

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0	Complete re-write to meet legislative requirements	Katherine Hyett - Clerk	F&GP Council	Annual	FC/090626/11 09/06/26	09/06/2027

# Burwell Parish Council Health & Safety Policy

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## 1. Statement of Intent

Burwell Parish Council recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation to provide, so far as is reasonably practicable, a safe and healthy environment for:

- Employees
- Councillors
- Contractors and volunteers
- Members of the public affected by its activities

The Council is committed to:

- Preventing accidents, injury, and ill-health
- Managing risks through suitable and sufficient risk assessments
- Providing safe systems of work, equipment, and premises
- Ensuring access to information, instruction, training, and supervision
- Consulting employees and relevant persons on health & safety matters
- Continually reviewing and improving health and safety performance

This policy will be reviewed annually and updated following legislative or operational change.

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## 2. Organisation – Roles & Responsibilities

### 2.1 The Parish Council (Employer)

The Council has overall responsibility for health and safety and will:

- Ensure adequate resources, insurance, and arrangements are in place
  - Ensure compliance with relevant legislation and HSE guidance
  - Monitor health & safety performance regularly
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### 2.2 The Parish Clerk (Responsible Officer)

The Clerk has day-to-day responsibility and will:

- Implement and maintain this policy
  - Ensure risk assessments are carried out, reviewed, and documented
  - Maintain health & safety records (including accident records)
  - Ensure contractors are competent and suitably insured
  - Report incidents where required under RIDDOR 2013
  - Arrange appropriate training and induction
  - Seek competent advice where necessary
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## 2.3 Councillors, Employees and Volunteers

All must:

- Take reasonable care for their own health and safety and that of others
  - Co-operate with the Council to enable compliance with legal duties
  - Use equipment and PPE safely and correctly
  - Report hazards, near misses, and incidents promptly
  - Follow safe working procedures and risk assessments
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## 2.4 Contractors

The Council will ensure that contractors:

- Are competent and insured
  - Provide risk assessments and method statements (RAMS) where appropriate
  - Comply with Council health & safety requirements
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# 3. Arrangements

## 3.1 Risk Assessments

- Risk assessments will be undertaken for all Council activities
  - They will be reviewed annually or when circumstances change
  - Significant findings will be recorded and implemented
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## 3.2 Training & Competence

- All relevant persons will receive appropriate training
  - Induction will be provided where necessary
  - Specialist tasks will only be carried out by competent persons
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## 3.3 Accident Reporting & Investigation

- All incidents and near misses must be recorded in an Accident Book
  - Serious incidents will be reported under RIDDOR
  - Incidents will be investigated to prevent recurrence
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## 3.4 Equipment & Maintenance

- Equipment will be suitable, maintained, and inspected regularly
  - Defective equipment must not be used
  - Electrical equipment will be tested where appropriate
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## 3.5 Manual Handling

- Hazardous manual handling will be avoided where possible
  - Risks will be assessed and controlled
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### 3.6 Hazardous Substances (COSHH)

- Hazardous substances will be assessed and controlled in line with COSHH 2002
  - Appropriate storage, handling, and PPE will be used
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### 3.7 Lone Working

- Lone working risks will be assessed
  - Control measures (e.g. communication arrangements) will be in place
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### 3.8 Fire Safety

- Fire risk assessments will be undertaken where required
  - Suitable fire precautions and emergency procedures will be in place
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### 3.9 First Aid

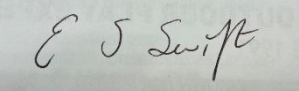
- Suitable first aid arrangements will be provided
  - Appointed persons will be identified where appropriate
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### 3.10 Monitoring & Review

- Health & safety will be a standing agenda item for the Finance and General purposes working group
  - Full Council will review policy, risk assessments and procedures regularly
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Burwell Parish Council recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations to provide a safe and healthy environment.

Signed:

Chair:  Date: 12/06/26

Clerk:  Date: 12/06/26