Kimberley and Carleton Forehoe Parish Council

Health and Safety Policy

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

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

Contacts details are: Zurich Municipal

Claims (details of where to send claims): https://liabilityclaims.zurich.co.uk/index.html
Tel: 0800 783 0692 or
Email: fnlc@uk.zurich.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.

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. Risk assessments will be regularly reviewed.

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.

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 such as benches, bins, noticeboards and bus shelters. Repair work will be arranged by the Clerk.

6. 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 Kimberley FP1, Kimberley FP2, Kimberley FP3 and Kimberley FP4

7. 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 generally held in St Mary's Church, Carleton Forehoe, St Peter's Church, Kimberley or Barnham Broom Village Hall.

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 (Responsible Financial Officer) will ensure that budgetary provision is adequate and a reserve fund is held for long term maintenance or replacement of council assets.

Date adopted: May 2025

Date to be reviewed: May 2027