

BINEGAR PARISH COUNCIL

Arrangements to manage health and safety risks¹

The Council employs one part time person and so is not required to set out a statement on health and safety at work. However, the Council accepts its responsibility to provide a safe and healthy environment for its employee, contractors, volunteers and others affected by its activities. The Council:

- Undertakes to meet its responsibility and provide, as far as reasonably practicable, the resources necessary
- Will, when appropriate, seek expert advice on health and safety to help the Clerk fulfil the Council's responsibility
- Expects contractors and volunteers to cooperate to ensure safe working, taking reasonable care of their own and others' safety

Issue	Risk potential	Risk control and management
Employee health and safety at work	Low	The Council's only employee is the Parish Clerk. The Clerk's place of work is his/her home address. The Council: <ul style="list-style-type: none">▪ Carries out a risk assessment of home working to check the Health and Safety regulations.▪ Pays any reasonable additional home insurance premium arising from arrangements for working at home▪ Insures for employer's liability and motor no claims bonus and excess
Personal accident	Low	The Parish Council insures councillors, the Clerk and volunteers
Contractors' health & safety	Various	The Parish Council invites only suitably qualified and insured parties to tender for work. Tenderers must submit for approval: <ul style="list-style-type: none">▪ A copy of the Health and Safety at Work policy▪ A copy of insurance certificates for (1) employee, (2) public and (3) professional liability
Other insured risks	Low	The Parish Council insures for employer's liability, public and products liability, hirer's indemnity, commercial legal protection, officials' indemnity and libel and slander.
Documents and electronic records	Low	Original copies of legal documents are stored by the Council's solicitor and a list of these is maintained Electronic record back up to CD monthly; back up kept in separate location

¹ These arrangements complement the Council's *Statement of Internal Control* and allied arrangements to manage financial risk.

Assets	Risk potential	Risk control and management
Playground	High	<p>The Parish Clerk manages playground safety and ensures that:</p> <ul style="list-style-type: none"> • All apparatus acquired is manufactured and installed to the appropriate standard and is maintained in good condition • All defects to health or safety are immediately rectified OR the apparatus is taken out of use • Signs are erected giving any information necessary for safe use of apparatus and stating restrictions on its use <p>The Council:</p> <ul style="list-style-type: none"> • Commissions an independent annual safety assessment from the <i>Royal Society for the Prevention of Accidents</i> • Arranges inspections by competent persons weekly (April – October) and fortnightly (November – March) • Maintains records of the inspections • Arranges insurance for public liability and to cover playground and amusement devices
Holy Trinity Churchyard and Binegar Cemetery	Low	<p>The Council maintains the Churchyard and Cemetery and ensures:</p> <ul style="list-style-type: none"> • Memorial safety checks every 5 years following <i>Institute of Cemetery & Crematorium Management</i> practice guidelines • Tree safety checks annually
Binegar Bottom	Low	<p>The Council insures for public liability</p> <p>The Council has undertaken to prepare a woodland management plan in 2016-17</p>
Agricultural land	Low	The Council leases 18.4 hectares of agricultural land to tenants taking professional advice and using legal tenancy agreements
Clarke's Pool	Low	<p>The Council has a safety risk assessment for Clarke's Pool</p> <p>The Council insures for public liability</p>
Street furniture notice boards etc	Low	<p>Seats and notice boards are listed in the asset register, insured and monitored and maintained</p> <p>The Council insures for public liability</p>

Adopted: February 2016