Brisley Parish Council

Health and Safety Policy

Approved: 8th May 2025
Date of Review: 2028

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

The council's insurers
The Clerk arranges the insurance of the council, which will be reviewed annually / every third year. The insurer is currently: Clear Councils.

Claims (details of where to send claims): councils@thecleargroup.com

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.

Risk Assessments
The council must undertake risk assessments for all of 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 will be regularly reviewed.

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.

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.

Chainsaw work will require a suitably qualified person to undertake.

Play Area
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 arranged by the Clerk. The regular inspections will make a cursory inspection of equipment, notices, safety surfacing, fencing and also for litter.

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.

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. Warning signage will be installed if considered necessary.

Trees
Trees in the ownership of the council or those trees adjacent to public space areas will be inspected annually.

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.

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 held at the Village Hall, Gateley Road, Brisley.

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.

Note: Details of parish council assets (responsibilities) are detailed in the Asset Register available at https://www.brisleyparishcouncil.gov.uk/documents.