



SHERE PARISH COUNCIL HEALTH AND SAFETY POLICY

1. Policy Statement

1.1 Shere Parish Council is committed to ensuring the health, safety, and welfare of all employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities. This policy is issued in accordance with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation.

2. Scope

2.1 This policy applies to all employees, elected members, volunteers, and contractors undertaking activities on behalf of Shere Parish Council, including those on council premises and in community settings.

3. Responsibilities

- 3.1 The Council, as the employer, is responsible for ensuring that health and safety is properly considered in all council activities and decisions.
- 3.2 The Clerk, as the designated Health and Safety Coordinator, is responsible for the day-to-day implementation of this policy and reporting concerns to Council.
- 3.3 Employees and volunteers are expected to take reasonable care of themselves and others and to cooperate in matters of health and safety.

4. Sensible risk management

- 4.1 The council will implement a Health and Safety policy to fulfil its responsibilities, and adopt a sensible approach to risk management designed to:
- Ensure staff and the public are properly protected
 - Ensure that risks that are created are managed responsibly
 - Ensure that precautions taken are appropriate to the perceived level of risk
 - Establish an audit trail of risk assessment records
- 4.2 The sensible risk management approach will ensure the council **does not**:
- Use 'Health and Safety' as a reason for preventing an activity
 - Scare people by exaggerating risks or publicising trivial risks
 - Create unrealistic demands prior to agreeing an activity

5. Risk assessments

- 5.1 Risk assessments will be carried out in line with The Management of Health and Safety at Work Regulations 1999 using the HSE's five-step approach.
- 5.2 The Health and Safety executive (HSE) promote a risk assessment process which follows the five following steps:
- Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record the findings and implement them
 - Review the risk assessment and update if necessary
- 5.3 The council will conduct an annual office risk assessment, public events, playgrounds and projects. These findings will be reported to the General Purposes Committee. A full record of all risk assessments will be kept in the council office, including details of any remedial action taken.
- 5.4 A written record of any accidents, injuries or incidents will be retained in the council office and referred to when completing any risk assessment under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including notification timelines.

6. Employee Responsibilities and Communication

- 6.1 The council will ensure all employees are trained in the use of any work items provided to them to fulfil their duties and this will be reviewed on an annual basis or when risks change.
- 6.2 The council will actively involve staff members in completion of risk assessments connected to their respective roles, and encourage staff members to raise any health and safety concerns they have with their line managers.
- 6.3 The council recognise its obligations to consult with its employees as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

7. Other legislation

- 7.1 The council will be mindful of other legislation which may affect its responsibilities for Health and Safety and take these into account when assessing risks, in particular:
- The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Personal Protective Equipment at Work Regulations 1992
 - The Manual Handling Operations Regulations 1992
 - The Health and Safety (Display Screen Equipment) Regulations 1992

7.2 The council is also aware of other legislation which could affect its future responsibilities for health and safety, in particular:

- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Asbestos Regulations 2012
- Terrorism (Protection of Premises) Act 2025

8. Insurance

8.1 The council will meet its legal obligations to insure against liability or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

9. Review and Monitoring

9.1 This policy will be reviewed annually or following a significant incident or legislative change. Findings from internal risk audits will inform updates.

Adopted by Full Council: 9th February 2021

Reviewed and Readopted: 10th February 2026

To be Reviewed: March 2027