



**KING'S SOMBORNE PARISH COUNCIL  
HEALTH AND SAFETY AT WORK POLICY**

**Adopted by the Parish Council at its meeting on 2 Dec 2019**

**Mrs Gail Foster  
Clerk to King's Somborne Parish Council**

**Annex H**

## **Health and Safety at work**

### **General**

1. King's Somborne Parish Council has adopted this policy and accepts ultimate responsibility for health and safety in the work place. This involves good practice, ensuring the allocation of resources where necessary and regular review.
2. The Clerk is responsible for implementing and monitoring health and safety within the work environment.

### **Statement of Intent**

3. It is the Council's policy that so far as is reasonably practicable its operation and services are conducted in such a manner as to prevent harm or injury to councillors, staff, visitors, contractors, property and the environment. It also recognises its duty to take all reasonable steps to continuously review and make improvements when and where necessary in health, safety and welfare standards, and to ensure that its statutory obligations are met at all times.

### **Objectives**

4. To comply with the Statement of Intent, the Council has set the following objectives
  - a to observe Health and Safety legislation
  - b to establish and maintain high standards for health and safety
  - c to identify risk and set in place programmes to remove or reduce that risk
  - d to ensure competent advice is available when necessary
  - e to ensure all relevant information is shared between councillors, staff and contractors, as appropriate
  - f to provide channels of communication to enable health and safety issues to be raised
  - g to ensure all necessary training is given

### **Staff**

5. Staff are required to co-operate in implementing the requirements of health and safety procedures and refrain from doing anything which might constitute a danger to themselves or others. Good standards of housekeeping should be maintained and a good example set at all times.

## **Contractors**

6. All contractors working with or for the Council are to comply with the appropriate rules and regulations governing their work activities.
7. All contractors are legally responsible for their own workforce and for ensuring their work is completed in a safe manner.

## **Play equipment and open spaces health and safety inspections**

8. The Parish Council acknowledges it has a duty of care towards those persons enjoying use of its open spaces and play equipment and will take all reasonable steps to ensure personal safety and that the equipment in use is in a serviceable and fit for purpose state.
9. To achieve this, a councillor, member of staff, contractor or a volunteer appointed by the Council will undertake a regular, usually weekly and at different times, visual inspection of each open space and pieces of play equipment and record the findings on the monthly pre-printed inspection report appropriate to that particular play area or open space.
10. The Clerk will note the findings on each inspection report and take appropriate action either by signing off the report, making recommendations to the Council for replacement or initiating remedial action, as appropriate. These inspection reports will be kept by the Clerk for at least five years.
11. Should an accident occur, the circumstances will be investigated and the circumstances noted. The Council's insurers will be notified in case legal action follows. Reports on accidents and any other incidents likely to give rise to legal action will be kept indefinitely.
12. Annually, a formal inspection of each item of play equipment will be undertaken by a qualified play equipment inspector and appropriate remedial action taken on the findings.