

GOODERSTONE PARISH COUNCIL

HEALTH AND SAFETY POLICY

Purpose of the policy

It is noted that there is no requirement for a council which employees fewer than five people to have a policy, but the council considers it is best practice to detail its responsibilities under Health and Safety legislation. The council is committed to providing a safe working environment for its staff and volunteers 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 clerk. The responsibility of the clerk is detailed in this policy as well as in the job description.

Arrangements for Health and Safety

1. The council insurers

The clerk arranges the insurance of the council, which will be reviewed every third year. the insurer is currently Zurich Municipal.

Contact details: (Can be obtained via the clerk)

Claims (details of where to send claims) as above

The council has employer insurance (£ 10. million); public liability (£12 million); fidelity guarantee (£250.000); asset insurance to value of assets ,which should be maintained as a minimum.

2. Risk assessments

The council must undertake risk assessments for all its activities. It is the duty of the clerk to write these and discuss with the people involved in the activity to ensure that risk to everyone is minimised ‘

Risk assessments: Gooderstone Playing field and equipment, Parish Council assets; gathering and workplaces; specific volunteer /task as required

Councils 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 any chain saw work will require suitably qualified person to undertake

3. Contractors

The council will use contractors who hold the required public liability insurance and will request and hold a copy

The level of public liability will depend on the type of work and place 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 hold a copy.

Areas where work is undertaken by contractors regularly is the playing field

4. Lone workers

At present we only have within the council one lone worker which is to inspect the play equipment which is low risk

When moving the SAM2 unit there are usually two people once again low risk

5. Play Areas

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

The Play Area for which the council has responsibility is at Gooderstone playing field.

6. Council Property

The clerk will arrange annual inspections of council property such as benches, bins, notice boards and shelters. Repair work will be arranged by the clerk. The council will ensure that its lighting contractor includes an annual inspection of lighting columns

Any equipment owned by the council will be pat tested or serviced

7. Other open spaces

At present we have none

8. Trees

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

Th trees identified are the millennium tree and surrounding the playing field

9. Public footpaths

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

10.Safety for its employees, volunteers, councillors, and visitors

The council will ensure that all personnel are provided with a safe working environment. This will be supported by a lone working policy. The council must ensure that risk assessments have been undertaken at all meeting rooms and do regular inspections to reduce risk. wherever possible they should provide disability access and facilities Appropriate fire safety inspections and fire alarm testing must be carried out if hiring a meeting room these records must be available on request.

11.Facilities for staff

The Health and Safety (first aid) regulations require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure they receive immediate attention if they are injured or taken ill. These regulations apply to all places including those with fewer than five employees and the self-employed.

The council must carry out a risk assessment of first aid needs to determine what is required

Budget

The council will ensure that it maintains a budget which is adequate to maintain its assets as well as provide training for clerk and councillors as required. 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

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