

Strumpshaw Parish Council

Health and Safety Policy

Document Control		
Adopted	18 March 2025	Minute ref: 18.1.
Next Review Date	March 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, volunteers, members, 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.

The Community Hall Committee (CHC) have a separate Health and Safety Policy and risk assessments for the Community Hall.

Arrangements for health and safety

1. The council's insurers

The Clerk arranges the insurance of the council (including the Community Hall) which will be reviewed annually unless a long-term undertaking or agreement is entered into.

The insurer is currently:

Ansvar Insurance (policy reference ACY 2434523, renewal date 28 January 2026, 3 year long term undertaking entered into expiry 2028).

Contacts details are:

Ansvar Insurance, 4th Floor, The Office, 1 Market Square, Circus Street, Brighton, BN2 9AS

p: 0345 602 0999

e: ansvar.insurance@ansvar.co.uk

w: ansvar.co.uk

Claims (details of where to send claims):

Ansvar Claims Team 0345 606 0431

The council must have Employer Insurance (£10 million); Public Liability (£10 million); Fidelity Guarantee (£250,000); asset insurance (all risks £35,283).

(Add in here other insurances which the council may have within its policy):

Legal Expenses (£250,000), Libel and Slander (£100,000), Personal Accident (cover for employees, councillors, and volunteers).

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:

- General Council Risk Assessment
- Buckenham Wood Risk Assessment
- Speed Awareness Message Sign (SAM2) Risk Assessment
- Community Hall Risk Assessment

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.

Areas where work is undertaken by contractors are:

- Community Hall grounds
- Buckenham Wood.

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. Play Areas

There are no play areas in the parish.

6. Council property

The Clerk will arrange, with councillor or volunteer assistance annual inspections of council property such as benches, bins, noticeboards, and bus shelters. Repair work will be arranged by the Clerk.

Any equipment owned by the council will be serviced regularly (annually/bi-annually).

- Speed Awareness Message Sign (SAM2)
- Pump for the allotment underground water storage tank
- Community Hall electrical equipment, including alarms (fire and intruder) at

7. Other Open Space Areas

The Council will make an inspection of its other open space areas.

The other open space areas the council has responsibility for are:

- Allotments at the Community Hall site on Mill Road
- Buckenham Wood

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:

- Community Hall site
- Buckenham Wood.

9. 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 Clerk mainly works from home, unless attending a council meeting.

The council meetings are generally held at Strumpshaw Community Hall on Mill Road.

Strumpshaw Community Hall

The Community Hall Committee (CHC) have a separate Health and Safety Policy for the Community Hall and will ensure that all electrical equipment is either annually or bi-annually PAT tested (depending on the level of usage).

The CHC/Council must ensure that risk assessments have been undertaken for safe use of all equipment in the Community Hall and for safe access to all areas of the Community Hall. The Council, in conjunction with the CHC, will ensure that councillors, volunteers, employees and visitors who use the Community Hall are provided with a safe environment and measures have been taken to reduce risk by regular inspections of these premises. All these facilities, wherever possible, should provide disability access and facilities.

Appropriate Fire Safety inspections and fire alarm testing must be conducted. A log must be kept of all inspections.

10. 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 conduct 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.

11. Dealing with Accidents and Incidents

Strumpshaw Parish Council will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSE or local council). Incidents, ill-health, and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. Councillors and volunteers are required to report any incidents they are involved in or witness to the Clerk.

Strumpshaw Parish Council is committed to learning from accidents and near misses in order to improve safety. Councillors, volunteers, or visitors are encouraged to report all accidents, incidents and near misses to the Clerk as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

An Accident/Incident Report form (**see Appendix 1**) is available on the council website at <https://strumpshaw-pc.gov.uk/page/governance> and should be emailed to the clerk at clerk@strumpshaw-pc.gov.uk

The Council, with support of the Clerk, is responsible for undertaking investigations following accidents or incidents, and for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

The Council via the Clerk is responsible for reporting notifiable accidents, diseases, and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Incidents will be reported here : <https://www.hse.gov.uk/riddor/report.htm>

All accidents or incidents must be reported to the current insurers by the Clerk.

12. 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.

Date adopted: 18 March 2025

Signed by Chair: *Michael Green*

Reviewed: 17 March 2025

Signed by Chair:

Appendix 1

**Strumpshaw Parish Council
Accident/Incident Report Form**

1. About the person who had the accident/incident							
Name:							
Address (include postcode):							
Telephone number:							
Email:							
Position (please ✓ or X)	SPC Volunteer	<input type="checkbox"/>	Member of the public	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other

2. Details of person reporting this accident/incident							
Name:							
Address (include postcode):							
Telephone number:							
Email:							
Position (please ✓ or X)	SPC Volunteer	<input type="checkbox"/>	Member of the public	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other

3. Details of Accident/Injury			
Date:		Time:	
Where did the accident/injury take place? Please describe the location or provide a sketch/photo:			
How did the accident/injury happen?			

Details of injury:

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Thank you for completing this form.
Please send it to clerk@strumpshaw-pc.gov.uk

Office use only

Investigator report [electronic file reference]:								
Date Accident report received:								
Date Recorded (electronic file):								
Investigated (date completed by):								
Severity (please ✓ or X):								
Near-miss		Minor		Significant		Serious		
Action recommended to prevent recurrence:								
Review date:								
<i>Where applicable</i> [contractors work related incident]:								
Date RIDDOR reported by contractor:								
Method RIDDOR reported:								
Investigator Signature:					Date:			