

Hevingham Parish Council

Health and Safety Policy

Purpose of the policy

It is noted that there is no requirement for a Parish Council which employs less than 5 people to have a policy, but the Parish Council considers it is best practice to detail its responsibilities under Health & Safety legislation. The Parish 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 Parish Council will meet its duties under this legislation.

Responsibilities for health and safety

The Parish 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.

Arrangements for health and safety

1. The Parish Council's Insurers

The Clerk arranges the insurance of the Parish Council, which will be reviewed annually or every third year, depending on the policy taken out. The Insurer is currently: Ecclesiastical through Clear Insurance Management Ltd.

Contacts details for Clear Insurance are:

Website – www.clearcouncils.co.uk

Telephone – 0330 013 0036

Email – councils@thecleargroup.com

Claim reports: Ecclesiastical – 0345 603 8381

DAS (legal exp) – 0345 268 9124

The Parish 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 and these are all in place. A full schedule of cover is available on request.

2. Risk assessments

The Parish Council must undertake risk assessments for all of its activities. 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 currently held:

Allotment Health & Risk Assessment – reviewed August 2025

General Risk Assessment - reviewed July 2025

Risk assessments will be regularly reviewed.

3. Contractors

The Parish Council will only 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 will discuss the level of Public Liability Insurance with the Parish Council's Insurer. Risk assessments should be undertaken

by contractors for all works. Areas where work is undertaken by contractors: Village street lighting, Village grass cutting and Maintenance of Village Hall grounds.

4. Parish Council's own staff

The Parish 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.

5. Play areas

The Clerk will arrange regular 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 Parish Council has responsibility is at the Village Hall.

6. Parish Council property

The Clerk will arrange annual inspections of Parish Council property such as benches, bins, noticeboards and bus shelters. Repair work will be arranged by the Clerk. The Parish Council will ensure that its lighting contractor includes an annual inspection of lighting columns. Any equipment owned by the Parish Council will be serviced as required. A full list of equipment is available on request.

7. Other open space areas

The Parish Council will ensure inspections of its other open space areas are completed periodically. The other open space areas the Parish Council has responsibility for are the Herbert Phillipps Car Park and Allotments, Half Acres Allotments, Village Green and Village Hall grounds.

8. Trees

Trees in the ownership of the Parish 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 those in the Village Hall grounds.

9. Public footpaths

The Parish 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 Parish Council will liaise with Norfolk County Council concerning the problem.

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

The Parish Council will ensure that its employees, Councillors, volunteers and visitors are all provided with a safe working environment. The Parish Council does not have an office and so the Clerk works from home. The Parish Council meetings are held in the Village Hall.

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 Parish Council must assess what first-aid needs are required to determine what to provide. The Parish Council will ensure that this assessment takes account of first-aid needs for visitors as well as staff.

The Parish Council hire the Village Hall for its meetings and a full first aid kit is available for hirers use in the kitchen. There is also an accident book. This arrangement is currently considered to be all that is required.

Budget

The Parish 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 Parish Council assets.

Date adopted: 2nd June 2026

Date to be reviewed: June 2027