

Plumstead Parish Council

Health and Safety Policy

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.

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.

Arrangements for health and safety

1. The council's insurers

The Clerk arranges the insurance of the council, which will be reviewed annually.

The insurer is currently: Zurich Insurance

The council must have Employer Insurance (£10 million); Public Liability (£10 million); Fidelity Guarantee (£25,000) and asset insurance.

2. 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.

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.

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.

5. Council property

The Clerk will arrange annual inspections of council property and any repair work will be arranged by the Clerk.

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

6. Other Open Space Areas

The Council will make an inspection of its other open space areas on a regular basis.

7. 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.

8. 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.

9. 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.

Adopted 22nd May 2025