



Health and Safety Policy 2020 – 2024

First adopted July 2020.

Next Review July 2024

1.0 Wereham Parish Council has a duty of care to its employees, contractors, volunteers and the public and this is managed by the Clerk and Councillors in practice currently.

2.0 The Parish Clerk ensures that regulations are adhered to by providing advice to the council on all areas of its operation when needed.

3.0 The council uses the following to manage health and safety when necessary:

- risk assessments;
- licencing;
- training;
- procedures;
- PPE
- Insurance cover

4.0 Most operations will have a H&S consideration and the Council will consider this at all times.

5.0 For urgent issues the Parish Clerk has delegation to resolve with any expenditure up to £500 where there is a health and safety concern, and report to the next Council meeting.

6.0 Areas of Health and Safety

Lone working	The Clerk is a lone worker at home, visiting the village and leaving meetings late at night. The Council has a duty of care to ensure that there are arrangements in place to manage the risks such as provision of a mobile.
Fire Safety	The Council are responsible for street lighting and a building used by the community for events. The Council arranges for a qualified competent person to inspect electrics and repair. Streetlight maintenance is contracted out. Insurances are invalid without the presence of risk management.
Manual handling COSHH DSE First aid	The council must provide training to its employees and ensure contractors have management controls in place for jobs to be carried out safely. Should an employee suffer injury as a result of carrying out their job, the council may be deemed at fault.
Trip Hazards	The council is duty bound to ensure open areas are safe environments. Councillors regularly visual risk assess areas of the village. Once a hazard is known this will be resolved by the Clerk as soon as necessary