

Burghclere Parish Council

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Health and Safety Policy

Burghclere Parish Council (the Council) acknowledges its responsibility for providing, so far as is reasonably practicable, a safe and healthy environment for its employees, councillors, visitors and volunteers, and anyone affected by its activities.

The Council will comply with relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Its arrangements will be proportionate to its activities and the risks involved.

Policy commitments

The Council will aim to prevent accidents, work-related ill health and poor wellbeing by:

- effectively managing health and safety risks;
- providing clear instructions, information and training as required;
- consulting employees, councillors and volunteers on health and safety matters and encouraging concerns and suggestions to be reported;
- completing suitable risk assessments as required and reviewing them periodically and following any significant change, accident, incident or identified concern;
- implementing effective working procedures and practices;
- ensuring employees and volunteers have suitable equipment and safe working conditions;
- ensuring accidents, incidents and near misses are reported and recorded appropriately and investigated where necessary;
- ensuring insurance cover is adequate and reviewed annually;
- protecting wellbeing by encouraging mutual respect and a high standard of professional conduct.

Individual responsibilities

Employees, councillors and volunteers are expected to take reasonable care of their own health and safety and that of others affected by their actions; follow agreed safe working practices; use equipment appropriately; and report hazards, accidents, incidents, near misses or health and safety concerns promptly to the Clerk.

Coordination and review

The Council retains overall responsibility for its health and safety arrangements. The Clerk will act as its day-to-day point of contact, reporting significant concerns to the Council and/or Staffing Group as appropriate.

This policy will be reviewed at least annually and earlier following a significant change or incident where necessary. Risk assessments and any supporting procedures will address the hazards associated with particular activities and assets.

Responsibilities and supporting arrangements

Activity or asset	Responsibility	Supporting documents and procedures
Employees including the Clerk and Litterwarden	Council, with delegated responsibility to the Staffing Group.	Staffing Group Terms of Reference; employment contracts; risk assessments; insurance policy.
Councillors visitors and volunteers	Council.	Risk assessments and safe working procedures as required; insurance policy.
Play equipment	Council. The Clerk coordinates routine and independent inspections at appropriate intervals and reports findings to the Council.	Inspection records; risk assessments; safety measures and remedial action as required; insurance policy.
Land and other assets owned or managed by the Council	Council. This includes Burghclere Common, bus shelters and noticeboards.	Risk assessments and working procedures as required, including the Burghclere Common risk assessment and bonfire procedure; insurance policy.
Assets held for the Pinder Recreation Trust	Council acting in its separate capacity as sole managing trustee of the Pinder Recreation Trust, through the Trust's own arrangements.	Trust health and safety arrangements and supporting documents, produced as required through the Management Committee.
Trees and footpaths	Council where the land, tree or asset is owned or managed by it. Where responsibility rests with another authority or landowner, concerns will be reported to the appropriate body.	Terms of Reference for Tree and Footpath Officers appointed by the Council; risk assessments and working procedures as required; insurance policy.
Council activities meetings and events	Council.	Risk assessments and working procedures as required; insurance policy.
Earlstone Common held in trust for Earlstone Common Poors Land Trust	Earlstone Common Poors Land Trust, through its own arrangements.	Health and safety arrangements and supporting documents produced as required by the Trust.

Policy approved at the Council meeting held on: 12th October 2026

Next review due annually and following any significant change or incident