

Deopham & Hackford Parish Council

Health and Safety Policy

Adopted: 1 March 2023

To be reviewed every 3 years. Date of next review: February 2026

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 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.

Aims of the Policy

The Council will provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors and volunteers and members of the public who may be affected by the Council's activities.

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. The Council will seek, as and when appropriate, expert Health and Safety advice to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

The Clerk will (not exhaustive list)

1. Keep informed of relevant Health and Safety policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure the matters of Health and Safety are regularly discussed at meetings of the Parish Council.

5. Ensure the regular risk assessments are carried out of working practices with subsequent consideration and review of any necessary corrective/protective measures.
6. Make effective arrangements to ensure those contractors or volunteers working for the Council comply with all reasonable Health and Safety at Work requirements.
7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Inspectorate.

Councillors, employees, contractors and volunteers will;

1. Co-operate fully with the aims and requirements of the Health and Safety Policy
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing, and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices, safety signs or other equipment provided for the purposes of Health and Safety.
5. Not misuse any plant, equipment tools or materials so as to cause risk to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.

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 (as per the current arrangement). The insurer is currently:

Contacts details:

Aviva (via BHIB Councils Insurance)
BHIB Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

Claims (details of where to send claims):

Aviva
0800 015 1498

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. It is the duty of the Clerk to write these risk assessments, in conjunction with the Council, and discuss them with the people involved in the activity to ensure that risk to everyone is minimised.

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 Deopham Playing Field.

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 chain saw work will require a suitably qualified person to undertake such work.

5. Play Areas

The Clerk will arrange regular (weekly/fortnightly) 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 considered by the council and any agreed repairs 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 situated at;

Deopham Playing Field

Vicarage Road

Deopham

NR18 9DR

6. Council property

The Clerk will arrange annual inspections of council property and assets such as benches, bins, noticeboards and bus shelters. Repair work will be arranged by the Clerk. Please refer to the Council's asset register for further details.

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

7. Other Open Space Areas

The Council will make an inspection of 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).

Note – The Council is not currently responsible for any other areas of open space other than Deopham Playing Field.

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.

The areas identified for tree inspection are Deopham Playing Field.

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 Deopham FP1, FP2, FP3, FP4, FP5, FP6 (locations available via [Norfolk County Councils interactive map](#))

The public are also encouraged to report any concerns directly to [Norfolk County Council](#).

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 does not have a public office. The Clerk works from home. The Council must ensure that risk assessments have been undertaken for safe use by the Clerk of all equipment provided to the Clerk by the council (laptop and printer). A Display screen equipment (DSE) workstation assessment will be carried out.

The council meetings are generally held at Gralix Hall, Church Road, Deopham, NR18 9DT. This hall is hired out by agreement. The Council has no responsibility for the Gralix Hall but has carried out a risk assessment for its suitability and use for public and private council meetings.

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. 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.

12. Facilities for the public (buildings)

The Clerk will arrange regular inspections of the council's buildings and arrange any maintenance as required. The Clerk will ensure all relevant health and safety regulations for the building are observed. The council's insurance will adequately cover the use of the building for use by the public and risk assessments for its use will be carried out.

The buildings the council have available for use by the public are;
The Pavilion, Deopham Playing Field, Vicarage Road, Deopham, NR18 9DR.

Note this building is not freely open to the public. Access is by prior arrangement/hire agreement only. This building does not have electricity and therefore its use is limited to that of use by sporting groups as a changing room only/storage for the council. This building is owned by The Rix Charity with the council holding a long term lease for use of the building. Any maintenance work required to the building is carried out in conjunction with and with agreement from The Rix Charity.

13. 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.