



1.0 General Statement of Intent

- 1.1 It is the policy of Winkfield Parish Council to take all reasonable steps to ensure the health and safety at work of its employees and others who may come into contact with its operations. To implement this policy the Council is committed to identifying any hazards to health and safety and devising and implementing measures to reduce the risks from them so far as is reasonably practicable.
- 1.2 All employees have a duty of care to themselves and others by avoiding hazards, preventing accidents and cooperating with the Council by complying with all instructions and recommendations on health and safety.

So far as is practicable, the Council will:

- Provide adequate control of the health and safety risks arising from its work activities.
 - Consult with employees on matters affecting their health and safety
 - Provide and maintain safe plant and equipment
 - Ensure safe handling and use of substances
 - Provide information, instruction and supervision of employees
 - Ensure all employees are competent to undertake their work tasks and to give them adequate training
 - Prevent accidents and cases of work-related ill health as far as is reasonably practicable
- 1.3 This policy will be reviewed every three years or sooner if legislative changes, incidents or best practice require to ensure it remains effective, and any necessary amendments communicated to all employees.

2.0 Responsibilities

- 2.1 The overall responsibility for health and safety within the Council and compliance with the requirements of the Health and Safety at Work Act 1974 and any other relevant health and safety legislation is with the Council.
- 2.2 The Parish Clerk is responsible for this policy being carried out at all Council premises and will ensure that:
 - An up to date statement of the Council's policy for health and safety is prepared and brought to the attention of all staff.
 - An effective management system is in place to implement the Health and Safety Policy, by which risks will be assessed, priorities decided, and objectives set for eliminating hazards and reducing risks
 - Arrangements are put in place to measure, monitor and review health and safety through formal audits at least annually
 - All incidents, hazards and near misses, whether injury is sustained or not, are reported and investigated in accordance with Council procedures. Any action to prevent recurrence is implemented as soon as is reasonably practicable.
 - The Clerk will report any notifiable incidents to Health & Safety Executive and the Council within the required statutory timeframes.

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- That there is an effective system for communicating health and safety information throughout the organisation
- That arrangements exist for the development and review of appropriate policies, procedures and guidelines on health and safety and welfare issues
- That all appropriate staff training needs are identified and that effective arrangements exist for the training delivery
- That staff are competent to carry out the responsibilities and duties assigned to them
- That regular audits and inspections are undertaken to ensure that procedures/safe systems of work are being followed and that any shortcomings are identified and dealt with. All written records for audits/inspections are maintained accordingly

2.3 Employees will report all incidents to the Clerk in a timely manner. All employees have a duty to themselves, colleagues and any person who might be affected by their actions, to work in a safe manner. Any employee who behaves in a way which endangers the health and safety of others may be subject to disciplinary proceedings and could be prosecuted. In particular, this includes:

- Taking reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions
- Cooperating with the Clerk to ensure that all relevant statutory regulations, policies and procedures are followed
- Reporting all faults, hazards, unsafe practices, accidents, adverse incidents, dangerous occurrences and near misses whether injury is sustained or not

2.4 Members of the public or groups and organisations who hire the Council's facilities have a duty of care to themselves, colleagues and any members of the public who attend the event and are present at the premises for the duration of the hire. The 'hirer' of the premises will become the Temporary Responsible Person whilst the hire takes place and will be accountable for all aspects of health and safety as prescribed within the Council's hiring terms and conditions. The hirer must abide by the following requirements:

- Familiarize him/herself with the requirements regarding the emergency procedure during the occupation of the building.
- All incidents/accidents should be reported to a member of staff and recorded in the Accident Book.
- Assess the risks of their own event and where necessary advise the Council of any action or risk management process, as is deemed necessary.
- Where appropriate, supply the Parish Office with a copy of their own H&S Policy, risk assessment or insurance documentation.

3.0 Additional Health & Safety Areas

The Council recognises additional areas of health and safety risk, including Display Screen Equipment, Legionella, Asbestos, Tree Safety, Work at Height, Lone Working, First Aid, Stress and Wellbeing, and Play Areas/Outdoor Equipment. Details of the arrangements and procedures for these areas are set out in

Appendix 2

Appendix 1 – Arrangements

1. The Council sees communication between staff at all levels as an essential part of effective health and safety management and will consult via team meetings. Every member of staff will be given a copy of the Council's Health and Safety Policy at induction.
2. In accordance with relevant legislation, the Parish Clerk will ensure that assessments are undertaken of the associated risks for all work activities. In assessing these risks, account will be taken of the effectiveness of existing control measures. When completing the assessment, the outcomes and action plans will be made known to staff and anyone else that may be affected. A copy of all risk assessments will be kept in the Parish Office.
- 2.1 Risk Assessment Communication and Acknowledgement
The Parish Council maintains a central Risk Assessment Tracker to record all risk assessments relevant to its activities. The Parish Clerk determines which risk assessments apply to each role and ensures that these are communicated to the relevant employees. Employees are required to record a read and sign-off for all risk assessments relevant to their role using the Council's Risk Assessment Read Log. These records form part of the Parish Council's health and safety and governance evidence.
3. All contractors engaged by the Council have a responsibility as specified in all contract documents, to carry out their work in a safe manner in respect of their own staff, subcontractors, Council staff and premises, members of the public and any others who may be affected by their actions. The Council will ensure so far as is reasonably practicable, the employment of competent contractors who are able to demonstrate that they have in place management systems for safely undertaking work for which they have been employed.
4. Contractors will be advised of any required standards, site specific rules, codes of practice, procedures, rules or other guidance applicable to the work undertaken. Special care is required to ensure that these matters are covered, although nothing in contract documents can free those engaging contractors, the contractors or Council staff from their own liability under health and safety legislation.
5. All accidents will be reported in an Accident Record Book. All accidents/incidents will be fully investigated and an Accident/Incident Report Form will be completed and given to the Clerk. The Clerk will report any notifiable accidents/incidents to the Health and Safety Executive, RIDDOR, etc.
6. Fire Risk Assessments (FRAs) for all Council premises shall be carried out and maintained in accordance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005. FRAs shall be undertaken and reviewed by a **competent person** in accordance with **BS 8674:2025** and kept up to date. They shall be revised where there is reason to believe the assessment is no longer valid, or where there has been a significant change to the premises, its use, occupancy, fire precautions, or management arrangements.
The frequency of formal Fire Risk Assessment reviews shall be determined by risk, taking account of the nature of the premises, levels and vulnerability of occupancy, fire

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loading, complexity of layout, and patterns of use. Review periods shall be set by the Responsible Person, having regard to competent fire safety advice, as follows:

- **Higher-risk premises**, including but not limited to frequently used or high-occupancy community halls, premises let to or used by day nurseries, care homes, or groups supporting vulnerable adults such as dementia or learning disability services, or buildings with higher fire loading, shall have a **full FRA undertaken by a competent assessor with an appropriate level of expertise under BS 8674:2025** at least every **three years**. The specific assessor level shall reflect the **complexity of the building and the vulnerability of the occupants**, with simple, single-storey buildings potentially not requiring the Advanced level. Interim **annual desktop reviews** shall be carried out by the Responsible Person to ensure the FRA remains valid.
- **Lower-risk premises**, such as small offices or infrequently used buildings, shall have a **full FRA undertaken by a competent assessor with an appropriate level of expertise under BS 8674:2025** every **three years**, with interim **annual desktop reviews** conducted by the Responsible Person or appointed staff.

Desktop Review Definition:

A **desktop review** is a light review of the existing FRA conducted **without a full site visit**. Its purpose is to check that:

1. The FRA remains valid and accurately reflects current fire risks and controls.
2. There have been no significant changes to the premises, occupancy, use, or fire safety arrangements.
3. Any incidents, near misses, or enforcement actions since the last full FRA have been considered.

During a desktop review, the Responsible Person or appointed staff will:

- Review the existing FRA document.
- Check for changes in building layout, occupancy, or fire safety measures.
- Confirm that control measures (fire alarms, exits, training, fire drills) remain in place and effective.
- Record findings and identify any issues that may require a full FRA sooner than scheduled.

In all cases, no FRA shall remain unreviewed for a period exceeding **three years**.

FRAs shall also be reviewed immediately following any fire, near miss, enforcement action, or significant change affecting fire risk, including changes to building structure, occupancy, use, or fire safety management arrangements

7. Fire extinguishers in all of the Council's buildings will be visually inspected every month by staff and be maintained annually by an authorised company.
8. The fire alarm systems will be maintained annually by an authorised company. A fire drill shall be held at least annually.
9. The emergency lighting systems will be maintained annually by an authorized company.
10. Fire Exits will be kept free from obstructions.
11. Notices will be displayed giving directions for the evacuation of buildings in the event of fire.

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12. The Clerk has overall responsibility for training and will ensure appropriate training is provided for staff to enable them to discharge their responsibilities under the Health and Safety Policy.
13. Smoking or use of electronic cigarettes is not allowed in any Council building.
14. Regular audits of health and safety procedures will be carried out to ensure effective monitoring and evaluation to identify any shortcomings.
15. The Council has the responsibility to maintain all electrical equipment and the premises mains supply. This will be done by regular Portable Appliance Testing (PAT) and the testing of the mains wiring.
16. The COSHH Regulations 2002 require a risk assessment for any substances/chemicals used which are toxic or dangerous to health be undertaken and then reviewed every 5 years.

Appendix 2 – Additional Health & Safety Arrangements

1. Display Screen Equipment (DSE)

- The Council will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).
- All employees who are classified as DSE users will have a suitable and sufficient training and DSE assessment carried out.
- Workstations will be set up to reduce risks, and guidance on safe DSE use will be provided.
- Assessments will be reviewed when there are significant changes to equipment, work activities, or if discomfort is reported.
- Records of assessments and actions taken will be maintained.

2. Legionella Management

- The Council will manage risks from Legionella bacteria in accordance with HSE Approved Code of Practice L8 and the Health and Safety at Work Act 1974.
- Legionella Risk Assessments will be carried out by a competent contractor at least every two years or sooner if circumstances change.
- Routine monitoring, temperature checks, and water flushing will be undertaken by trained staff or contractors.
- Records of risk assessments, monitoring, and any control measures will be maintained and reviewed.

3. Asbestos Management

- The Council recognises its duties under the Control of Asbestos Regulations 2012.
- Where asbestos-containing materials (ACMs) may be present, these will be managed according to the Asbestos Management Plan.
- An up-to-date asbestos register will be maintained and made available to employees, contractors, and others who may be affected.
- Work that may disturb asbestos will only be carried out under appropriate controls and, where required, by licensed competent contractors.
- Where intrusive maintenance, refurbishment or demolition work is planned, a Refurbishment and Demolition Asbestos Survey will be undertaken by a competent person before works commence
- All staff will receive information and training relevant to asbestos risks in their work areas.

4. Tree Safety and Grounds Management

- The Council will manage risks arising from trees and landscaped areas for which it is responsible.
- Tree inspections will be carried out by competent persons at intervals determined by risk, location, usage, and professional recommendation. In all cases, inspection intervals shall not exceed three years
- Remedial works identified during inspections will be prioritised and carried out within reasonable timescales. Aside from qualified arboricultural inspection recommendations, works will be undertaken if there is a safety risk, obstruction of public access, or clear damage.
- The Council will not normally carry out work for leaves, fruit, blossom, sap, bird droppings, loss of light, blocked views, TV signal issues, or general inconvenience where no safety issue exists.
- Records of inspections, works, and risk assessments will be maintained.

5. Work at Height

- The Council will comply with the Work at Height Regulations 2005.
- Work at height will be avoided where reasonably practicable.
- Where unavoidable, appropriate risk assessments, control measures, and equipment will be in place.
- Only trained and competent personnel or contractors may undertake work at height.
- Records of risk assessments, equipment checks, and training will be maintained.
- **Ladder Safety:** All work ladders shall be suitable for the task, maintained in safe condition, and stored to prevent damage. Users must visually check ladders for defects before each use. Formal inspections shall be carried out by a competent person every six months, with records maintained via inspection tags. Any defective ladder must be immediately removed from service, clearly labelled, and not used until repaired or replaced

6. Lone Working

- Some employees may work alone; the Council will conduct suitable risk assessments for lone working activities.
- Proportionate control measures will be implemented, including communication arrangements and emergency contact procedures.
- Staff will be informed of lone working risks and provided with relevant guidance , training and support.
- Records of assessments, incidents, and actions taken will be maintained.

7. First Aid

- The Council will provide adequate and appropriate first aid arrangements in accordance with the Health and Safety (First-Aid) Regulations 1981.
- Provision will reflect staffing levels, premises, and activities.
- First aiders will be appropriately trained and records of training, incidents, and first aid treatments maintained.
- First aid arrangements will be reviewed periodically to ensure continued adequacy.

8. Stress and Wellbeing

- The Council recognises that work-related stress can affect health and performance.
- Steps will be taken to identify and manage workplace stress through management practices, communication, and support.
- Employees will have access to information and guidance on wellbeing and stress management.
- Records of actions, assessments, and support measures will be maintained where appropriate.

9. Play Areas and Outdoor Equipment

- Where the Council owns or manages play areas or outdoor recreational equipment, these will be inspected and maintained according to relevant standards and guidance.
- Inspections of play areas and outdoor equipment will be conducted by competent persons at intervals appropriate to risk, equipment type, and usage. In addition, the Council arranges for an annual independent inspection by an RPII-registered inspector to ensure compliance with relevant safety standards. Records of all inspections, maintenance, and remedial actions will be maintained. Records of inspections, maintenance, and remedial actions will be maintained.
- Any safety issues identified will be addressed promptly to reduce risk to users.