

Holme Hale Parish Council

Health and Safety Policy

Policy approved: 5th January 2026

Date of Review: 3 years

Purpose of the Policy

It is noted that there is no requirement for a Council which employs less than five 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

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.

Contacts details are: Clear Councils - clearcomms@thecleargroup.uk.com

Claims: <https://www.clearcouncils.co.uk/claims-support/>

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 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.

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.

Areas where work is undertaken by contractors are the Village Green and any other relevant one-off contracts.

Council's own staff

The council may employ its own staff or use 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: any chain saw work will require a suitably qualified person to undertake.

Council property

Council will arrange regular inspections of council property such as benches, bins, noticeboards and bus shelters. Repair work will be made if required.

Public & Permissive 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 or the landowner 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.

The Council will ensure that councillors, volunteers, employees and visitors who use the facilities in the rooms used for meetings 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 carried out.

Council meetings are normally held in the Village Hall, Holme Hale.

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. A first aid kit is available at the Clerk's workplace.

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.