Health & Safety Policy & Statement

Introduction

The Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, Parish Councillors, Voluntary helpers and members of the public who may be affected by the activities of the Parish Council inside and outside of the 'Village Pavilion' building.

The Parish Council will meet its responsibilities under the Health and Safety at Work etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment. The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

Aims of the Health & Safety at Work Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment

2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities

3. Systems of work that are safe and without risks to health

4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary

5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely

6. Care and attention to the health, safety and welfare of employees, contractors, Voluntary helpers and members of the public who may be affected by the Parish Council's activities

Arrangements and responsibilities for carrying out the Health & Safety at Work Policy

As the Parish Council's Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety policy legislation

2. Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy

3. Make effective arrangements to implement the Health and Safety at Work Policy

4. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council when relevant

5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures

- Consider requesting contractors to supply a written method statement prior to starting major works.

- Maintain a file of risk assessments, summarised in the Minutes of the meetings of the Parish Council.

6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements

- All contractors will be given a copy of the Parish Council's Health & Safety at Work Policy

7. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public

8. Maintain a central record of notified accidents

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

10. Act as the contact and liaison point for the Health and Safety Inspectorate.

- All employees, contractors and voluntary helpers will:

a. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety

b. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available

c. Take reasonable care for the Health and Safety of other people who may be affected by their activities

d. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety

e. Not misuse any plant, equipment tools or materials to cause risks to Health and Safety

f. Report any accidents or hazardous incidents to the Clerk

Public Liability Insurance & 'Fire Safety Plan' for the 'Village Pavilion'

The Parish Council is the trustee of the 'Village Pavilion' building incorporating a separate lych gate entrance located on the Recreation Ground in Hurstbourne Priors.

The Parish Council is therefore responsible for the health and safety considerations for the building, the lych gate entrance and the land upon which they both sit; as an accessible general public building, as a general public entrance to the general public recreation ground and as land accessible to the general public for recreational activities.

The Parish Council has responsibility for appropriately ensuring the Pavilion, the lych gate, bus shelters (Longparish Road (1) & B3400 (2) and associated land to cover potential public liability issues and to cover the cost of any damage to the fabric and integrity of the building the lych gate and bus shelters.

The Parish Council maintains a comprehensive 'General Purpose' insurance cover for the Pavilion, the lych gate and bus shelters as well as a specialised insurance cover for the thatched roof of the building.

Conditional of the effective cover of both insurance covers is a regularly reviewed 'Fire Safety Plan' by the Parish Council which incorporates a 'Fire Risk Assessment' which mitigates the risks to the building and its occupants because of an outbreak of fire as well as generic health and safety risks associated with a building accessible to the general public.

Clerk & Responsible Financial Officer

Adopted by the Parish Council September 2026

Review date: September 2027