



Bursledon Parish Council

Health & Safety Policy

Adopted by Full Council March 2025

Next Review Date March 2027

Policy Statement

Bursledon Parish Council believes that Health & Safety performance is an integral part of the efficient and cost effective discharge of its duties and is fully aware of its responsibilities under the "Health & Safety at Work etc. Act 1974" and other statutory provisions. The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health & safety management within all its operations.

Aim of the policy

The purpose of the policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

Responsibilities

Day to day responsibility rests with the Chairman or the Clerk or any other person so appointed by the Council.

It is the duty of the Parish Clerk to ensure that the Parish Council complies with the requirements of the Health and Safety at Work Act 1974 and all Approved Codes of Practice relevant to councils' operations.

All Parish Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Parish Council's affairs and ensuring that all insurance policies are in date.

Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health & Safety at Work etc. Act 1974 and should: take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (Clerk or Council member)

The Parish Council owes a duty of care to visitors to the Parish Council controlled areas of the village. Parish Councillors will ensure so far as is reasonably

practicable that safe access is available and that areas are maintained in a safe condition.

Actions for maintaining Health and Safety

Carry out risk assessments when relevant especially when working conditions change.

Ensure appropriate training is provided.

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. The Parish Clerk will provide a numbered accident form which must be completed and returned to the Parish Clerk.

The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are complied with.

Where required, the Parish Clerk will instigate the investigation of accidents and near misses when required and remedial actions recommended to the Parish Council where necessary.

Hold appropriate insurance.