

Botus Fleming Parish Council – Action Plan2

AIM 2: Planning development, Health & Safety Law and Assets

Objective	Action	Responsibility	Completion Date
<p><u>PLANNING</u></p> <p>All Planning applications¹ within the Parish to be considered</p>	<p>All Applications to be notified to Councillors and placed on the Agenda for consideration. The Clerk will arrange extension dates on replies where necessary</p>	<p>Parish Clerk and the Council</p>	<p>All Planning applications considered at monthly meeting shall be registered by the Clerk on the Cornwall Council Planning portal within 2 days of the meeting. On-going regular practice and monitoring</p>
<p><u>HEALTH & SAFETY</u></p> <p>The Council to meet the requirements of Health & Safety² for the Clerk, Councillors and the Public at Council run events or Council owned property.</p>	<p>Maintain H&S regulations</p>	<p>Parish Clerk and the Council</p>	<p>Annual review May 2021 H&S / Risk Management part of Insurance portfolio</p>
<p><u>INSURANCE & RISK MANAGEMENT</u></p> <p>To ensure adequate Insurance³ cover in place.</p>	<p>The Clerk to provide Insurance schedule for</p>	<p>Parish Clerk and the Council</p>	<p>Annual review May 2021 Insurance renewal May 2021</p>

<p>Review of Risk Register & Risk Assessments².</p> <p>Review and maintain audit safety checks on Council Assets. Maintenance and repair budget available</p> <p><u>PLAYGROUND SAFETY CHECKS</u></p> <p>Play equipment safety checks. Included in the monthly Audit report. Provision of facilities.</p>	<p>review</p> <p>Best practice regarding risk management</p> <p>The Clerk to provide Assets list for review. Repair quotations sought to address vandalism incidents</p> <p>Maintain budget provision for new equipment</p>	<p>Parish Clerk and the Council</p> <p>Parish Clerk / Council and specific Councillor provides regular checks</p> <p>Parish Council</p>	<p>Risk Assessment schedules for review May 2021 and new forms completed</p> <p>Monthly review on maintenance audit checks for safety. Inclusion on monthly Agenda. Asset register annual review may 2021. Budget provision for repairs to equipment and assets</p> <p>Maintain the audit report schedule. Engineering safety report from Zurich Insurance April 2021. Review budget for play equipment May 2021</p>
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For adoption 9th December 2020
Review November 2021

Legislation referred to in the text:-

¹ Town & Country Planning Act 1990 (The Act), Section 55 (1) planning permission

² Health & Safety at work Act 1974

Management of Health & Safety at work Regulations 1999 – Regulation 3 Risk Assessments

Management of Health & Safety at work Regulations 1992

Provision and use of equipment Regulations 1992 & 1994 (PUWER) Regulations 1998
Personal Protective Equipment Regulations 1992
Manual Handling Operations Regulations 1992
Control of Substances Hazardous to Health (COSHH) Regulations 1994
Health & Safety (First Aid) Regulations 1981
Working Time Regulations 1998
³ Employers' Liability (Compulsory Insurance) Act 1969 s.1
Employers' Liability (Compulsory Insurance) Act 1969 s.4 (penalties clause)
(LGA) 1972 section 114
Road Traffic Act 1988 (Third Party risks)
Occupiers' Liability Acts 1957 & 1984. Health & Safety at work Act 1974
(LGA) 1972 section 140 & 140A