FLAX BOURTON PARISH COUNCIL

HEALTH AND SAFETY POLICY FEBRUARY 2026

1. GENERAL STATEMENT OF POLICY

1.1 Flax Bourton Parish Council (the Council) recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all its employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

1.2 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Health and Safety Regulations 1996 and the Safety Representatives and Safety Committees regulations 1977 (and their subsequent amendments), and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

1.4 Our policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all those people mentioned in paragraph 1.1, and to provide such information, instruction, training and supervision as they need for this purpose.

1.5 The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.

1.6 The policy will be kept up to date, particularly as the council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the council. Although risk assessment / method statements are a continuing process, it shall form part of the annual review where necessary.

2. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

2.1 To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting, and reviewing matters of health and safety at work.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of health and safety when necessary.

Reviewed , adopted at Annual Meeting of the Parish Council 9th March 2026

To be reviewed March 2027

• Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
• 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 council's activities.

3. ARRANGEMENTS AND RESPONSIBILITIES FOR HEALTH AND SAFETY POLICY AT WORK

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

• Keep informed of relevant Health and Safety policy legislation.
• Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
• Make effective arrangements to implement the Health and Safety at Work Policy.
• Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when appropriate.
• Ensure that risk assessments are carried out when required and that any action required is taken. Consider requesting contractors to supply a written method statement prior to starting major works.
• Maintain a file of risk assessments.
• 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 Council's Health and Safety Policy.
• Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
• Maintain a central record of notified accidents.
• 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.
• Act as the contact and liaison point for the Health and Safety Inspectorate.

4. **RESPONSIBILITIES – all employees, councillors, and volunteer helpers**

4.1 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.

4.2 Contractors should please note the requirements of Appendix 1.

4.3 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.

4.4 Take reasonable care for the health and safety of other people who may be affected by their activities.

4.5 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety unless for maintenance.

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

4.7 Report any accidents or hazardous incidents to the Clerk.

4.8 The Accident Record Book is kept in the kitchen.

5. **TRAINING**

The Parish Clerk has overall responsibility for organising training.

6. **REPORTING AND RECORDING ACCIDENTS**

Accidents shall be reported to the parish clerk who will record them in the Accidents Record Book.

7. **SMOKING**

Smoking is not allowed at any parish council function or organised activity.

8. **PLAY AREA – FARLEIGH GREEN**

The council ensures that the play areas for all are kept as safe environments, see Appendix 2 for details.

Appendix 1

NOTICE TO CONTRACTORS

For Flax Bourton Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 (and its subsequent amendments), and relevant statutory provisions.

2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.

4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Appendix 2

PERIODIC INSPECTION PROCESS FOR THE PLAY AREA EQUIPMENT.

<u>VISUAL INSPECTION</u>

1. Visual Inspection of each item of equipment.

2. General observations of the state of the structure and joints.

3. Any evidence of damage or wear?

4. Any foreign objects interfering with the equipment.

Note and assess any issues.

Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public? (Tape off the area/remove item from play area) Who is required to take remedial action? ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

PHYSICAL TEST

1. Physical test of each item of equipment.

2. Physical test of the structure and joints.

3. Any evidence of weakness, damage or wear?

Note and assess any issues. Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public? (Tape off the area/remove item from play area) Who is required to take remedial action? ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

ANNUAL INSPECTION The Council will arrange an annual independent safety inspection of the play equipment and act upon any findings therein.