

Banham Parish Council – Health & Safety Policy

Banham Parish Council is committed to providing and maintaining safe and healthy working conditions for its employees and volunteers.

This includes:

- Safe equipment and systems of workplace
- Appropriate information, instruction, training and supervision

The Parish Council also aims to provide and maintain safe facilities for members of the public.

This policy sets out how health and safety duties are managed and the arrangements in place to support this. The policy will be reviewed regularly and updated where necessary, particularly if the Council's activities should change.

Responsibilities

The Parish Council

The overall and final responsibility for health and safety rests with Banham Parish Council. This includes ensuring compliance with:

- The Health & Safety at Work Act 1974
- Relevant regulations made under the Act

The Clerk

The Clerk is responsible for:

- Implementing and monitoring this policy
- Ensuring health & safety procedures are followed
- Reporting and recording accidents where required

Employees & Volunteers

Employees and volunteers must:

- Take reasonable care of their own health & safety
- Take reasonable care of others who may be affected by their actions
- Report and hazards, risks or concerns to the Clerk

If an issue cannot be resolved immediately, it must be reported as soon as possible.

Contractors

The Parish Council will ensure that all contractors are aware of and comply with health & safety requirements. Details of these requirements are set out in Appendix 1.

Reporting and Recording Accidents

- All accidents and incidents must be reported to the Clerk
- The Clerk will ensure that records are kept and reports are made where necessary
- Serious incidents will be reviewed to help prevent recurrence

Appendix 1 – Notice to Contractors

To comply with health & safety legislation, all contractors working for Banham Parish Council must follow these requirements:

- Contractors must ensure that they and their employees use appropriate protective equipment where required
- All work must comply with the Health Safety at Work Act 1974 and all relevant regulations
- Contractors are responsible for the healthy & safety of their employees and any work they undertake

The Parish Council reserves the right to:

- Stop any work, activity, or use of equipment if it is considered unsafe
- Require immediate action to remove any risk to health & safety

If work is stopped:

The Contractors representative will be informed verbally
Written confirmation will be provided by the Parish Council

The Parish Council will not accept responsibility for any additional costs resulting from such action.

Contractors must ensure they have appropriate insurance in place and will indemnify the Parish Council against any claims, costs, or expenses arising from their work or actions.

The Council may report any serious breaches of health & safety legislation to the appropriate enforcement authority.

This policy was adopted by Banham Parish Council: April 2026
To be reviewed April 2029