LEZIATE & ASHWICKEN
PARISH COUNCIL

Health and Safety Policy

Purpose of the Policy

It is noted that there is no requirement for a Council which employs less that 5 people to have a policy, but the council considers it is best practise 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 responsibility 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 / every third year. The insurer is currently:

Zurich Insurance Company with public liability insurance of £5m.

2. **Risk Assessments**

The council must undertake risk assessments for all its activities. These are detailed as an annexe 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 :

SAM 2 Speed Monitor

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 grass and hedge cutting, bus shelters, and some tree management at the Brow of the Hill play area

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.

5. Play Areas

The Clerk will arrange regular (weekly) 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 Areas for which the council has responsibility are located on Brow of the Hill, and Glosthorpe.

The Council is insured by Zurich Insurance Company with public liability insurance of £5m.

6. Council Property

The Clerk will arrange annual inspections of council property such as the play areas and noticeboards with repair work arranged by the Clerk following authorisation by the Parish Council.

7. Other Open Space Areas

The Council has no other open spaces but lease the car park area by the Village Hall from Sibelco.

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.

10. 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.

The council meetings are generally held at The Sandboy, Bawsey.

11. 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. Our only employee is the Parish Clerk who works from home and has a first aid kit.

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.

Date adopted: April 2021 – Date reviewed: April 2024 – August 2026
Next review date April 2028