



Winterborne St Martin Parish Council

Health & Safety Policy

1. Statement of Intent

Winterborne St Martin Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, councillors, volunteers, contractors and members of the public who may be affected by its activities.

The Council will comply with all relevant health and safety legislation and will take all reasonable steps to provide safe working conditions, safe equipment, and safe systems of work.

This policy will be reviewed annually or sooner if circumstances require.

Signed:

Chair of the Council ____SNuttall_____

Clerk/RFO ____SMPaulley_____

Date: __29 June 2026_____

2. Responsibilities

2.1 The Council

The Council has overall responsibility for ensuring that health and safety arrangements are in place and effective. This includes:

- Approving the Health & Safety Policy
- Ensuring adequate resources are available
- Monitoring compliance through regular agenda items and reports

2.2 The Clerk / Responsible Officer

The Clerk is responsible for:

- Day-to-day implementation of this policy
- Maintaining risk assessments
- Ensuring contractors are competent and appropriately insured
- Reporting accidents, incidents or hazards to the Council
- Maintaining records of inspections, training and equipment checks

2.3 Councillors

Councillors must:

- Take reasonable care of their own health and safety
- Follow the Council's procedures and risk assessments
- Report hazards or unsafe practices to the Clerk

2.4 Contractors and Volunteers

Contractors and volunteers must:

- Comply with health and safety legislation
- Work safely and follow instructions
- Report hazards or incidents to the Clerk

3. Risk Assessment

The Council will maintain written risk assessments covering:

- Council-owned land and assets
- Play areas and open spaces
- Street furniture (benches, noticeboards, bus shelters)

- Events organised by the Council
- Lone working by the Clerk
- Use of equipment
- Slips, trips and falls
- Manual handling

Risk assessments will be reviewed annually and whenever circumstances change.

4. Training

The Council will ensure that:

- The Clerk receives appropriate health and safety training
- Councillors receive induction on their responsibilities
- Contractors are competent and trained for the tasks they undertake

5. Equipment and Materials

The Council will ensure that:

- Any equipment provided is safe and maintained
- Personal protective equipment (PPE) is used where required
- Hazardous substances (if any) are stored and used safely

6. Lone Working

The Clerk often works alone. The Council will:

- Maintain a Lone Working Risk Assessment
- Ensure the Clerk has access to a telephone and emergency contact procedures
- Avoid requiring the Clerk to meet members of the public alone in isolated locations

7. Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be reported to the Clerk and recorded in the Accident Book.

The Clerk will:

- Investigate incidents
- Report findings to the Council
- Implement corrective actions

Where required, incidents will be reported under RIDDOR.

8. Contractors

Before engaging contractors, the Council will ensure:

- They hold appropriate public liability insurance
- They are competent for the work
- They provide their own risk assessments and method statements
- They comply with the Council's policies while on site

9. Public Spaces and Play Areas

Where the Council is responsible for public spaces, it will ensure:

- Regular inspections
- Prompt action on defects
- Annual independent play area inspections (if applicable)

10. Review of Policy

This policy will be reviewed annually at the Annual Meeting of the Parish Council or sooner if legislation or circumstances change.