

PAPPLEWICK PARISH COUNCIL

HEALTH AND SAFETY POLICY



Adopted: March 2026

HEALTH AND SAFETY GENERAL POLICY STATEMENT

Papplewick Parish Council recognises that it has responsibilities for the health and safety of our employees, councillors and volunteers whilst at work, and to those who could be affected by our activities. We will assess hazards and risks faced by the above during the course of their activities and take action to control those risks to an acceptable, tolerable level.

The council intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable by ensuring the measures detailed in this policy are implemented.

Our employees and councillors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of anyone likely to be affected by the operation of the Council. Where necessary training will be provided.

Responsibility of all

The Chair is responsible for managing safety, and will devise, implement and monitor Safety Policies and Procedures for the work of the Council.

The Clerk will keep copies of risk assessments and health and safety documents, either securely in electronic format, or in labelled hard-copy Health and Safety files.

All Councillors, Employees, Contractors and volunteers have a duty to work safely and NOT put others at risk.

All contractors shall supply and have validated by the Parish Council a nominated Safety Representative or shall supply the Parish Clerk with a copy of any relevant risk assessments, method statements, certificates of competence together with the name and contact details of their nominated Safety Officer before any work is undertaken. Where appropriate this information will be reviewed if any material changes take place, or at least annually.

All event organisers (including the Parish Council) using Parish Council property and facilities, shall provide a copy of any Risk Assessments, policies and procedures (including "safeguarding") as appropriate and contact details of the organisers and nominated Safety Officer and have this validated by the Parish Council nominated Safety Officer, or the Parish Clerk.

Event organisers have a Duty of Care to ensure they do not put themselves, persons present and any property at risk of harm or injury as far as is practicably practical. Event organisers will be responsible for the Health and Safety of those associated with, attending or affected by their event.

Event organisers will provide a copy of any incident forms (personal details withheld, due to GDPR regulations) and subsequent actions to the Parish Clerk without undue delay. These records shall be kept by the Parish Clerk. .

(A) Papplewick Parish Council, in accordance with the requirements of *The Health and Safety at Work Act (HSWA) 1974*, *The Management of Health and Safety at Work Regulations (MHSWR) 1999*, *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995*, *The Provision and Use of Work Equipment Regulations (PUER) 1998* accepts its duty to provide and maintain safe and healthy working conditions for all its employees, contractors and councillors.

It also accepts its duty of care to other persons such as volunteers and guests who work on behalf of the Council or are attending Council organised activities.

It also accepts its duty of care to those who may be using facilities and property belonging to the Parish Council.

(B) The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance.

It will provide the resources to ensure the safety of its employees and others affected by its work.

(C) The Parish Council will take all reasonable steps to ensure:

- i. That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- ii. That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
- iii. Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- iv. That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
- v. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
- vi. All employees, contractors and users of premises have been advised of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.

HEALTH AND SAFETY PROCEDURES

Risk assessments and method statements

Risk Assessments will be completed for any activities undertaken by the Parish Council, volunteers, or third-party contractors.

The risk assessment will identify potential hazards, evaluate risks, and implement sufficient control measures

A Method Statement will be prepared following a risk assessment, outlining step by step procedures, materials and equipment necessary for each task.

Reporting Accidents

All accidents, incidents and near misses, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Email: clerk@papplewick.org

Where required by *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013* legislation, this reporting will be done in line with relevant requirements.

All accidents and incidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in his/her absence the Vice Chair, should be informed immediately.

Reporting of Hazardous Events, Instances, Defective Equipment or Facilities

All matters which may present a health and safety risk, no matter how small, must be reported in the first instance to the Clerk and details recorded. Email; clerk@papplewick.org

Thereafter, all such matters will be brought to the attention of the Council for action.

Inspection of Equipment and Facilities

An annual inspection will take place by a competent person or authority of equipment provided for use by the general public on the Queen Elizabeth II Playing Field (The Playing Field). The findings will be retained on file, any remedial work necessary will be agreed by the Parish Council and actioned, noted, or the defective equipment be removed.

Weekly, the duty Parish Councillor will inspect all the playing field equipment and general condition of the field. A note of this will be recorded. Any defects to be reported to the Clerk and arrangements made to correct or remove the item of concern.

The condition of Church Lane will be reviewed at least twice annually, and findings will be shared with the Parish Council. Arrangements will be made to remedy any defects noted, as considered necessary by the Parish Council.

The Parish Council, will at least annually consider the safety of trees and other physical structures on its property. The Clerk shall, as directed by the Parish Council, arrange for inspections by a competent individual or authority. The findings will be retained on file, any remedial work necessary will be agreed by the Parish Council and actioned, noted, or the defective tree/structure be removed.

All electrical equipment shall be tested for safety at least annually. Any electrical equipment which becomes damaged must be reported to the Parish Clerk with immediate effect. Its use must cease, or repairs/replacement be arranged as appropriate under the direction of the Chairman.

Revision of Safety Policies and Procedures

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.

Signed: C Hesketh

Dated: 11 March 2026

Chair of Papplewick Parish Council