



South Swindon Parish Council

Health & Safety Policy



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1. STATEMENT OF GENERAL POLICY

South Swindon Parish Council recognises and accepts its responsibility to provide a safe and healthy working environment for all its employees, contractors and visitors who use their premises in order to prevent injury and ill health, in accordance with the Health and Safety at Work etc. Act 1974 and its associated regulations.

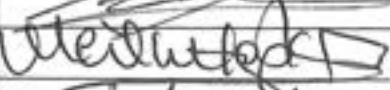
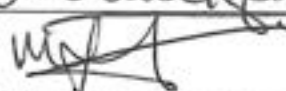
South Swindon Parish Council recognises the need to focus on continual improvement of its health and safety management and performance. Our aim is to encourage a positive health and safety culture. To ensure this is achieved occupational health and safety is actively promoted throughout the organisation through the provision of information, instruction, training and supervision.

South Swindon Parish Council operates a 'No Blame' culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure the root causes of accidents are identified thus enabling measures to be put in place to eliminate recurrence.

Emphasis is placed on effective management ensuring a systematic approach to the identification of risks and the allocation of financial and physical resources to control them. In order to deliver these responsibilities South Swindon Parish Council undertakes to:

- Maintain a safe and healthy place of work with safe access and egress.
- Provide adequate welfare facilities.
- Ensure that risk assessments are being carried out on an on-going basis with employees participating in the risk assessment process. Assessments will cover South Swindon Parish Council undertakings and will assist in the identification of hazards and the setting of prioritised objectives for elimination and reduction of risk.
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work.
- Consult with employees on issues relating to health and safety.
- Ensure access to competent health and safety advice.
- Provide equipment and safe systems of work (SSoW).
- Ensure safe arrangements for the use, handling, storage and transport of articles and substances.
- Commit to continually ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with South Swindon Parish Council operations.
- Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures and commit to continual improvement.

The responsibility of implementing this Policy lies with the Chief Executive Officer, Deputy Chief Executive Officer, Managers and Supervisors.

Name	Position	Signature	Date
Jake Mee	Chief Executive Officer		May 2026
CLLR NEIL HOPKINS	Chair to the Council		May 2026
CLLR MARIANNE LE COYTE GRINNEY	Vice Chair to the Council		May 2026

2. RESPONSIBILITIES for carrying out the Health and Safety Policy

This policy has been prepared and published under the requirements of the Health & Safety at Work Act 1974. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors and other employees through the normal line management processes.

2.1 Parish Council

The Parish Council has overall responsibility under the Health and Safety at Work etc Act 1974 and will provide, as far as it is reasonably practicable, the resources necessary to fulfil this responsibility.

These duties will be implemented via the various Parish Council Committees, who will ensure provision of adequate resources to enable the Council's Health and Safety policy to be carried out.

2.1 Chief Executive Office

The Chief Executive Officer has ultimate responsibility for all health and safety issues within the Parish Council and the implementation of the Parish Council's Policy and Codes of Practice. The Chief Executive Officer is responsible for ensuring that:

- The Policy and Codes of Practice are widely communicated and that their effectiveness is monitored.
- Establishing means of communication on health, safety and welfare matters.
- Ensuring effective monitoring systems are properly implemented.
- Ensuring that provision is in place to provide training.
- Providing a means to report all Accidents, Incidents and Near Misses.
- Liaising with the Safety Officer on the overall identification of health & safety needs.

2.2 Deputy Chief Executive Officer

Deputy Chief Executive Officer is wholly accountable to the Chief Executive Officer for the implementation and monitoring of the Policy within the area of their specified responsibilities and will achieve this by:

- Ensuring that the Policy and Codes of Practice are communicated to Managers / Supervisors under their remit.
- Ensuring that Managers / Supervisors under their remit have developed and communicated Risk Assessments and Safe Systems of Work to staff under their remit.
- Providing funding to ensure staff have access to training.

2.3 Managers / Supervisors

Managers / Supervisors report directly to either the Parish or Deputy Chief Executive Officer and are responsible for :

- Ensuring Risk Assessments and Safe Systems of Work are developed and communicated to employees under their remit.
- Complying with the Parish Councils Codes of Practice.
- Providing employees and non-employees with the necessary information, instruction and training to complete their tasks safely.
- Supervising work activities adequately to ensure good health and safety standards are maintained.
- Ensuring that staff are reporting Accidents, Incidents and Near Misses and putting in controls to reduce these reoccurring.

2.4 Safety Officer

The Safety Officer reports directly to the Chief Executive Officer and is responsible for:

- The production and maintenance of the Parish Council's Policy.
- The provision of general advice about the implication of the law.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Parish Council.

2.5 Employees

All employees have an important role to play within the Parish Council. All employees will:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- Co-operate with their manager/supervisor with regard to any duty or requirement imposed on the Parish Council to enable that duty or requirement to be performed and complied with.
- Only use machinery, equipment, substances and transport equipment in compliance with training and instruction provided.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Draw to the attention of their line manager or supervisor, without delay, any work situation which might present a serious and imminent danger to themselves or others.
- Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures, health and safety policy arrangements, safe systems of work, and safety rules with regard to their working practices.
- Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- Be appropriately dressed for the particular working conditions and activities.
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any horseplay.
- Report all accidents, near misses, incidents of violence, work related ill health, diseases and dangerous occurrences whether injury is sustained or not, to their line manager / supervisor as soon as possible.

2.6 Responsibilities for Specific Workplaces

Refer to Appendix A for the South Swindon Parish Council's Organisational Structure for Health and Safety.

3. ARRANGEMENTS – OCCUPATIONAL

The Parish Council believes that consideration of the health, safety and welfare of staff is an integral part of the management process.

The provision of the Health and Safety at Work Act 1974 and associated Codes of Practice will be adopted as required standards within the Parish Council. It will be the responsibility of the departmental Managers/Supervisors as detailed in Appendix A, to bring to the attention of all members of staff within their department the provisions of these guidelines. This will include:

- A health and safety induction.
- Clear reference to Safe Systems of Work (SSoW) for example: operating machinery, using horticultural chemicals and considering the public.
- Information about immediate matters of health and safety, such as, fire drills, fire exits.
- First aid arrangements.
- Training requirements.
- Health surveillance.
- The role and identity of the Safety Officer.
- Accident reporting procedures.
- Department safety issues.
- Fire procedures.

3.1 Codes of Practice (CoP)

As part of its arrangements, the Parish Council has implemented a suite of Codes of Practice. Each Code of Practice will outline the arrangements on each practice, for example: Lone Working, Electrical Safety and Legionella Management.

3.2 Risk Assessments (RA's) and Safe Systems of Work (SSoW)

The Parish Council will undertake risk assessments of all identified hazards related to work undertaken by its workforce. It will eliminate these risks wherever possible. Where it cannot achieve this it will implement suitable and sufficient control measures, to reduce and manage, so far as is reasonably practicable, the risks to its employees, volunteers and others.

Risk assessments will be reviewed periodically and the results of all significant and completed risk assessments will be made known to its employees and will be available for their reference. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur. The Parish Council will ensure that employees required to undertake the writing of Risk Assessments will receive the necessary training and that all employees will be consulted on the risk assessment process.

3.3 Training

Health and Safety training shall be incorporated within an annual training programme, as part of the development of a systematic training plan. Health and Safety training needs will be identified and planned for in the same manner as other training needs.

3.5 Accidents, Incidents and Near Misses and RIDDOR Reporting

The Parish Council's Accident, Incident and Near Miss reporting procedures will be detailed in the relevant Code of Practice. All Parish Council employees will have access to the Accident/Incident form (Accident Book) and will receive information on the processes during their induction.

The Parish Council will ensure that all reportable incidents or occurrences are reported to the Health & Safety Executive (HSE). This will normally be carried out by the Safety Officer or a designated member of staff.

3.6 Occupation Health Surveillance

It is the policy of the Parish Council to provide Occupational Health and Wellbeing Services. Such services are provided confidentially to the individual employee and include counselling, consultations and diagnostic tests on health and associated matters. These will include: Noise, vibration, manual handling and dangerous substances.

3.7 Visitors and Members of the General Public

The Parish Council will ensure, so far as is reasonably practicable, the health, safety and welfare of visitors to Parish Council premises.

Any non-employees visiting the premises will be provided with information about emergency procedures. They shall be informed about the fire procedure, the alarm system, the evacuation procedure and the assembly point.

4. ARRANGEMENTS – PREMISES

4.1 Buildings

The Parish will manage its premises to provide a safe place of work. We will maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace will be regularly cleaned, maintained, adequately lit and ventilated.

4.1 Fire

The Chief Executive Officer will ensure that Fire Risk Assessments are carried out for all Parish Council premises. The Parish Council will use an external fire services company to carry out all Fire Risk Assessments and provide suitable means for detecting a fire and sufficient systems for tackling and containing the fire.

4.2 Electrical

The fixed electrical systems used in all our premises will be inspected, tested and certificated by a competent electrical contractor including PAT testing of electrical equipment.

4.3 Gas

Gas appliances and supply pipes will be subject to an annual safety check by a GasSafe™ registered engineer. The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

4.4 Legionella

We have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and any cooling systems. We will assess the risk of infection and attempt to eliminate that risk or implement suitable control measures, we will do this by employing the services of an external company to carry out the necessary Legionella inspections and tests.

4.5 Asbestos

We will survey all areas of the premises under our control to establish the location and condition of asbestos containing materials. Where employees may be exposed to asbestos containing materials asbestos awareness training will be carried out and refreshed. We will check regularly to ensure the condition of any asbestos remaining in the premises is maintained.

4.6 Waste

We will ensure we have suitable arrangements in place for the collection and disposal of our waste and any waste created at any of our sites where work is carried out.

The Parish Council will also look into ways to reduce its carbon footprint and waste output such as electric vehicles and battery operated equipment.

5. Policy Review

Version	Status	Date	Reviewed by	Changes
V1	Current	May 2026	Carol Clark – Safety Officer	N/A

