



# Barrowby Parish Council

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## Health and Safety Policy

### Document control

- **Owner:** Full Council
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

### 1. Statement of intent

Barrowby Parish Council recognises and accepts its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation.

The Council is committed, so far as is reasonably practicable, to ensuring the health, safety and welfare of its employees and to protecting councillors, contractors, volunteers, hirers, service users, visitors and members of the public who may be affected by the Council's activities.

The Council will, so far as is reasonably practicable:

- provide safe systems of work;
- identify hazards, assess risks, and implement proportionate control measures;
- provide and maintain safe premises, equipment and working environments under its control;
- provide appropriate information, instruction, training and supervision;
- consult employees on matters affecting their health and safety;
- provide suitable arrangements for first aid, fire safety, accident reporting, and emergency procedures;
- ensure that contractors engaged by the Council are competent and appropriately insured;
- monitor health and safety performance and review this policy regularly; and
- promote a positive health and safety culture across all Council activities.

This policy applies to all Council work activities, including office-based work, homeworking, site visits, inspections, events, volunteer activities approved by the Council, and work undertaken on the Council's behalf.

This policy will be reviewed at least annually, and sooner if there is a significant change in Council activities, staffing, premises, legislation, or following any serious accident, incident or identified deficiency. HSE recommends a clear written policy supported by defined responsibilities and practical arrangements.

Signed: \_\_\_\_\_  
Chair of Barrowby Parish Council

Signed: \_\_\_\_\_  
Clerk / Proper Officer

## **2. Responsibilities**

### **2.1 The Council**

The Council, as employer, has overall responsibility for health and safety.

The Council will:

- approve and review this policy;
- ensure that sufficient resources are available to manage health and safety;
- consider health and safety implications when making decisions;
- receive reports on significant health and safety matters where appropriate; and
- ensure appropriate insurance cover is maintained.

### **2.2 The Chair**

The Chair will support the implementation of this policy and help promote a positive health and safety culture.

The Chair may act on behalf of the Council between meetings in urgent situations, in accordance with the Council's standing orders and any scheme of delegation.

### **2.3 The Clerk / Proper Officer**

The Clerk is responsible for the day-to-day coordination of health and safety arrangements on behalf of the Council.

The Clerk will, so far as reasonably practicable:

- keep up to date with relevant health and safety requirements;
- bring significant health and safety matters to the Council's attention;
- ensure suitable and sufficient risk assessments are prepared, reviewed and acted upon;
- maintain records of accidents, incidents, near misses, training and inspections;
- arrange for defects, hazards and maintenance concerns reported to the Council to be addressed appropriately;
- obtain relevant health and safety information from contractors where needed;
- ensure employees receive appropriate health and safety information, instruction and training;
- oversee accident and incident reporting, including reporting under RIDDOR where applicable; and
- liaise with insurers, enforcing authorities and other agencies where necessary.

### **2.4 Employees**

Employees must:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- co-operate with the Council on health and safety matters;
- follow instructions, training and safe systems of work;
- use work equipment properly and report defects promptly;
- report hazards, accidents, incidents, near misses and concerns without delay; and
- not intentionally misuse or interfere with anything provided in the interests of health and safety.

Failure to follow health and safety requirements may be addressed under the Council's disciplinary procedure where appropriate.

### **2.5 Councillors**

Councillors must take reasonable care when participating in Council activities, site visits, inspections, events or volunteer tasks connected with the Council's work, and must report hazards or concerns promptly to the Clerk.

### **2.6 Volunteers**

Volunteers assisting with Council-approved activities must:

- follow reasonable instructions;
- only undertake tasks they are competent and authorised to carry out;

- use any equipment provided safely;
- report hazards, incidents and concerns promptly; and
- co-operate with any control measures or risk assessment in place.

## **2.7 Contractors**

Contractors engaged by the Council must be competent, appropriately insured, and compliant with relevant health and safety law.

Depending on the nature of the work, the Council may require contractors to provide:

- public liability insurance and, where relevant, employers' liability insurance;
- qualifications, accreditation or evidence of competence;
- risk assessments and method statements;
- training records, licences or certificates; and
- details of how they will protect employees, councillors, volunteers and the public.

## **3. Arrangements**

### **3.1 Risk assessments**

The Council will ensure that suitable and sufficient risk assessments are carried out for its activities, premises and work-related hazards. Significant findings will be recorded where required. Risk assessments must identify hazards, who may be harmed and how, the controls in place, and any further action required.

Risk assessments will be reviewed:

- at regular intervals;
- following an accident, incident or near miss;
- when there is reason to believe they are no longer valid; or
- when there is a significant change in activity, staffing, premises, equipment or legislation.

### **3.2 Accident, incident and near miss reporting**

All accidents, incidents, near misses and cases of work-related ill health must be reported promptly to the Clerk and recorded appropriately.

Serious incidents must be reported to the Chair as soon as reasonably practicable.

Where an incident is reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, the Clerk will ensure that the report is made to the HSE within the required timescale and that records are kept. RIDDOR applies only to specified reportable incidents, not every accident.

Accidents and incidents will be investigated proportionately so that lessons can be learned and any necessary corrective action taken.

### **3.3 First aid**

The Council will provide proportionate first aid arrangements having regard to the nature of its activities, premises and staffing.

First aid equipment will be kept in appropriate locations and checked periodically to ensure it is in date and adequately stocked.

### **3.4 Fire safety**

The Council will make suitable arrangements for fire safety in any premises under its control, including:

- a fire risk assessment where required;
- suitable fire detection, warning and firefighting equipment;
- clear escape routes and exits;
- evacuation procedures;
- routine servicing, maintenance and testing of fire safety equipment; and
- information for staff, hirers and other users as appropriate.

Any person discovering a fire must raise the alarm, evacuate the premises and call the emergency services where necessary. No one should put themselves at risk by attempting to tackle a fire unless trained and it is safe to do so.

### **3.5 Premises, equipment and maintenance**

The Council will take reasonable steps to ensure that premises and equipment under its control are maintained in a safe condition.

This includes reasonable attention to:

- access and egress;
- lighting, heating and ventilation where relevant;
- electrical safety;
- slips, trips and falls;
- storage and housekeeping;
- maintenance of fixtures, fittings and equipment; and
- prompt reporting and action on defects.

### **3.6 Manual handling**

The Council will avoid hazardous manual handling where reasonably practicable. Where manual handling cannot be avoided, the Council will assess the risk and take proportionate steps to reduce it.

### **3.7 Hazardous substances**

Where hazardous substances are used or stored in connection with Council activities, the Council will assess the risks and ensure appropriate storage, handling and control measures are in place.

### **3.8 Homeworking and display screen equipment**

Where employees work from home or use display screen equipment as a significant part of their work, the Council will take a proportionate approach to health and safety. HSE states that employers have the same health and safety responsibilities for people working at home as for any other workers, and home workers must be covered by risk assessment.

Employees working from home must:

- co-operate with homeworking and workstation assessments;
- maintain a safe working environment so far as reasonably practicable;
- report concerns such as defective work equipment, unsuitable workstation set-up, accidents or work-related health issues; and
- follow Council guidance on safe homeworking.

### **3.9 Lone working**

Where employees, councillors or volunteers may work alone on Council business, the risks will be considered and appropriate measures adopted. These may include communication arrangements, check-in procedures, limiting higher-risk tasks, and ensuring that assistance can be summoned where necessary.

### **3.10 Events, inspections and outdoor activities**

Council-organised events, inspections, site visits and outdoor activities will be risk assessed where appropriate, with reasonable regard to public safety, traffic, weather, tools, manual handling, slips and trips, and lone working.

### **3.11 Contractor management**

Before appointing contractors for higher-risk or significant work, the Council will take reasonable steps to satisfy itself that they are competent and capable of carrying out the work safely.

The extent of checks required will be proportionate to the nature of the work.

### **3.12 Smoking and vaping**

Smoking is prohibited in any smoke-free premises and vehicles in accordance with the law. The Council may also apply no-smoking or no-vaping rules to its premises or vehicles as a matter of

management, welfare and courtesy. Smoke-free requirements are set by legislation and apply to workplaces and certain enclosed or substantially enclosed premises.

### **3.13 Information, instruction and training**

The Council will provide such information, instruction, training and supervision as is necessary to enable employees to work safely and to carry out their duties.

Training will be proportionate to the role and the risks involved.

### **3.14 Monitoring and review**

The Council will monitor health and safety arrangements through review of incidents, inspections, risk assessments, contractor performance and follow-up of actions.

## **Appendix 1 – Accident / Incident / Near Miss Reporting Procedure**

### **Purpose**

To ensure accidents, incidents, near misses and dangerous occurrences are reported, recorded, investigated and, where necessary, notified to the relevant authority.

### **Procedure**

1. Make the situation safe where possible and seek first aid or emergency assistance if needed.
2. Report the matter to the Clerk as soon as possible.
3. Record the incident using the Council's accident / incident form or accident book.
4. The Clerk will decide whether further investigation is needed.
5. The Clerk will determine whether the incident is reportable under RIDDOR and, if so, submit the required report.
6. Any follow-up action required will be recorded and monitored.

### **Record keeping**

The Council will keep appropriate accident and incident records in accordance with legal and insurance requirements.

## **Appendix 2 – Contractor Health and Safety Checklist**

Before instructing a contractor, the Council should consider, as appropriate:

- description of the work;
- whether the work is low, medium or higher risk;
- evidence of public liability insurance;
- employers' liability insurance where applicable;
- relevant qualifications, licences or trade accreditation;
- references or previous satisfactory work;
- risk assessment and method statement for higher-risk work;
- arrangements for traffic management, work at height, plant, electricity, excavation or public protection where relevant;
- safeguarding of the public and site security;
- emergency contact details; and
- confirmation that waste will be handled and disposed of appropriately.

The level of checking should be proportionate. A minor low-risk task will not usually require the same documentation as major building or grounds work.

## **Appendix 3 – Homeworking and DSE Arrangements**

Where employees work from home on a regular basis, the Council will take a proportionate approach to ensuring the home workstation and working arrangements are suitable.

This may include:

- completion of a homeworking / workstation self-assessment;
- consideration of seating, screen position, lighting, electrical safety and trip hazards;
- ensuring breaks are taken from prolonged screen use;

- discussion of workload, communication and lone working arrangements; and
- appropriate reporting of any concerns, discomfort or incidents.

Employees must notify the Clerk if they believe their homeworking arrangements are creating a health and safety issue.

#### **Appendix 4 – Fire and Emergency Summary**

For any Council-controlled building, the responsible officer should ensure that:

- fire exits are kept clear;
- firefighting equipment is serviced as required;
- alarms and emergency lighting are tested and maintained where installed;
- evacuation procedures are displayed or otherwise made known to users;
- hirers know what to do in an emergency; and
- any fire risk assessment actions are followed up.