

Health & Safety Policy

Policy Document – Version 1.0

Thurcroft Parish Council

Adopted on 30/04/2026
Minute Reference: FC444

Review Date: 30/04/2027
(Yearly)



Thurcroft Parish Council

Health & Safety Policy

1. Policy Statement

Thurcroft Parish Council (“the Council”) acknowledges its responsibilities under the Health and Safety at Work etc. Act 1974 and related legislation. The Council will, so far as is reasonably practicable, ensure the health, safety and welfare of its employees, councillors, contractors, volunteers, and members of the public who may be affected by its activities.

The Council is committed to identifying hazards, assessing risks, and implementing appropriate control measures in relation to Council premises, land, and activities, including:

- Parks and play areas
- Memorial gardens
- Gordon Bennett Memorial Hall
- Cemetery

2. Organisation and Responsibilities

The Parish Council

The Parish Council, as a corporate body, has overall responsibility for health and safety matters and for ensuring this policy is implemented and reviewed annually.

Responsible Officer / Health & Safety Officer

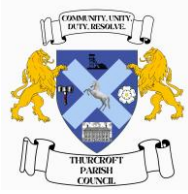
The Parish Clerk is responsible for the day-to-day management of health and safety on behalf of the Council. This includes ensuring risk assessments are undertaken, contractors are appropriately managed, control measures are implemented, and accidents and incidents are reported and recorded.

Councillors, Employees and Volunteers

All councillors, employees, and volunteers have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions while undertaking Council business

Contractors

Contractors engaged by the Council must provide suitable risk assessments or method statements, hold appropriate public liability insurance, and comply with all relevant health and safety legislation and guidance.



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Policy Availability

This policy will be made available to all councillors, employees, volunteers, and contractors working on behalf of the Council.

3. Arrangements for Health and Safety

Risk Assessments

The Clerk will ensure that suitable and sufficient risk assessments are in place for all Council activities and sites. Risk assessments will be reviewed at least annually or when circumstances change. Records will be retained by the Clerk.

Training

Employees and councillors will receive information, instruction, and training appropriate to their roles and responsibilities.

Contractor Management

Contractors must submit risk assessments prior to commencing work and comply with COSHH and any site-specific control measures.

Accident Reporting

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

Monitoring

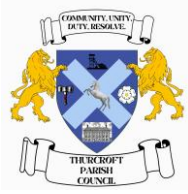
The Council will monitor compliance with this policy through inspections, review of risk assessments, and consideration of reported incidents.

4. Site-Specific Hazards and Control Measures

Parks, Play Areas and Memorial Garden

Hazards:

Defective play equipment, uneven or slippery surfaces, unsafe trees, and risks arising from grounds maintenance activities.



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Control Measures:

Routine visual inspections and independent annual inspections will be carried out. Equipment identified as unsafe will be taken out of use without delay. Trees and grounds maintenance will be undertaken by competent contractors using safe systems of work.

Gordon Bennett Memorial Hall

Hazards:

Fire risks, electrical faults, and slips, trips, and falls.

Control Measures:

A fire risk assessment will be maintained. Fire alarms, extinguishers, and escape routes will be checked regularly. Portable electrical equipment will be PAT tested annually and fixed wiring inspected every five years. Hirers must comply with the hall's health and safety requirements.

Cemetery

Hazards:

Open grave excavations, unstable memorials, uneven ground, and use of machinery.

Control Measures:

Burial areas will be securely managed during interments. Memorial safety inspections will be carried out by competent persons. Contractors using machinery must be suitably trained and follow agreed safe working practices.

5. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, guidance, or Council activities.