

BURFORD PARISH COUNCIL

Health and Safety Policy

Introduction

This Health and Safety Policy sets out the commitment of Burford Parish Council to ensure the safety, health, and wellbeing of all councillors, staff, volunteers, and members of the public who may be affected by its activities. The council recognises its legal obligations under the Health and Safety at Work Act 1974 and other relevant legislation and aims to promote a culture of safety throughout all parish operations.

Policy Statement

The parish council is dedicated in providing a safe working environment by identifying hazards, assessing risks, and implementing appropriate control measures. The council will regularly review procedures and provide training to ensure that all individuals are aware of their responsibilities regarding health and safety.

Responsibilities

- **Council Members:** Responsible for ensuring that health and safety is considered in all council decisions and activities.
- **Clerk and Staff:** Expected to follow safe working practices, report hazards, and participate in relevant training.
- **Volunteers and Contractors:** Must adhere to the council's health and safety requirements when undertaking parish work.

Risk Assessment

The council will conduct regular risk assessments of its premises, activities, and events. Identified risks will be managed through appropriate controls, and actions will be taken to minimise potential harm.

Training and Information

All staff, councillors, and volunteers will receive information, instruction, and training appropriate to their roles. Updates will be provided as necessary to ensure ongoing awareness of health and safety matters.

Reporting and Monitoring

Accidents, incidents, and near misses must be reported to the council Clerk. The council will investigate reports and take action to prevent recurrence. Health and safety performance will be monitored and reviewed annually, or sooner if required.

Review

This policy will be reviewed annually by the parish council and updated as necessary to reflect changes in legislation or parish activities.

B. M. M. a

Chair

9/07/26

Date