



Health & Safety Policy

Adopted: 15th May 2025

1. Policy Statement

Borden Parish Council recognises and accepts its responsibility as an employer and as a provider of public services to ensure, so far as is reasonably practicable, the health, safety, and welfare of its employees, contractors, councillors, volunteers, and the general public who may be affected by its activities.

The Council will comply with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation and codes of practice.

2. Responsibilities

Council Members:

Council members have overall responsibility for ensuring health and safety arrangements are in place. They will:

- Approve the Health & Safety Policy and monitor its implementation.
- Ensure adequate resources are provided to meet health and safety obligations.

Clerk to the Council (Responsible Officer):

The Clerk is responsible for day-to-day management of health and safety and will:

- Implement the Health & Safety Policy.
- Carry out regular risk assessments and ensure control measures are followed.
- Maintain records of training, incidents, and inspections.
- Report health and safety matters to the Council.

Employees, Contractors and Volunteers:

All individuals working for or on behalf of the Council must:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with the Clerk and Council in implementing safety procedures.
- Not misuse equipment or act in a way that could endanger others.
- Report hazards, incidents, or near misses to the Clerk immediately.

3. Risk Assessment

Risk assessments will be carried out for all Council activities, including:

- Maintenance of open spaces, footpaths, play areas, and allotments.
- Use of Council equipment and materials.
- Events organised by the Council.

Findings of risk assessments will be recorded, reviewed annually, and updated when necessary.



4. Training and Supervision

The Council will:

- Provide appropriate health and safety training to employees, volunteers, and councillors as needed.
- Supervise new or inexperienced staff and ensure contractors are competent and adequately insured.

5. Equipment and Premises Safety

The Council will:

- Ensure all equipment is maintained in a safe condition.
- Carry out regular inspections of Council property (e.g. play areas, benches, noticeboards).
- Maintain safe access to Council premises and venues.

6. Incident Reporting

All accidents, injuries, or near-misses must be reported to the Clerk and recorded in the Accident Book. Serious incidents will be reported to the Health and Safety Executive (HSE) under RIDDOR, where applicable.

7. Emergency Procedures

The Council will ensure emergency procedures (e.g. fire evacuation plans) are in place for public buildings under its control. First aid provisions will be available where appropriate.

8. Policy Review

This Health & Safety Policy will be reviewed annually or following significant changes in legislation, activities, or structure.

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