BATTISFORD PARISH COUNCIL
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BATTISFORD PARISH COUNCIL HEALTH AND SAFETY POLICY

Approved 15th September 2026

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which it is responsible.

1.Scope of the policy

1.1 The Parish Council aims to protect the health, safety and welfare of employees, Councillors, contractors, residents and members of the public within its area, who may be affected by the Council's activities.

1.2. The Parish Council will ensure that any buildings and amenities belonging to the Council are properly maintained and managed by the Council and that the Council set up and monitor appropriate Health and Safety policies and procedures for the protection of the public and employee(s).

1.3. The Parish Council should appoint a nominated Councillor or Clerk as Health and Safety Point of Contact/Safety Officer.

1.4 Councillors are required to take reasonable care of their own and others' Health and Safety when carrying out duties on behalf of the Parish Council.

2. The Parish Clerk

2.1 If the Parish Clerk works from home, the Parish Council and he/she must ensure that he/she works in a safe working environment.

2.2 This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

3. Contractors, Employees and Volunteer Workers.

3.1. The Parish Council will ensure that any contractors or Volunteer Workers employed to carry out work on behalf of the Council have adequate and appropriate Public Liability insurance and are qualified/suitably experienced to undertake the activities. Contracting criteria will require any prospective contractors to submit a health and safety statement as part of the tender process.

3.2 Contractors, Councillors and Volunteer Workers will report to the Clerk or any nominated Councillor any hazard or unsafe situation encountered during their work.

3.3 Employees, Councillors, Contractors and Volunteers should:

1. Seek advice on safety and health matters from the appointed Councillor or Clerk.

2. Make proper use of protective clothing and safety equipment provided.

3. Report immediately to the Clerk any defects in plant, structures, the natural environment, equipment, or safety procedures which come to their notice.

4. Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.

3.4 Employees and volunteers have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and must co-operate with the Council to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of the employer

3.5 A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to or modified from time to time.

4. **Roads and footpaths**

4.1 The Parish Council will report any road or footpath hazard that is brought to its attention to the appropriate authorities for further action.

5. Environment

5.1 The Parish Council will ensure that, as far as possible, the Parish remains a safe and pleasant environment for its residents.

5.2. The Parish Council will obtain specialist technical and Health and Safety advice for any projects or activities which require expertise beyond that held by the Council.

5.3 The Council will ensure that any work activities carried out on its behalf do not jeopardize the Health and Safety of the general public.

6. Risk assessment

6.1 The Parish Council will carry out a risk assessment appropriate to its usual and occasional activities and review these annually. Risk assessments must be prepared in advance of the activity by the responsible person and the findings of the risk assessment and any control measures made known to all participants. Risk assessments should usually be recorded in writing and archived after the activity.

6.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

7. **Council Safety Officer**

7.1 The appointed Councillor as the appointed Safety Officer will:

1. Undertake training as necessary to ensure the role requirements are met and assume the day-to-day responsibility of ensuring the Health and Safety Policy is maintained, reviewed and adhered to.

2. Ensure that responsible persons carry out regular risk assessments of working practices, with subsequent consideration and review of any necessary corrective/protective measures.

3. Maintain a file of risk assessments.

4. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with Health and Safety requirements. All contractors will be given a copy of the Council's Health & Safety Policy.

5. Maintain a record of notified accidents.

6. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.

7. Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.

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Review September tbc