



HEALTH AND SAFETY
AT WORK POLICY 2026

1. General Statement of Policy

Coveney Parish Council recognises its duties under the Health and Safety at Work etc. Act 1974 and associated legislation.

The Council will, so far as is reasonably practicable:

- Provide safe and healthy working conditions.
- Ensure safe systems of work for employees, councillors and volunteers.
- Provide information, instruction, training and supervision as necessary.
- Safeguard members of the public affected by Council activities.
- Maintain all equipment and assets in a safe condition.
- Regularly review and improve health and safety arrangements.

This policy applies to all employees, councillors, contractors and volunteers acting on behalf of the Council.

2. Responsibilities

2.1 The Council

The Council as a corporate body will:

- Accept overall responsibility for health and safety.
- Allocate sufficient resources to meet health and safety requirements.
- Ensure risk assessments are completed and reviewed.
- Monitor accidents, incidents and near misses.
- Review this policy annually.

2.2 The Clerk (Responsible Officer)

The Clerk shall act as the Council's Health & Safety Co-ordinator and will:

- Ensure this policy is implemented.
- Arrange risk assessments and ensure actions are completed.
- Maintain accident records.
- Report notifiable incidents under RIDDOR where required.
- Ensure contractors provide evidence of insurance and risk assessments.
- Keep up to date with relevant legislation and guidance.

2.3 Employees, Councillors & Volunteers

All must:

- Take reasonable care for their own safety and that of others.
- Follow safe working practices.
- Report hazards, defects and incidents.
- Use equipment correctly.
- Not misuse or interfere with safety equipment.

3. Management arrangements

This section explains how health and safety will be managed in practice.

3.1 Risk Assessments

- Risk assessments will be carried out for:
 - o Council premises (if applicable)
 - o Play areas and open spaces
 - o Street furniture and assets
 - o Events organised by the Council
 - o Lone Working
- Assessments will identify hazards, who may be harmed, and control measures.
- Risk assessments will be reviewed:
 - o Annually
 - o After incidents
 - o When activities change

3.2 Safe Systems of Work

Where work activities present risk (e.g., inspections, maintenance, event setup), written safe systems of work will be implemented including:

- Use of appropriate PPE where required
- Safe manual handling techniques
- Control of contractors
- Traffic management at events

3.3 Contractors Before appointing contractors, the Council will:

- Check Public Liability Insurance (minimum £5 million recommended)
- Request risk assessments and method statements where appropriate
- Ensure contractors are competent by requesting all relevant documents
- Monitor performance where necessary Contractors remain responsible for their own employees' safety but must comply with Council requirements.

3.4 Accident Reporting

- All accidents and near misses must be reported to the Clerk.
- An accident record will be maintained.
- Incidents reportable under RIDDOR will be notified to the Health & Safety Executive.
- Accidents will be reviewed to prevent recurrence.

3.5 Training

The Council will ensure:

- The Clerk receives appropriate health & safety training.
- Councillors involved in events or inspections receive relevant guidance.
- Volunteers are briefed before participating in Council activities. Training records will be kept where applicable.

3.6 Fire Safety (if applicable to Council premises)

Where the Council manages buildings:

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Review May 2027

- Fire exits will be kept clear.
- Fire extinguishers will be serviced annually.

3.7 Play Areas and Public Spaces (if applicable)

Where the Council owns or manages play areas:

- Monthly documented inspections will be carried out.
- An annual independent inspection will be arranged.
- Defects will be recorded and repaired promptly.

3.8 Lone Working

Where the Clerk or councillors work alone:

- Lone working provision will be incorporated in risk assessments where necessary
- Mobile phones will be carried where appropriate.
- High-risk situations will be avoided where possible.

3.9 Events Organised by the Council

For events:

- A specific event risk assessment will be completed.
- First aid provision will be arranged as required.
- Emergency procedures will be established.
- Stewards/volunteers will be briefed.

3.10 Monitoring & Review

- Health & Safety will be a standing agenda item where appropriate.
- This policy will be reviewed annually.
- This policy will be updated following incidents or legislative changes.