

# Health, Safety and Welfare Policy

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## 1.0 Introduction

- 1.1 This Policy provides a business framework for the implementation and development of an effective health & safety management system for Warfield Parish Council that facilitates a high standard of employee care and wellbeing together with compliance to the Health & Safety at Work etc. Act 1974 and other legislation. It has an overriding purpose to reduce, as far as reasonably practicable, the risk of injuries, ill health, and other losses. This applies to the employees of the parish council, elected members, the public and other organisations that may be affected by our actions.

## 2.0 Purpose

- To promote a positive health, safety, and welfare culture throughout the organisation
- To provide adequate control of the health and safety risks arising from our work activities as far as reasonably practicable
- To consult with our employees on matters affecting their health and safety
- To promote clear channels of communication for health, safety, and welfare between all services
- To provide information, instruction, and supervision for employees
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances (COSHH)
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To initiate continuous improvement of Health and Safety through regular reviews and auditing both internally and externally
- To make Health and Safety integral to all business processes, planning and decisions

## 3.0 General statement

- 3.1 The health and safety of the council's employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and to provide them with the necessary information, instruction, and training to achieve this aim.

- 3.2 Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work-related hazards and assessment of the risks associated with them.
- 3.3 We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.
- 3.4 We also accept our responsibility for the health and safety of other persons who may be affected by our activities.
- 3.5 The allocation of duties for safety matters, the identity of competent persons appointed with specific responsibilities and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.
- 3.6 Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.
- 3.7 The objectives of this policy statement can only be achieved through the support and co-operation of employees and all other persons who use our premises, e.g., members of the public (hirers, customers, users), councillors, contractors, and visitors.
- 3.8 The contents of this policy statement are informed by statutory guidance and good practice issued by the Health & Safety Executive (HSE) or industry recognised bodies.
- 3.9 The Policy will be reviewed for its effectiveness on an annual basis with a formal review undertaken every three years.

#### **4.0 Roles and Responsibilities**

- 4.1 Full Council has the overall responsibility for the parish council's health, safety, and welfare policy, who review and consider this policy at the agreed intervals. The Finance & General Purposes committee will have general oversight of the Policy, make recommended amendments to full council, and consider the health, safety and welfare systems, processes, procedures, risk assessments or similar as required to ensure the council undertakes its responsibilities in accordance with the law.
- 4.2 The responsibility for ensuring the application of this policy is delegated to the Parish Clerk.
- 4.3 All employees are expected to:
- Co-operate with the Parish Clerk on all health, safety, and welfare matters
  - Actively consider their safety and the safety of others and help the council develop and maintain a good safety culture with a low level of risk. All employees are encouraged to make suggestions to improve health, safety, and welfare in their workplace
  - Correctly use work items, including personal protective equipment as instructed
  - Not misuse or interfere with anything provided in the interests of health and safety

- Read all relevant risk assessments and comply with the control measures
- Report all accidents, incidents, near misses and dangerous occurrences, whether there is injury/damage or not, and complete a form provided for the purpose
- Promptly report foreseeable hazards (or situations considered to be potentially hazardous)
- Report all property and equipment defects
- Use any machinery, equipment, substance, transport, or safety device provided in accordance with training and instructions, in compliance with regulations
- Inform the Parish Clerk of any work situation or shortcomings in protective arrangements which he/she considers represents a significant risk to health, safety or welfare, or a risk to other persons (i.e., contractors, visitors, customers, the public and members) and
- Take reasonable care of their own health and safety.

## **MANAGING HEALTH AND SAFETY**

### **5.0 Accidents**

*Health and Safety at Work etc Act 1974*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

#### **5.1 Reporting and Recording Accidents**

There is a legal duty placed upon the Council to report and record all accidents at work.

#### **5.2 Details of all accidents involving employees or members of the public shall be recorded on an Accident Report Form and submitted to the Parish Clerk.**

#### **5.3 Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from the Parish Office.**

#### **5.4 The Parish Clerk will record all accidents/near misses in an Accident Book and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health due to an accident at work are to be recorded in the accident book.**

#### **5.5 The Parish Clerk will ensure that accidents and work-related causes of sickness absences are investigated and that the causes are analysed to assist in formulating preventative measures and will report to the Finance & General Purposes Committee.**

#### **5.6 The Parish Clerk is responsible, where required by law, for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.**

## **6.0 Employee Consultation**

*Health and Safety (Consultation with Employees) Regulations 1996 Safety Representatives and Safety Committees Regulations 1977*

6.1 Consultation with employees will be undertaken at:

- Team Meetings; and
- One to one meetings with individual staff members

## **7.0 Fire & Evacuation Procedures**

*Dangerous Substances and Explosive Atmospheres Regulations 2002*

*Regulatory Reform (Fire Safety) Order 2015*

7.1 UK fire regulations require a fire risk assessment for all workplaces. The Parish Clerk is responsible for ensuring a fire risk assessment is undertaken and implemented, including appropriate provision of fire exits, signs, alarms, and extinguishers.

7.2 Fire evacuation procedures are to be provided at each place of work / public building.

## **8.0 First Aid**

*The Health and Safety (First Aid) Regulations 1981*

8.1 First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved, and minor injuries prevented from beginning major ones.

8.2 First aid equipment is readily accessible at each premises and is kept stocked, clean and ready for use. Defibrillators are installed at the Brownlow Hall and Whitegrove Community Centre.

8.3 As a small, low-risk workplace the council has not identified the need for an employee with specific first aid training. An employee will be specifically tasked with ensuring the stocking of first aid kits and a person appointed to take charge of first-aid arrangements such as calling the emergency service. These appointed person does not need specific first-aid training. For events, an appropriate assessment will be made and appropriate first aid arrangements will be made.

## **9.0 Contractors & Visitors**

9.1 Fire & Evacuation Procedures

9.1.1 Fire action notices are positioned around all the council's premises to inform visitors of the action to be taken in an emergency.

9.2 Contractors

9.2.1 Contractors shall, always, comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and

of any other Acts Regulations or Orders pertaining to the health and safety of employees.

- 9.2.2 The contractor shall identify risks to the health and safety of employees and others and provide the Parish Clerk with Risk Assessments, method statements or other depending on the type of work being undertaken.
- 9.2.3 The contractor shall have regard to the council's health, safety, and welfare arrangements. Whilst on premises owned by the council the contractor shall ensure that their employees comply with the council's Health, Safety & Welfare Policy.

## **10.0 Personal Protective Equipment**

*The Personal Protective Equipment at Work Regulations 1992*

- 10.1 The Parish Clerk will be responsible for ensuring Personal Protective Equipment is provided, where required, for each task and to ensure that appropriate information, equipment, instruction, and training is issued.
- 10.2 Employees issued with equipment must ensure that it is compatible with the wearer, is in hygienic condition, is in effective working order and that the measures are satisfactory for the work being undertaken.

## **11.0 Risk Assessments**

- 11.1 Risk assessments will be undertaken by the Parish Clerk for all activities carried out. Where technical expertise is required and/or there are serious/significant risks being assessed, the Parish Clerk will liaise with others or commission qualified experts to advise and undertake the assessment. Employees will also help to inform the assessments.
- 11.2 Action required to remove/control risks will be approved by the Parish Clerk.
- 11.3 The Parish Clerk will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.
- 11.4 Employees will be made aware and a copy of the service area risk assessment/s applicable to their area of work will be made available to them.
- 11.5 A risk-based approach will inform the frequency of inspections of the parish council's open space areas (including play areas) and the measures to be implemented to mitigate against the hazard /risk.
- 11.6 Risk Assessments will be updated as required and reviewed annually.

## **12.0 Training**

- 12.1 Induction training
  - 12.1.1 Induction training will be provided for all employees by the Parish Clerk who will ensure that all new employees complete an Induction Checklist.

12.1.2 Where specific jobs require special training, the Parish Clerk will plan for this to be undertaken, which can be by a work colleague, attendance on a training course or similar.

## 12.2 Ongoing Training

12.2.1 Training will be identified, arranged, and monitored by the Parish Clerk who will also plan for refresher training to be completed on an annual basis or such approved frequency determined by a risk assessment.

12.2.2 Centralised training records are kept by the Parish Clerk, who is also responsible for ensuring that any changes to the council's health and safety procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

## 13.0 Workplaces (Health, Safety & Welfare)

13.1 The Parish Clerk is responsible for ensuring that a periodic review is undertaken to check working conditions and ensure safe working practices are being followed.

13.2 All Employees have a duty to familiarise themselves with the risk assessments relevant to their work and adopt the procedures and working practices contained within them.

## RISKS TO HEALTH AND SAFETY

### 14.0 Asbestos

*The Control of Asbestos Regulations 2012*

14.1 Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos or encounter it during repair and maintenance work, they are at risk. Working with asbestos should be avoided if possible but, if not, it must be done safely.

14.2 Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings.

14.3 The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos
- Presume materials contain asbestos unless there is strong evidence that they do not
- Make and keep an up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials

- Prepare a plan setting out how the risks from the materials are to be managed
- Take the necessary steps to put the plan into action
- Review and monitor the plan periodically and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

14.4 The Parish Clerk is responsible for ensuring that any asbestos records are issued to employees/contractors who carry out any type of maintenance, repair, or refurbishment work.

## **15.0 Display Screen Equipment**

*Health and Safety (Display Screen Equipment) Regulations 1992*

15.1 Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

15.2 The Parish Clerk will ensure that all relevant employees:

- are given the necessary training
- complete a display screen risk assessment
- implement any necessary control measures to eliminate or reduce the identified risks

15.3 Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from the parish council.

## **16.0 Hazardous Substances**

*Control of Substances Hazardous to Health Regulations 2002 (COSHH)*

16.1 COSHH

16.1.1 COSHH safety notices and Guidance Procedures are to be displayed on the applicable storage cupboards.

16.1.2 The Parish Clerk is responsible for identifying substances which need a COSHH assessment. Employees who use hazardous substances will be responsible for undertaking the COSHH assessments.

16.1.3 Employees are responsible for notifying the Parish Clerk of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments including appropriate control measures can be identified and implemented.

16.1.4 The Parish Clerk will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest.

16.1.5 Safety Data Sheets from suppliers are to be maintained at the appropriate locations.

## 16.2 Spill Control

16.2.1 The Parish Clerk is responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained.

## 17.0 Working at Heights

*Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Construction (Design & Management) Regulations 2015*

17.1 A fall from height has sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling. Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its Schedules, is the only acceptable solution.

## 18.0 Lone Working

18.1 A Lone Working Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks has been produced by the parish council and is available from the Parish Clerk.

## 19.0 Machinery

*Management of Health and Safety at Work Regulations 1999*

*Provision and Use of Work Equipment Regulations 1998*

19.1 All work equipment must be suitable for its purpose and used only for that purpose, be maintained adequately and, where appropriate, be restricted only to individuals given the task of using it.

19.2 the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

19.3 The Parish Clerk is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment and that measures are taken to protect against potential hazards.



- 19.4 Staff are advised to report any faults immediately to the Parish Clerk.
- 19.5 The use of the Council's equipment is restricted to only the trained operatives and staff.

## **20.0 Maintenance & Building Work**

*Construction (Design & Management) Regulations 2015*

*Construction (Design and Management) Regulations 1994*

*Lifting Operations and Lifting Equipment Regulations 1998*

*Provision and Use of Work Equipment Regulations 1998 Confined Spaces Regulations 1997*

- 20.1 All contractors should be qualified and competent for the work to be carried out. The contractor shall provide the Parish Clerk with a risk assessment/s, method statements or other depending on the type of work being undertaken.
- 20.2 The contractor shall have regard to the council's safety policy. Whilst on premises owned by the council the contractor shall ensure that his employees comply with the council's health, safety, and wellbeing policy.

## **21.0 Manual Handling**

*Manual Handling Operations Regulations 1992*

*Management of Health and Safety at Work Regulations 1999*

- 21.1 A manual handling procedure designed to raise awareness of the risks, to identify responsibilities, and to give guidance on how to manage such risks has been produced by the parish council. A copy is available from the Parish Office.

## **22.0 Noise at Work**

*The Control of Noise at Work Regulations 2005 Noise at Work Regulations 1989*

- 22.1 High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends, and colleagues.
- 22.2 A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.
- 22.3 As a rough guide, an assessment of daily personal exposure will usually be needed wherever people must shout or have difficulty being heard clearly by someone about two metres away or they find it difficult to talk to each other.
- 22.4 Whenever it is decided that a more detailed assessment is needed the Parish Clerk will complete the assessment.

- 22.5 Hearing tests will be provided for the Handyperson/Caretaker because of the use of machinery such as strimmer's, chainsaws etc.

### **23.0 Plant, Mechanical and Electrical Equipment**

*Provision and Use of Work Equipment Regulations 1998*

*Lifting Operations and Lifting Equipment Regulations 1998*

*Supply of Machinery (Safety) (Amendment) Regulations 2011*

*Water Supply (Water Fittings) Regulations 1999*

- 23.1 Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders, and pressure washers. Important points include selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.
- 23.2 Warfield Parish Council is committed to ensuring that all equipment is suitable for its intended use. Employees will be consulted in connection with the use of new machinery and equipment.
- 23.4 The Parish Clerk will:
- Be responsible for ensuring effective maintenance procedures are drawn up
  - Be responsible for ensuring that all identified maintenance is implemented
  - Will check that new plant and equipment meets health and safety standards before it is purchased
  - Maintain a register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:
    - Description of Equipment Location
    - Restricted Users
    - Inspection Maintenance Regime Service Engineers
  - Arrange for periodic inspections of portable items
  - Ensure all persons are adequately trained in using electrical equipment; and
  - Ensure the use of residual current devices especially if equipment is used outside
- 23.5 The Handyperson/Caretaker and appointed competent inspectors will be responsible for identifying all parks equipment/plant needing maintenance. Any problems found with parks plant/equipment should be reported to the Parish Clerk.
- 23.6 Electrical Equipment
- Electricity at Work Regulations 1989*
- 23.6.1 Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and

permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds, or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

- 23.6.2 User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable, or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.
- 23.6.3 Any items that have not been registered in the inventory and checked (PAT tested) must not be connected to the council's electricity supply, except for equipment used at private hire events.
- 23.6.4 Any faults should be reported immediately to the Parish Clerk, or the Handyperson / Caretaker and the equipment taken out of use immediately.

## 23.7 Gas Safety

- 23.7.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- 23.7.2 Gas pipework, appliances and flues are regularly maintained, and annual testing of boilers will take place.
- 23.7.3 All rooms with gas appliances are checked to ensure that they have adequate ventilation.
- 23.7.4 Any faults should be reported immediately to the Parish Clerk, or the Handyperson / Caretaker and the equipment taken out of use immediately.

## 23.8 Water fittings

- 23.8.1 All plumbing systems, water fittings and equipment supplied or to be supplied from the public water supply must conform to the Water Supply (Water fittings) Regulations 1999. Systems should be designed, installed, and maintained to regulations and materials must conform to a suitable standard. This applies only to systems and fittings installed after the regulations came into effect.
- 23.8.2 The parish council will use competent persons to carry out required works, including repairs, upgrades, or new installations.

## 24.0 Play Equipment

- 24.1 The Parish Clerk is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually.
- 24.2 These detailed inspections should be supplemented with more frequent inspections by the Council's own staff and qualified inspectors. A visual inspection is carried out on a

weekly basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling, etc. All inspections should be formally recorded.

- 24.3 Any equipment found to be unsafe should be immobilised and taken out of use. In some cases, it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Parish Clerk is responsible for ensuring that repairs are carried out by a competent person.

## **25.0 Radiation**

*Ionising Radiation Regulations 2017*

*Management of Health and Safety at Work Regulations 1999*

- 25.1 Various kinds of radiation, both ionising and non-ionising, may affect us.

25.1.1 Non-ionising radiation:

- UV radiation (e.g., from the sun) can damage the skin and lead to skin cancer; and
- Lasers can cause burns and damage the eye.

25.1.2 Ionising radiation:

- Naturally occurring radon gas from the ground; and
- Radiography or thickness measuring gauges.

- 25.2 Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.
- 25.3 The Parish Clerk will be responsible for ensuring that jobs at risk of the effects of radiation are risk assessed and all actions identified in the assessments are implemented.

## **26.0 Stress at Work**

*Management of Health and Safety at Work Regulations 1999*

- 26.1 There is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.
- 26.2 Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.
- 26.3 In order to reduce stress in the organisation, the Parish Clerk and staff should keep in regular contact providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.
- 26.4 The parish council has an approved Absence Policy, which is designed to reduce sickness absence by addressing the causes. The Parish Clerk will discuss with an employee the

reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

## **27.0 Trip & other Dangerous Hazards**

*Workplace (Health, Safety and Welfare) Regulations 1992*

- 27.1 The council must protect its employees' health from injury or long-term illness, providing for their safety and for their welfare by providing for personal comfort at work. This is achieved by providing:

- Adequate ventilation.
- A reasonable temperature.
- Suitable lighting and seating (for seated work).
- Safe, clean premises.
- Sufficient toilets and washing facilities.
- Suitably maintaining equipment and machinery.

Among other measures

- 27.1 The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It is a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.
- 27.2 The Caretaker and office staff are responsible for regular visual checks of council premises to ensure there are no trip hazards, sharp objects, or obstructions.
- 27.3 Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture, or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise, it should be immediately reported to the Parish Clerk.

## **28.0 Vehicles**

*Workplace (Health, Safety and Welfare) Regulations 1992*

*Provision and Use of Work Equipment Regulations 1998 Construction (Design & Management) Regulations 2015*

- 28.1 Being struck or run over by moving vehicles, items falling from vehicles, or vehicles over turning are the most common causes of accidents involving vehicles in the workplace.
- 28.2 All staff should ensure they are aware of any vehicle movements if working in an environment where vehicles are or may be present.

## **29.0 Infection prevention and control**

- 29.1 The council will follow national guidance published by Public Health England when responding to infection control issues. Staff, members, contractors, and users of our facilities will be encouraged to follow good hygiene practice. This may include:

- Handwashing or the use of approved sanitisers
- Covering mouth and nose when coughing or sneezing
- Covering cuts and abrasions with a suitable waterproof dressing

- 29.2 The council will provide personal protective equipment including facemasks, gloves and goggles as appropriate.
- 29.3 Additional appropriate cleaning will be commissioned if an incident occurs in a facility or national guidance recommends such action.
- 29.4 Spills of blood, vomit or faeces should be cleaned immediately using the appropriate PPE equipment and the spills kits provided. Waste should be disposed of appropriately.
- 29.5 The council will close facilities at short notice if an incident requires such an action and it will not reopen until authorised by the Parish Clerk.
- 29.6 In the event of a pandemic or epidemic, the council will follow the advice and recommendations of Public Health England.

### **30.0 Duty of Care to users**

*The Occupiers Liability Act 1984*

- 30.1 The council owes a duty of care to users, included trespassers or persons exercising a private right of way over property. This applies if the council is aware of a danger or has reasonable grounds to believe it exists and is required to take action to provide protection in the vicinity of the danger.

### **31.0 Safeguarding children**

*The Children Act 1989*

- 31.1 The purpose of this act is to promote and safeguard the welfare of children. This applies primarily to organisers of care provision for children which last for more than two hours.
- 31.2 The council has a responsibility to ensure the premises are safe for use, in conjunction with the provision organiser.

1.0 Complete rewrite to incorporate welfare created Sep 2021