



LOCAL COUNCIL
AWARD SCHEME
GOLD

2026

WOOTTON PARISH COUNCIL

HEALTH AND SAFETY POLICY



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 11 th June 2014	Full Council Meeting of Wootton Parish Council on 11 th June 2014
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 1.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 1.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 1.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 1.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 1.00	Annual Meeting of Wootton Parish Council on 24 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 1.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

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WOOTTON PARISH COUNCIL
HEALTH AND SAFETY AT WORK POLICY
Health & Safety at Work Act 1974

This is the Health & Safety Policy Statement of **Wootton Parish Council**

1.0 GENERAL POLICY STATEMENT

Wootton Parish Council:

1. Recognises and accepts its responsibilities as an employer for providing adequate control of the health and safety risks arising from the Parish Council's work activities. Wootton Parish Council commits to complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Parish Council subscribes.
2. Will consult with Councillors, employees, volunteers, visitors and others who may be affected by Parish Council undertakings.
3. Is keen to encourage employees and others who may be affected by the Parish Council's activities to participate in providing a safe and healthy working environment.
4. Will ensure employees, volunteers, visitors and others who may be affected by Parish Council undertakings:
 - a) Carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
 - b) Comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
 - c) Endeavour to facilitate the implementation of the safety policies of the Parish Council.
5. Will set and monitor health and safety objectives, seeking to prevent work related injuries, ill health, disease and incidents.
6. Will provide and maintain safe plant and equipment and implement safe systems of work.
7. Will ensure the safe use, handling, storage and transport of articles and substances.
8. Will provide sufficient information, training and supervision to enable all Councillors, employees, volunteers, visitors and others who may be affected by Parish Council undertakings to avoid hazards and contribute positively to their own safety and health at work.
9. The Parish Council has ultimate responsibility for Health and Safety matters. However, this responsibility in relation to the day-to-day operation of the Parish Council's activities is delegated to the Clerk to the Council as the Proper Officer. A meeting will be held between the Clerk to the Council and Chairman to discuss health and safety issues as required.

10. Will ensure the necessary resources (finance, equipment, personnel and time) are deployed to ensure the health and safety of Councillors, employees, volunteers, visitors and others who may be affected by Parish Council undertakings. Expert help will be sought where the necessary skills are not available within the Parish Council.
11. This Health and Safety policy will be reviewed annually or if there is a change in circumstances.

Gareth T Lloyd

Sue Edgar Playford

Signed: Gareth T Lloyd BSc (Hons)
Chairman

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and RFO

2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

Parish Council Responsibilities:

- 2.1 Overall and final responsibility for health and safety is that of the Parish Council.
- 2.2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Clerk to the Council as Proper Officer. The Clerk to the Council will ensure this policy is implemented and has responsibility to take whatever urgent health and safety action is necessary to prevent serious accident, loss of life or limb without further reference to the Parish Council and notwithstanding that budget for such action may not be allocated, provided only that the expenditure is reasonable.
- 2.3 Under the Health & Safety at Work Act 1974, the Parish Council has responsibility for the safety, health and welfare of employees and any other person in so far as they are affected by the activities of the work of the Parish Council. To meet these responsibilities the Parish Council will:
- (a) Ensure that there is an up-to-date overall policy for the safety, health and welfare of employees which is brought to the attention of employees, to be reviewed annually.
 - (b) Ensure that its activities do not detrimentally affect the safety, health and welfare of the general public. Where this cannot be avoided altogether it will, through its officers, ensure the general public is made aware of any situations that arise affecting its safety, health and welfare, and take any necessary precautions to eliminate such situations.
 - (c) Evaluate all risks relating to accidents and health at work, loss or damage to the Parish Council's property and to the public, putting in place appropriate safe working procedures.
 - (d) Ensure that all liability is covered by Insurance.
 - (e) Ensure there are sufficient resources (finance, equipment, personnel and time) to ensure Councillors, employees, volunteers, visitors and others who may be affected by Parish Council undertakings are able to full necessary responsibilities.
 - (f) Ensure that appropriate records are kept including Accident Reporting.
 - (g) Wootton Parish Council must provide an eyesight test for all Display Equipment Equipment (DSE) users, when requested and must pay for the same¹. This should include a full eye and eyesight examination by an optometrist or doctor, including a vision test and an eye examination. DSE users may arrange the test themselves and be reimbursed for the costs, in full at a later date. Wootton Parish Council will pay for glasses for DSE works, if the DSE user requires special glasses prescribed for the distance the screen is viewed at, up to a maximum of £150. If an ordinary prescription is suitable, the Parish Council will not cover any costs.

Employees' Responsibilities:

- 2.4 Under the Act the Councillors, employees, volunteers, visitors and others who may be affected by Parish Council undertakings of this Parish Council have responsibilities as follows:

¹ <https://www.hse.gov.uk/msd/dse/eye-tests.htm>.

- (i) To carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
- (ii) To comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
- (iii) Not to interfere with anything provided to safeguard their health and safety.
- (iv) To endeavour to facilitate the implementation of the safety policies of the Parish Council.
- (v) Bring to the attention of the Clerk to the Council/Chairman any health and safety matters requiring attention.

3.0 ARRANGEMENTS

3.1 Health & Safety risks arising from Work Activities:

- Risk assessments will be undertaken by any delegated Councillor and/or Clerk to the Council.
- The finding of the risk assessments will be reported to Full Council.
- Action required to remove/control risks will be approved by Full Council.
- The Clerk to the Council will be responsible for ensuring the action required is implemented and that the action has removed/reduced the risks.
- Risk assessments will be reviewed annually or when circumstances change whichever is the soonest.

3.2 Safe handling and use of substances:

- The Clerk to the Council will be responsible for identifying all substances that need a COSHH assessment.
- The Clerk to the Council will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Clerk to the Council will ensure that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

3.3 Competency for Tasks and Training:

- The Clerk to the Council will ensure the provision of induction training for all employees.
- Job specific training will be provided as necessary.
- Training records will be kept by the Clerk to the Council.

- Training will be identified, arranged and monitored by the Clerk to the Council through the annual appraisal system.

3.4 Accidents, First Aid and Work-Related Ill Health:

- All accidents and cases of work-related ill health are to be recorded in an accident book, maintained by the Clerk to the Council.
- The Clerk to the Council is responsible for reporting accidents, diseases and dangerous occurrences to the Local Authority.

3.5 Monitoring:

To check working conditions and to ensure that safe working practices are being followed, the Parish Council will:

- Discuss on an individual basis health and safety issues with employees at their annual appraisal meeting.
- Carry out periodic inspections of work practices.
- Investigate accidents.
- Investigate work related causes of sickness absences.
- Act on investigation findings to prevent a recurrence.

4.0 CODE OF PRACTICE

4.1 This information and guidance has been prepared for the benefit of all Councillors, employees, volunteers, visitors and others who may be affected by Parish Council undertakings to ensure the safety of yourself, colleagues and members of the public.

- I. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, please report it to the Clerk to the Council.
- II. Clothing/footwear should be appropriate for the job. Protective clothing should be worn when supplied.
- III. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.
- IV. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available do not lift.
- V. All fuels, chemicals, cleaning materials, etc., should be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- VI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- VII. Step ladders should be in good condition and used by a competent person.

- VIII. Ladders should be in good condition and should not normally be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- IX. All accidents must be reported and entered in the Accident Book. This is maintained by the Clerk to the Council.