

# **Croft Parish Council**

# **Health and Safety**

# **Policy**

**November 2025**

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## **1. Policy Statement**

Croft Parish Council recognises that it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the Council's activities. The Council is committed to meeting its responsibilities to safeguard the health, safety and welfare of its employees, elected Members, contractors, volunteers, agency staff and any other person who may be affected by its activities. Reference to employees also applies to volunteers working on behalf of the Council.

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation. Effective communication and competence throughout the organisation will be essential to the success of the Policy.

To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- keep dust, fumes, and noise under control;
- ensure that articles and substances are stored, moved and used safely;
- providing adequate welfare facilities;
- provide such information, instruction, training, and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments;
- report certain injuries, diseases, and dangerous occurrences to the enforcing authority;
- provide adequate first aid facilities; and
- consult with staff about matters affecting employees' health and safety.

The Council delegates the main responsibility for health and safety to the Council's Proper Officer but for this policy to be successful, it is the personal responsibility of each employee, elected Member, contractor, volunteer, and agency staff member to:

- take reasonable care in carrying out their activities to minimise the risk to their own health, safety, and welfare and that of their colleagues or others who may be affected by their actions;
- co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work; and
- bring to the attention of their line manager any hazards, dangerous practices, accidents, or incidents of which they become aware.

On site day to day responsibility for health and safety matters relating to the Council Public Property Maintenance will rest with the appointed contractor(s) in relation to service delivery and facility management.

The allocation for safety matters and the arrangements that the Council will make to implement the policy are set out below. This policy and the way it's operated will be reviewed annually.

This Policy will be supplemented by further policies and procedures relating to work activities.

## **2. Organisation Structure for Health and Safety**

Croft Parish Council has the ultimate responsibility for the Health and Safety within the Council and will:

- a. Take appropriate preventative/protective measures;

- b. Provide adequate and competent supervisions of all activities involving risk;
- c. Establish and maintain systems for consulting staff, members and voluntary workers about health and safety issues;
- d. Ensure all necessary personal protective equipment (PPE) is provided to employees and that they are trained in its use and proper maintenance and storage;
- e. Encourage all staff to set a high standard of health and safety management;
- f. Ensure all contractors comply with the necessary health and safety standards and produce the relative insurance certificate; and
- g. Maintain accurate records of accidents and other events with health and safety implications.

Employees will:

- a. Take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- b. Report any health and safety problems that arise or risks that they notice which they are unable to resolve themselves;
- c. Carry out their duties in a way that does not affect their own health and safety and that of others and to ensure that PPE and the correct equipment is used at the appropriate times; and
- d. Undertake any training and instructions in health and safety related to subject to ensure that they are competent to carry out their duties safely.

### **3. Arrangements**

- Accidents/Occurrences

To be reported to the Clerk for noting in the accident book. If the Clerk suffered the incident, then a Councillor (Chair/Deputy preferably) should be notified.

- First Aid box is located in the Clerk's Office; and
- Safety Training

All staff are to be given the relevant training at the relevant time.

- Fire Precautions

Staff are to be aware of fire exits, assembly points and actions to be taken in the event of a fire. Fire Extinguishers, Fire Doors and Smoke Detectors are to be checked annually.

- Electrical Safety

All portable appliances are to be PAT checked annually by a qualified electrical contractor.

- Vehicle Safety

No person to drive or operate machinery on Council business unless authorised to do so and holding the appropriate licence. Vehicles are only to be used for the purposes intended.

- Manual Handling

No employee is expected to lift over 25kg without assistance. All staff that maybe involved in physical handling will be trained in the correct procedures to adopt.

- Display Screen Equipment (DSE)

All employees are to receive training in the correct use of DSEs. (See separate leaflet)

- Play Area Equipment

All playground equipment is to be inspected at least once a month by Councillors on a Rota and the necessary form completed. Any defects must be reported to the Clerk immediately. An annual survey and report are to be carried out by an independent third party play equipment assessment company. Recommendations made in the report must be brought to the attention of the Council and appropriate action taken.

- Risk Assessments

The Clerk will ensure that all activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be recorded and records maintained by the Clerk.

## Risk Assessment Form

[illegible]

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so