

Shevington Parish Council



Policy for Inspection of Property, Health & Safety Risk Assessment & Maintenance

Aims

The health, safety and welfare of all Councillors in the performance of their duties, people who work for the Council or use the facilities provided by the Council are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone. The Parish Council takes responsibility for protecting the health and safety of all those affected by its activities and undertakes to comply with all relevant legislation.

Objectives

The Council carries out regular risk assessments to identify the nature and assess the degree of risk to which

- a) Councillors and Council personnel are exposed while carrying out duties on behalf of the Council;
- b) the general public are exposed as a result of the activities of Councillors and Council personnel;
- c) the general public are exposed as a result of environmental developments on Council property that are beyond the Council's control.

Routine inspections are carried out to identify risks. Whenever a risk is identified action is taken to mitigate the risk. In the event of mitigation being insufficient, the Council will make a decision to cease or change the activity or carry out a repair. Routine maintenance is carried out in order to provide a safe, secure and pleasant environment for all.

Procedures

1. All new activities and properties are assessed for risk prior to commencement / use. The Council has a rolling programme in place for the assessment of existing activities and properties.

2. All identified risks are categorised as being LOW, MEDIUM or HIGH and their details are recorded on a proforma, a copy of which is attached. Action, if any, to be taken to mitigate the risk is also recorded on the proforma. Personnel carrying out the Risk Assessment are asked to take ownership by signing and dating the document.
3. Risk Assessments are reviewed formally by the Finance Committee and updated, if necessary, twice a year and also when changes occur that might affect an activity or a property. They are informed by inspections carried out by the Clerk.
4. Any activity or element of property that gives rise to concern is reported initially to the Clerk and/or the Chair and subsequently to the full Council.
5. Informal visual inspections are carried out by the Clerk on a weekly basis, issues are noted and reported to the Council (or the Chair, if the matter is urgent) and actions (if necessary) are agreed.
6. In a matter of urgency the Clerk has delegated authority to expedite repairs, after consultation with the Chair and another Councillor. This is done in line with Financial Regulations and Standing Orders and reported to the Council.
7. The Council's Policy Committee carry out a formal Annual Inspection of Property once a year in August. A report on issues identified during the inspection is presented to the Full Council and priorities for action are agreed by the Policy Committee at their meeting in October.
8. Contracts for maintenance and repairs are awarded by either the Council or its Finance Committee, working in line with Standing Orders and Financial Regulations.

Signed:*Ira E Whiteley*..... (Chair)

Date Adopted:1 October 2015.....

Next Review Date:October 2016.....

