

Health & Safety Policy

Policy Statement

Winterbourne Parish Council recognises and accepts its responsibility as an employer and service provider to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, councillors, contractors, volunteers and members of the public who may be affected by its activities.

The Council is committed to complying with all relevant health and safety legislation, including but not limited to the Health and Safety at Work etc. Act 1974 and associated regulations. Adequate resources will be made available to implement this policy effectively.

This policy will be reviewed regularly and updated as required.

1. Aims of the Policy

The Parish Council aims to:

- Provide safe and healthy working conditions, equipment and systems of work
 - Prevent accidents, injuries and work-related ill health
 - Carry out and regularly review risk assessments for all relevant activities
 - Provide suitable information, instruction, training and supervision
 - Ensure employees, contractors and volunteers work safely
 - Protect members of the public from risks arising from Council activities
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2. Responsibilities

2.1 The Parish Council

The ultimate responsibility for health and safety rests with the Full Council. The Council will:

- Ensure adequate resources are provided for health and safety
- Approve and review this policy
- Consider health and safety matters at council meetings where appropriate
- Act on findings from accident investigations and risk assessments

2.2 The Clerk (Responsible Officer)

The Clerk has day-to-day responsibility for implementing this policy and will:

- Keep up to date with relevant health and safety legislation and guidance
- Arrange and maintain suitable risk assessments
- Maintain records of accidents, incidents and near misses
- Ensure accidents and incidents are investigated and reported to Council
- Act as liaison with enforcing authorities
- Ensure employees, contractors and volunteers receive relevant health and safety information
- Identify training needs and maintain training records
- Ensure COSHH assessments are completed, implemented and reviewed
- Ensure suitable first aid provision is available

2.3 Employees, Councillors, Contractors and Volunteers

All individuals working for or on behalf of the Council must:

- Take reasonable care of their own health and safety
 - Take reasonable care for others who may be affected by their actions
 - Co-operate with the Council on health and safety matters
 - Use equipment and PPE provided correctly
 - Report hazards, accidents and near misses promptly
 - Not misuse or interfere with safety equipment
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3. Arrangements

3.1 Risk Assessments

- Risk assessments will be carried out for all work activities
- Assessments will be reviewed annually or when activities change
- Findings will be communicated to relevant persons

3.2 Accidents and Incidents

- All accidents, incidents and near misses must be reported to the Clerk
- Records will be kept in an accident log
- Serious incidents will be reported in accordance with RIDDOR where applicable

3.3 Contractors

The Council recognises that health and safety responsibilities cannot be transferred entirely to contractors. The Council will:

- Assess contractors' competence before appointment
- Provide relevant information about risks and site rules



- Monitor contractor performance

3.4 Training

- Appropriate training will be provided where required
- Training records will be maintained

3.5 First Aid

- Suitable first aid kits will be available in Council buildings
- First aid arrangements will be reviewed regularly

3.6 Lone Working

- Lone working will be risk assessed
- Staff will be provided with guidance on safe lone working practices

3.7 Fire Safety

- Fire risk assessments will be carried out where required
- Fire safety equipment will be maintained
- Evacuation procedures will be displayed

4. Control of Substances Hazardous to Health (COSHH)

The Council will comply with COSHH Regulations by:

- Identifying hazardous substances
- Assessing risks
- Preventing or controlling exposure
- Providing information and training
- Reviewing assessments annually

COSHH assessment templates are included at Appendix A.

5. Monitoring and Review

- This policy will be reviewed every two years or sooner if required
 - Risk assessments and procedures will be reviewed regularly
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Appendix A – COSHH

A.1. Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?

A.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is **prevented** or, if this is not reasonably practicable, **adequately controlled**. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean **preventing** exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, **controlling** exposure by, for example:
 - totally enclosing the process;
 - using partial enclosure and extraction equipment;
 - general ventilation;
 - using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.



Winterbourne

PARISH COUNCIL

Winterbourne Parish Council:			Date of assessment:			
Greenfield Centre			Date discussed with employees:			
			Review Date:			
Step 1 Substance	Step 2	Step 3		Step 4 Action		
What is the hazard?	What harm and to whom?	What are you already doing?	What improvements could be made?	Who	When	Check

Winterbourne Parish Council:			Date of assessment:			
Boiler Room			Date discussed with employees:			
			Review Date:			
Step 1 Substance	Step 2	Step 3		Step 4 Action		
What is the hazard?	What harm and to whom?	What are you already doing?	What improvements could be made?	Who	When	Check



Winterbourne

PARISH COUNCIL

Winterbourne Parish Council:			Date of assessment:			
The Mower House			Date discussed with employees:			
			Review Date:			
Step 1	Step 2	Step 3		Step 4		
Substance				Action		
What is the hazard?	What harm and to whom?	What are you already doing?	What improvements could be made?	Who	When	Check

Title	Health & Safety Policy
Author	Sarah Lucy
Date Adopted	March 2026
Version No	2
Published Date	March 2026
Next Review Date	March 2027