

The Orchards' and Margaret Marsh Parish Council (Group)

Health & Safety Policy

GENERAL STATEMENT OF POLICY

1. Purpose and Scope

- 1.1 The Orchards & Margaret Marsh Parish Council acknowledges its responsibility to ensure the safety of all individuals associated with it, whether they visit, work on its land or premises, use designated meeting spaces, or work remotely. Therefore, the council commits to providing and maintaining safe, healthy working conditions, appropriate equipment, and effective systems of work for employees, council members, volunteers, and contractors. It also aims to offer the necessary information, instructions, training, and supervision to fulfil this commitment.
- 1.2 The responsibilities for safety matters, risk assessment and the arrangements required to implement this policy are outlined below.
- 1.3 This policy will be updated if the Council activities change in nature or scope, and will undergo an annual review by the Full Council

2. Responsibilities

- 2.1 The Orchards & Margaret Marsh Parish Council, as a corporate body, holds overall and ultimate responsibility for health and safety within the Council, ensuring compliance with the Health and Safety at Work Act (H&SaW), 1974, related Regulations, and the Occupiers' Liability Act (OLA,)1984.
- 2.2 The Clerk is tasked with informing employees, members, volunteers, and contractors about this policy's requirements and ensuring consistent implementation.
- 2.3 The Clerk must ensure the Council reviews its insurance coverage annually to confirm it is complete, up to date, and adequately insured.
- 2.4 The Clerk must conduct annual risk assessments for all council premises, land, and facilities and develop plans to address identified risks.
- 2.5 The Clerk is responsible for overseeing health and safety in designated areas, including their home office and premises used for Council meetings.
- 2.6 All employees, members, volunteers, and contractors are personally responsible for working with the Parish Clerk to promote a healthy and safe work environment and to exercise reasonable care for themselves and others.
- 2.7 If an employee, member, volunteer, or contractor identifies a health or safety concern they cannot fix, they should report all details to the Parish Clerk promptly.
- 2.8 A First Aid box is kept at the Clerk's home office and taken to meeting venues as needed.
- 2.9 The Clerk is responsible for monitoring and ensuring the contents of the first aid box are complete.

3. Accidents

- 3.1 All accident details should be reported in writing to the Clerk as soon as possible after they happen.
- 3.2 All accidents and incidents will be recorded in the Accident Record Book kept by the Clerk.

4. Fire Safety

- 4.1 The Parish Council does not maintain any premises and therefore there is no need for formal fire safety measures, fire extinguishers inspection, etc.
- 4.2 The clerk is responsible for reviewing the fire safety of venues used for Full Council meetings, ensuring it meets requirements, including fire extinguishers and fire escapes, and similar safety measures.

5. Risk Assessment and Control

- 5.1 Regulation 3 of the Management of Health & Safety at Work Regulations (MHSWRs), 1999 mandates a 'suitable and sufficient' risk assessment for health and safety, unless more specific legislation (like COSHH Regulations(2002) and DSE Regulations (1993)) requires a different standard.
- 5.2 This Regulation mandates a systematic overall review of substantial or new activities and requires that significant assessment findings be documented.
- A risk assessment should:
 - identify major risks associated with a task or event,
 - help the council determine and prioritise measures to control risks and ensure compliance with relevant regulations,
 - be suitable for the nature of the task or event so that it remains valid for a reasonable duration.
 - The Parish Clerk is responsible for ensuring that risk assessments:
 - are completed to a consistent and appropriate standard,
 - relate to the actual tasks or events carried out or to the typical use of the assessed premises or equipment,
 - are regularly reviewed,
 - are backed by adequate and properly maintained records.
- 5.3 Informal risk assessments will be conducted regularly throughout the planning task, whether on a routine or infrequent basis.

6. Personal Protective Equipment

- 6.1 The necessary control measures following a risk assessment vary according to applicable laws. If an activity's risk cannot be sufficiently managed by other means, the council will provide personal protective equipment (PPE). For example, high-visibility vests and litter pickers may be supplied for litter collection events. The specific PPE required or provided will be determined during the risk assessment for each activity.

7. Training

- 7.1 The Parish Clerk is ultimately responsible for organising suitable health and safety training.

8. General Advice

- 8.1 Appendix 1 offers general advice for visitors, volunteers, and contractors, which should be followed.

9. Employment Of Contractors

- 9.1 All contractors working at or in council premises must be provided with the notes attached at Appendix 1 and are required to confirm in writing that they have read and understood them. The Parish Clerk shall maintain a record.

10. Specific Sites Policies

- 10.1 Specific policies are only needed for open space maintenance. This is detailed in section 11 below. If the council acquires council premises, a premises policy will be required.

11. Policy for Open Spaces Maintenance

- 11.1 Only contractors or authorised employees who have received proper training in operating machinery and equipment are permitted to do so.
- 11.2 Machinery must meet legal safety standards. All moving parts of machinery that pose a danger must be guarded. Guards should only be removed for repair or maintenance.
- 11.3 Engines of motorised equipment must be turned off before inspection or adjustment. For electric machines, the plug must be disconnected.
- 11.4 Public access must be restricted from areas where machinery is in use. Machinery should not be left unattended where children or others could interfere.
- 11.5 Pathways on Council-owned properties should be inspected annually.
- 11.6 Stones and similar objects must be cleared from the equipment's path to prevent them from being projected.

11.7 Fuel tanks should only be refilled outdoors, with the engine off. No open flames or smoking are permitted near fuel tanks or storage cans. Fuel must be stored in an approved safety can and in an approved location.

11.8 Follow the manufacturer's instructions for the safe use of chemicals. Use appropriate protective gear such as gloves, overalls, face masks, and boots when handling machinery and chemicals, including herbicides and pesticides.

11.9 Ladders and stepladders must be in good condition, free from defects, and securely positioned when used.

12. Adoption

This policy was reviewed and adopted by The Orchards and Margaret Marsh Parish Council at the meeting held on Monday, 18th May 2026.

13. Review

The next review date is March 2027.

No	Change Type	Updated By	Change Summary	Approval Date
1	Original	OMMPC	Health & Safety Policy Adopted	5/2026
			Next review	5/2027

Signed:
Chair, The Orchards' and Margaret Marsh Parish Council

Date: 18th May 2026

14. Sources and References

COSHH (2002) *The Control of Substances Hazardous to Health Regulations*, Legislation.gov.uk.

HA (2006) *Health Act*, Legislation.gov.uk.

H&SaW (1974) *Health and Safety at Work etc. Act*, Legislation.gov.uk.

MHSWRegs (1999) *The Management of Health and Safety at Work Regulations*, Legislation.gov.uk.

OLA (1984) *Occupiers Liability Act*. Legislation.gov.uk.

DES Regs (1993) *The Health and Safety (Display Screen Equipment) Regulations*, Legislation.gov.uk.

HEALTH & SAFETY POLICY – Appendix 1

GENERAL HEALTH & SAFETY ADVICE FOR VISITORS, VOLUNTEERS AND CONTRACTORS

1. FIRST AID and ACCIDENTS / SAFETY “NEAR MISSES”

- 1.1 In the event of an accident, please get in touch with 111 or 999 as appropriate.
- 1.2 Please advise the Parish Clerk by email as soon as reasonably possible.
- 1.3 In the event of an accident or near miss, a formal report must be recorded in the Council’s Accident Record Book held by the Parish Clerk.

2. SMOKING

- 2.1 In line with the Health Act (HA), 2006 and to maintain a healthy and safe environment, smoking is not permitted within any of the Council’s buildings or grounds. Please respect our no-smoking policy.

3. COSHH

- 3.1 If you are bringing any materials covered by COSHH regulations onto any council site, please ensure you inform the Parish Clerk of the details in advance.

4. CONTRACTORS - SAFE SYSTEMS OF WORK

- 4.1 As part of their preparation activity, contractors engaged to carry out works at Council premises should visit in advance to develop appropriate safe systems of work for the task(s) they are employed to undertake. Such systems should be documented and a copy provided to the Parish Clerk in advance of the work commencing.

5. VOLUNTEERS AND CONTRACTORS - PPE and/or CLOTHING

- 5.1 If you are carrying out an activity which requires personal protective equipment (PPE) or clothing, please ensure it is worn at all times. Authorised contractors are required to provide their own PPE appropriate to the tasks they are due to carry out and in line with the agreed Safe Systems of Work, which they will have provided in advance of their visit.
- 5.2 Volunteers/visitors are required to wear and/or use PPE if it is stipulated and provided by the Council – e.g. litter picking equipment and hi-vis jackets.

These details have been provided to make sure you understand what is expected of you.

Please sign below to confirm you have read and understood the contents of this document.

Name (print) _____

Signature _____

Organisation _____

Date _____