid needs for visitors as well as staff.

### **Budget**

The council will ensure that it maintains a budget which is adequate to maintain its assets as well as provide training for staff, volunteers and councillors. The clerk as RFO will ensure that budgetary provision is adequate and a reserve fund is held for long term maintenance or replacement of council assets.