

Coningsby Town Council

Health and Safety Policy

Adopted on: 27.11.2025 Minute Ref: 25/26 – 106.h.

Review Date: November 2026

1. Statement of Intent

Coningsby Town Council recognises its responsibility to ensure the health, safety, and welfare of its employees, volunteers, councillors, and members of the public who may be affected by its activities. The Council is committed to complying with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation.

We will take all reasonably practicable steps to prevent accidents, injuries, and work-related ill health.

2. Responsibilities

- **The Council** as a corporate body has overall responsibility for health and safety.
 - **The Clerk** is responsible for:
 - Ensuring that this policy is implemented and reviewed.
 - Carrying out risk assessments for all council activities.
 - Maintaining records of accidents and incidents.
 - Reporting notifiable incidents to the Health and Safety Executive (HSE).
 - **Councillors, employees, and volunteers** must:
 - Take reasonable care of their own health and safety.
 - Cooperate with the Council to enable it to meet its legal obligations.
 - Not interfere with or misuse anything provided for health, safety or welfare.
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3. Risk Assessments

Risk assessments will be undertaken for all council-run activities, use of council-owned land or property, and any public events. These will be reviewed annually or following any significant changes.

4. Training

The Council will provide training and guidance for staff, councillors, and volunteers as necessary to ensure they can carry out their roles safely.

5. Equipment and Property

All equipment used by the Council will be properly maintained and safe for use. Regular inspections will be carried out on council property and assets such as:

- Benches
 - Playgrounds
 - Allotments
 - Defibrillators
 - Street furniture
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6. Public Events

Any public events organised by the Council must have a specific risk assessment, insurance cover, and first aid provision as appropriate.

7. Accidents and Incidents

All accidents relevant to Parish Council activities, land and assets must be reported to the Clerk and recorded in the Accident Book. Serious incidents will be reported to the Council and to HSE if required.

8. Contractors and Third Parties

Contractors working on behalf of the Council must provide for their own health and safety policy, risk assessments, and insurance cover. The Council will ensure they are competent to carry out the work safely. The contractors are responsible for ensuring they comply with their own Health and Safety duties and responsibilities.

9. Policy Review

This policy will be reviewed annually or in response to changes in legislation or council activities.