

As the proper officer of Hadstock Parish Council (HPC), I have a responsibility of ensuring that suitable Health and Safety (H&S) arrangements are effective for all the Council activities and for all the people that have contact with the Council be that employees, members of the council, members of the public or contractors.<sup>1, 2</sup> I have to ensure that suitable and sufficient risk assessments have been carried out identifying the hazards and those people that might be at risk. I must ensure that information, instruction and necessary equipment is available when required.

I have a duty that appropriate, updated Insurance is provided to HPC, including Public Liability. Failure of effective (H&S) measures can leave the Council open to both civil and criminal legal prosecutions. I recognise the need to eliminate or control risks to an acceptable level.<sup>5</sup>

As a lone worker employee, I take reasonable care whilst undertaking all my own work activities<sup>6</sup>

My overall H&S responsibilities that I arrange for are

- an annual playground inspection by a registered inspector<sup>7</sup>
- quarterly qualified maintenance check of play equipment
- weekly visual checks reported and recorded within the relevant minutes<sup>8</sup>
- the supply of dog bags<sup>9</sup>
- a tree condition report<sup>10, 11</sup>
- a copy of contractor's insurance to be retained<sup>12</sup>
- fire notice and evacuation procedure of meeting venue is read at every meeting
- defibrillator is maintained
- Events organised by HPC are the sole responsibility of HPC under Insurance cover
- Clerks contact details on the noticeboard for reports to be made regarding any responsibilities of HPC especially in relation to danger damage or injury

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<sup>1</sup> Health and Safety at Work etc. Act 1974

<sup>2</sup> the Management of Health & Safety at Work Regulations 1999

<sup>3</sup> <https://www.hse.gov.uk/services/localgovernment/sensible-risk/>

<sup>4</sup> <https://www.slcc.co.uk>

<sup>5</sup> As stated in the Health and Safety Policy Statement of Hadstock Parish Council

<sup>6</sup> The risks of a lone worker are the same as for any employee although perhaps a little greater as there is likely no one else around. The added risk of a lone worker are the mental issues that can become evident and indeed were during Covid.

<sup>7</sup> The British & European safety standard BS EN1176 & the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body (RoSPA)

<sup>8</sup> The Council have a duty of care as required within Insurance policy

<sup>9</sup> The Clean Neighbourhoods and Environment Act 2005. The recreation ground is a public open space

<sup>10</sup> British Standards Institution (2010) BS:3998 Recommendations for tree work.

<sup>11</sup> The National Tree Safety Group. 2011. Common Sense Risk Management of Trees

<sup>12</sup> Contractors for play equipment are The Royal Society for the Prevention of Accidents (RoSPA)