



# Pinchbeck Parish Council Health & Safety Policy

## **POLICY STATEMENT**

In accordance with its duties and responsibilities as required under the Health & Safety at Work Act 1974 and other statutory provisions, Pinchbeck Parish Council is committed to ensuring the health, safety, and well-being of employees, contractors, volunteers, and members of the public using its services.

This policy outlines the Parish Council's approach to health and safety management and sets out its responsibilities and procedures.

The Parish Council will:

- provide adequate control of any risks arising from its work activities.
- consult with its employees and volunteers about matters affecting their health and safety.
- provide and maintain safe plant and equipment.
- ensure safe handling and use of substances.
- provide information, instruction, and supervision for employees.
- provide appropriate training to staff and volunteers ensuring that they are competent in the performance of their duties.
- prevent accidents and cases of work-related ill-health.
- maintain safe and healthy working conditions.
- review and revise this policy at regular intervals.

Signed:

Name: Cllr James Avery

Chairman  
Pinchbeck Parish Council (the employer)

## 1. Responsibilities

### 1.1. Overall Responsibility

- Pinchbeck Parish Council has overall responsibility for health and safety.
- It is responsible for ensuring compliance with health and safety legislation and promoting a safe working environment.

### 1.2. Individual responsibilities

**The clerk** is responsible for:

- i. keeping up to date with health and safety legislation.
- ii. raising health and safety matters at Parish Council meetings.
- iii. conducting regular risk assessments and maintaining records.
- iv. arranging for Council assets to be regularly checked for safety.
- v. ensuring that parish councillors, contractors, and voluntary helpers comply with Health and Safety requirements.
- vi. preventing risks to the public.
- vii. maintaining records of accidents and significant events, including near misses.
- viii. completing accident reports and taking immediate measures to prevent reoccurrence.

**Parish councillors** are responsible for:

- i. ensuring that the health and safety policy is circulated to all employees and voluntary workers.
- ii. monitoring compliance with the policy.
- iii. ensuring health and safety requirements are included in contracts of employment.
- iv. ensuring staff and volunteers have adequate training and competence.
- v. ensuring safe methods of work are being employed.
- vi. ensuring suppliers provide safe equipment, supplies and appropriate information and instructions.
- vii. ensuring that accidents and near misses are reported and recorded.
- viii. ensuring that equipment inspections are carried out.

**Staff and volunteers** are responsible for:

- i. cooperating with the health and safety policy.
- ii. following guidelines, risk assessments, and work instructions.
- iii. using appropriate personal protective equipment.
- iv. taking care of their own health and safety and that of others.
- v. reporting hazards and incidents promptly.
- vi. not interfering with safety equipment.
- vii. not misusing equipment or materials.
- viii. reporting accidents or hazardous incidents.

**Contractors** employed by Pinchbeck Parish Council or working on the Council's premises must:

- i. Conduct themselves safely and comply with the health and safety policy.
- ii. Comply with statutory legislation and codes of practice.
- iii. Ensure safe tools and equipment.
- iv. Report injuries to the clerk.
- v. Provide risk assessments and method statements.
- vi. Provide valid Portable Appliance Test certificates.

**Visitors** to the Parish Council must:

- vii. Familiarise themselves with safety guidelines and rules.
- viii. Report any potential hazards or risks.
- ix. Use equipment safely.
- x. Familiarise themselves with emergency procedures.
- xi. Keep pathways clear and follow proper access and exit routes.

## **2. Health & Safety Arrangements.**

### **2.1. Risk Assessments**

- Risk assessments will be conducted for all Parish Council activities, including events, maintenance, office work, public and play areas, and other assets.
- Risk assessments will identify hazards, evaluate risks, and implement control measures.
- Risk assessments will be recorded, monitored, and reviewed annually.

### **2.2. Training and Information**

- All employees and volunteers will receive appropriate health and safety training.
- Information on safe working practices and emergency procedures will be provided.

### **2.3. Accident reporting**

- Injuries, incidents, and near misses must be promptly reported to the clerk.
- The clerk will ensure compliance with reporting regulations and investigate incidents.

### **2.4. First Aid**

- An adequate first aid box will be maintained.
- A defibrillator is kept in the Parish Office.
- The Parish Council's Administrative Assistant is the appointed person responsible for looking after first aid equipment and facilities.
- The Parish Council's office is part-time, when the office is open, the senior member of staff present is responsible for phoning the emergency services when required. When the office is closed the responsible person is the event organiser or the nominated lead volunteer.

### **2.5. Provision and Use of Work Equipment**

- Employees are responsible for reporting damaged or faulty equipment.
- Faulty or damaged equipment must be returned, safely stored, or if lost reported immediately.

- 2.6. **Fire Safety**
  - A competent person will conduct fire risk assessments and assist in fire prevention and protection measures.
  - Fire evacuation plans will be maintained, and fire drills will be conducted.
- 2.7. **Manual Handling**
  - Manual handling tasks will be assessed, and training will be provided to reduce the risk of injury.
- 2.8. **Display Screen Equipment (DSE)**
  - Staff and volunteers using DSE will receive training, and regular assessments will be conducted to ensure ergonomic workstations.
- 2.9. **Procurement of Materials, Equipment & Contractors**
  - Those purchasing or hiring materials, equipment, or contractors must ensure compliance with the health and safety policy.
  - Suppliers must provide information on hazards and precautions.
- 2.10. **Violence/Personal Safety**
  - Staff should avoid confrontational situations and report incidents to the clerk.
  - Any staff or volunteers that are lone workers will be suitably trained, supervised, and monitored. Appropriate work systems will be put in place.
- 2.11. **Inspections & Documentation Review**
  - Annual inspections of Parish Council assets will be carried out.
  - Activity risk assessments and health and safety documentation will be reviewed annually.

### 3. Health & Safety Legislation.

The following legislation may affect Pinchbeck Parish Council.

- [The Health & Safety at Work Act 1974](#)
- [The Management of Health & Safety at Work Regulations 1999](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Health & Safety \(Display Screen Equipment\) Regulations 1992](#)
- [Health & Safety \(Consultation with Employees\) Regulations 1996](#)
- [The Safety Representatives and Safety Committees Regulations 1977](#)
- [Health & Safety \(First Aid\) Regulations 1981](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Personal Protective Equipment at Work Regulations 1992](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Fire Precautions \(Workplace\) Regulations 1997](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Offices, Shops and Railway Premises Act 1963](#)
- [Electricity At Work Regulations 1989](#)

Note: This is not an exhaustive list, and other legislation may be relevant.