
Approved & adopted: 20 July 2026

1. Statement of Policy

Boynton Parish Council is committed to providing, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for its employees, volunteers, contractors and all persons who may be affected by its activities.

The Council will provide such information, instruction, training and supervision as is necessary to achieve this aim.

Responsibility for health and safety rests collectively with the Council. While certain duties may be delegated for operational purposes, ultimate responsibility remains with the Council as a corporate body.

This policy will be reviewed annually, or sooner if there are significant changes in legislation, working practices or Council activities. Risk assessment is a continuous process and will form part of the Council's regular review arrangements.

1.1 Aims of the Policy

The Council aims to:

- Provide adequate control of health and safety risks arising from its activities
 - Consult, where appropriate, with employees and volunteers on matters affecting health and safety
 - Provide and maintain safe equipment and systems of work
 - Ensure the safe handling and use of substances
 - Provide appropriate information, instruction and guidance
 - Ensure individuals are competent to carry out their roles
 - Prevent accidents and work-related ill health
 - Maintain safe working conditions
 - Protect the health, safety and welfare of employees, contractors, volunteers and members of the public
 - Review and revise this policy at regular intervals
-

2. Responsibilities

2.1 The Council

Overall and final responsibility for health and safety lies with the Council as a corporate body. The Council will:

- Ensure appropriate policies, procedures and risk assessments are in place
- Allocate sufficient resources to manage health and safety
- Consider and approve actions required to control identified risks
- Review health and safety performance annually

2.2 Clerk to the Council

The Clerk is responsible for the administration and coordination of health and safety arrangements on behalf of the Council.

The Clerk will:

- Advise the Council on relevant health and safety matters and legislation
 - Facilitate the preparation and review of risk assessments for Council activities
 - Maintain records (risk assessments, accidents and incidents)
 - Bring matters requiring decision or approval to the Council
 - Coordinate implementation of Council decisions
-

2.3 Employees, Contractors and Volunteers

All individuals must:

- Take reasonable care for their own health and safety and that of others
- Co-operate with the Council on health and safety matters
- Follow risk assessments, guidance and instructions
- Not interfere with safety equipment or arrangements
- Report hazards, incidents or concerns promptly

2A. Volunteer Responsibilities (Including Activity Leads)

Volunteers are expected to act responsibly and safely at all times. They are not employees, and their duties reflect a shared responsibility framework.

2A.1 All Volunteers

Volunteers must:

- Follow health and safety procedures and risk assessments
 - Take reasonable care of their own safety and that of others
 - Use equipment safely and as instructed
 - Report accidents, incidents, near misses or hazards promptly
 - Only undertake tasks they are competent and authorised to perform
-

2A.2 Lead Volunteers / Activity Leads

Where appointed, Activity Leads support the safe delivery of activities. Their role is supportive and supervisory.

They will:

- Promote safe working practices
- Ensure participants understand key risks and control measures
- Monitor activities and raise concerns where risks arise
- Stop or pause unsafe activities where necessary
- Check equipment is safe and suitable before use
- Report issues, incidents and feedback to the Clerk

Activity Leads are not responsible for formal risk assessments or legal compliance. These remain the responsibility of the Council.

2A.3 Council Support for Volunteers

The Council will:

- Provide clear guidance and relevant risk assessments
 - Offer appropriate instruction and support
 - Ensure volunteers are not expected to undertake tasks beyond their competence
-

3. Arrangements

3.1 General

- The Clerk will keep informed of relevant legislation and guidance
- The Council will determine and approve necessary actions and resources
- Activities will be carried out, so far as reasonably practicable, without risk to the public

3.2 Risk Assessments

- Risk assessments will be prepared or coordinated by the Clerk and approved by the Council
- Actions to control risks must be agreed by the Council before implementation
- Risk assessments will be reviewed annually or when circumstances change
- Specialist advice will be sought where necessary

3.3 Records and Reporting

- The Clerk will maintain records of risk assessments, accidents and incidents
- All accidents or hazardous occurrences must be reported promptly
- The Council will determine any further action required

4. Contractors

4.1 General Requirements

- Contractors must be suitably qualified and insured
- Contractors must indemnify the Council against any liability arising from their work
- Adequate public liability insurance must be in place
- All waste must be removed and disposed of lawfully
- Work must be completed to the satisfaction of the Council and minimise environmental impact

4.2 Health and Safety at Work

It is the policy of Boynton Parish Council to maintain a high standard of health and safety.

Contractors must:

- Conduct their activities safely and without risk to employees, Council representatives or the public
- Comply with the Health and Safety at Work etc. Act 1974 and all relevant legislation

Contractors will also:

- Ensure staff are trained and competent
- Provide safe systems of work where reasonably practicable
- Supply copies of employer's and public liability insurance

- Comply with Council safety requirements
 - Notify the Council of any HSE enforcement action
-

4.3 Vehicles, Plant and Equipment

- All plant must be suitable, maintained and compliant with legislation
 - Operators must be trained, qualified and competent
 - Equipment must be used safely and not create risk or nuisance
-

4.4 Traffic Management

- Access for vehicles and pedestrians must be maintained where possible
 - Disruption must be minimised and approved where required
 - Contractors must comply with **Chapter 8 of the Traffic Signs Manual**
-

4.5 Protection of the Public

- Suitable barriers, fencing and warning signs must be provided
 - Safety measures must be maintained and regularly inspected
 - Defects must be rectified immediately
 - Sites must be secured to prevent unauthorised access
 - Temporary fencing must remain in place until works are complete
-

5. Monitoring and Review

- This policy will be reviewed every two years
- The Council will assess its effectiveness and update as required
- Monitoring will be proportionate to the scale of activities