Ruskington Parish Council

Health and Safety (H&S) Policy Statement

Based on the Health and Safety Executive's Model Statement
Health and Safety at Work Act 1974

Updated and adopted by Council on 13 October 2026
Minute Ref: 9.2., page 64-2026
For review October 2027.

1. INTRODUCTION

1.1 The Health and Safety at Work Act 1974 sets out the general duty of employers and states the main principle as 'it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.'

1.2 Ruskington Parish Council (RPC) recognises and accepts this responsibility, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.

1.3 RPC also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

1.4 The Health and Safety at Work Act (HASAWA) 1974 also sets out the duties of employees while at work.

1.5 Employees have a duty 'to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.'

1.6. Deliberate breaches of Council's Health and Safety procedures is an act of Misconduct. (As per staff handbook 15.6. Gross Misconduct, pg., 43).

2. SCOPE & RESPONSIBILITY OF POLICY

2.1 RPC will, as far as reasonably practicable:

- Comply with the spirit as well as the letter of current health and safety legislation.
- Maintain safe and healthy working conditions for all employees.
- Maintain all property in safe condition.
- Remind all employees to take reasonable care for the safety and health of themselves and others who may be affected by their acts, to co-operate with maintenance of health and safety measures, and to report any known defect which could endanger the safety or health of themselves or any other person.

2.2 In addition to the Health & Safety at Work Act 1974, the RPC will comply with the subsidiary legislation set out at Annex A to this Policy as far as reasonably practicable.

2.3 RPC is responsible for the Council's Safety Policy. Responsibility for ensuring implementation rests with the Parish Clerk. This policy will be subject to annual review by the RPC's Human Resources Cttee, or more frequently, as required, such as following a health & safety incident or following any significant changes in practices.

3. RISK MANAGEMENT

3.1 The Council will adopt a sensible approach to risk management designed to:

- Ensure staff and the public are properly protected.
- Ensure that risks that are managed responsibly.
- Ensure that precautions taken are appropriate to the perceived level of risk.
- Establish an audit trail of risk assessment records.

3.2 This risk management approach will:

- Demonstrate that all reasonable precautions have been taken to support the safety of any agreed activity.
- Give confidence to those that may come into contact with the activity – be they RPC employees, councillors, temporary volunteers, or members of the public - that all reasonable health and safety precautions have been taken to ensure their health and safety.
- Remove any unrealistic demands prior to agreeing an activity.

4. RISK ASSESSMENTS

4.1 Risk assessments will be carried out in accordance with the latest Health & safety at Work Act and The Management of Health and Safety at Work Regulations 1999.

4.2 A risk assessment will be a practical exercise examining what could cause harm to people, and putting in place controls to minimise the identified risks. This will include reference to the upcoming Martyn's Law (Terrorism - Protection of Premises) Act 2025 as required.

4.3 The following HSE-approved risk assessment process will be followed:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the risk assessment and update if necessary

4.4 The RPC Clerk (supported by appointed competent H&S Advisors) will be responsible for the coordination of all routine and 'one-off' Risk Assessments – both internal and those carried-out by

external agencies - (RoSPA, Fire Checks, PATs etc) and report the findings to Full Council. A full list of all areas of RPC responsibility is in Annex B to Policy.

4.5 A full record of all risk assessments will be kept in the Parish Office, including details of any remedial action taken and provided to the relevant people as and when necessary.

4.6 A written record of any accidents, injuries or incidents will be retained in the Parish Office and referred to when completing any risk assessment.

5. INSURANCE

RPC will meet its legal obligations to insure against liability to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

ANNEX A TO
Ruskington Parish Council Health & Safety Policy
DATED October 2026

APPLICABLE SECONDARY LEGISLATION

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- the Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005 with Amended Section 156 of the Building Safety Act 2022.
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Management of Health and Safety at Work Regulations 1999 – Lone Workers
- Martyn's Law (Terrorism - Protection of Premises) Act 2025.

ANNEX B TO

Ruskington Parish Council Health & Safety Policy

DATED October 2026

SPECIFIC AREAS OF RESPONSIBILITY

Playing Fields and Children's Play Areas

- RPC will diligently exercise its responsibilities with regard to the Health and Safety of all Staff, Contractors, temporary volunteers, members of the Public and 'users' of the facilities, particularly with regard to children.
- RPC has considered the potential impact of Ground Maintenance works and specific Policy Requirements are written into the Ground Maintenance Contract.
- Byelaws relating to the Protection of the Public whilst using the Playing Fields and Play Areas are prominently displayed.
- The risk of injury from debris, trees, damage, and vandalism is mitigated by continual inspection and maintenance.
- The risk to users resulting from defective or damaged equipment caused by wear-and-tear, poor maintenance or vandalism is mitigated by:

    - Weekly inspections by RPC's operatives.
    - Irregular inspections by RPC's Proper Officer and/or Councillors
    - Annual (May[i]) 'in-house' Inspection by the RPC Recreation Committee
    - Annual (August) formal inspection by the Royal Society for the Prevention of Accidents (RoSPA) to include all Playing Field Goal Posts
    - Timely action on reports from the Public

- Subsequent reports from the above are passed for further comment or 'Action' to:

    - RPC Clerk – who will determine what immediate action may be required, especially RoSPA- generated advice/directions
    - Chair of the Parish Council
    - Chair and Vice Chair of the Recreation Committee, then if necessary
    - Full Council.

- If equipment is thought to be a perceived hazard it is to be dismantled or taken out of use immediately.
- The RPC holds Public Liability Insurance Cover for all Playing Field and Play Areas.
- Playing Field 'User Groups' are informed of their responsibilities with regard to the proper use of space and equipment.

Pavilion

- Playing Field 'User Groups' who request to use the Pavilion facilities, agree to abide the Terms and Conditions of use.
- The condition, cleanliness and safety of the facilities is maintained by RPC. All reported problems are acted upon immediately by the RPC.
- RPC Public Liability Insurance covers these premises.

Churchyard

- Safety inspections of the All Saints' 'Closed Churchyard' are undertaken by the Parochial Church Council (PCC) Wardens and the local Vicar, who are directly responsible under 'occupier's liability' for Headstone inspection and arranging repairs.
- The Parish Council retains a general 'Duty of Care' for the Churchyard and will report potential or identified hazard to the PCC.
- The RPC and PCC undertake an annual General Condition Survey.
- RPC operatives will regularly monitor the Churchyard and report to the RPC Clerk (for onward reporting to the PCC Wardens/Vicar) the potential 'Risks' from unstable headstones and monuments and/or overgrown trees, bushes, or other vegetation.

Cemetery and Garden of Remembrance

- The safety concerns for these areas are the same as those identified in the Churchyard: reporting requirements follow the same schedules and protocols.
- The Garden of Remembrance is inspected and maintained on a regular basis by RPC operatives.
- The RPC'S Public Liability Insurance Cover both of these areas.

Parish Office, other RPC Buildings and Equipment

- The RPC recognises and accepts its responsibility to maintain all buildings (including outbuildings) fixtures, fittings, machinery, electrical and gas services in a safe condition. Regular internal and external inspections are carried out and auditable records kept by the Parish Clerk. Areas where RPC personnel are conducting potentially hazardous activities, are suitably identified by signage or isolated by physical barriers as required.

Fire Precautions

- Firefighting equipment will be visually inspected at least weekly by staff and annually by a competent person or external contractor.
- Appropriate 'Fire Exit,' 'Evacuation Arrows' and 'Action in event of Fire' signs will be displayed as required by the Fire Safety Authority.
- All RPC operatives are 'briefed' on all Fire precautions as part of their Induction Training, and periodically as required.

Accident Reporting

- All accidents will be reported in accordance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (1995) and recorded in the BI 150 (Accident Book).

First Aid.

- An adequate supply of first aid equipment will be kept in the First Aid Box located in the RPC Office.
- Contents are to be checked at least weekly and inspection records/actions kept. Staff are encouraged to take First Aid Courses.

Personal Protective Clothing (PPE)

- When determined necessary after a suitable Risk Assessment, the RPC will issue appropriate Personal Protective Equipment and Clothing to ensure the safety of its operatives.
- The Wearing of PPE is mandatory; it is for 'Personal' use so must not be shared be other operatives.

Required PPE by activity

Important: PPE must be selected following a suitable and sufficient task-specific risk assessment. It is a last line of protection and does not replace safe systems of work, guarding, traffic management, collective fall protection, training, supervision or rescue arrangements. PPE must be suitable, compatible, correctly fitted, maintained, stored and provided with information, instruction and training.

- **Tree work:** safety helmet appropriate to ground or aerial work; eye or face protection; hearing protection where noise exposure requires it; task-suitable gloves; safety footwear or protective boots with good grip; close-fitting, non-snag clothing; high-visibility and weather-protective clothing where the risk assessment requires it. Where a chainsaw is used, also wear the chainsaw-specific PPE listed below.
- **Working at heights:** safety helmet with a suitable retention system where there is a risk of head injury or falling objects; slip-resistant safety footwear; close-fitting clothing; gloves and eye protection appropriate to the task. Where collective protection cannot adequately control the fall risk, use a correctly selected full-body harness with an appropriate work-restraint or fall-arrest system, compatible connectors and a suitable anchor, together with planned rescue arrangements.
- **Working beside a highway:** high-visibility warning clothing suitable for the road, speed, lighting, visibility and weather conditions; safety footwear with good grip and protective toe and midsole where required; weatherproof clothing that maintains visibility; task-suitable gloves; eye, hearing and head protection where identified by the risk assessment. PPE does not replace the required traffic-management measures.
- **Working beside a watercourse:** as appropriate to the task, clothing and any tools carried; non-slip, water-resistant safety footwear; weatherproof clothing; task-suitable gloves; high-visibility clothing where needed; eye, hearing and head protection where identified by the risk assessment. Waders must not be treated as buoyancy equipment, and lone working should be avoided where rescue may be required.
- **Using a chainsaw:** suitable safety helmet (for ground work normally a helmet meeting the applicable industrial or mountaineering standard; for aerial work a mountaineering-style helmet with retention system); hearing protection; mesh visor and/or safety glasses or goggles as the risk assessment requires; task-suitable gloves, including chainsaw-protective gloves where required; chainsaw leg protection, with Type C normally used for aerial work unless the risk assessment justifies otherwise; chainsaw boots with good grip and protective guarding; close-fitting, non-snag outer clothing; and high-visibility or weather-protective clothing where appropriate.

- **Using machinery:** safety footwear; close-fitting clothing that cannot be caught in moving parts; task-suitable gloves only where they do not create an entanglement risk; eye or face protection against flying particles, dust or splashes; hearing protection where noise exposure requires it; respiratory protective equipment where a COSHH assessment identifies dust, mist, fumes or vapour that cannot otherwise be adequately controlled; head protection and high-visibility clothing where the work environment requires them. Machine guards and other protective devices must remain in place.

- **The following checklist to be included on all risk assessments:**

☐ I confirm that I have the required PPE for undertaking tree work.	☐ N/A
☐ I confirm that I have the required PPE for working at heights.	☐ N/A
☐ I confirm that I have the required PPE for working beside a highway.	☐ N/A
☐ I confirm that I have the required PPE for working beside a watercourse.	☐ N/A
☐ I confirm that I have the required PPE for using a chainsaw.	☐ N/A
☐ I confirm that I have the required PPE for using machinery.	☐ N/A

Control of Substances Hazardous to Health (COSHH)

- Substances defined as Toxic, Harmful, Corrosive or Irritant will be subject to Risk assessments in accordance with manufacturers data sheets. Where a variety of products are available, RPC will use the least hazardous variant. All substances will be securely stored in accordance with current regulations and recorded in a COSHH Register. A COSHH 'Spillage Kit' will be kept in the COSHH Store. Hazard Warning Signs will be prominently displayed both externally on the COSHH Store door, and affixed to individual substance containers. Creating a 'cocktail' of different substances is strictly forbidden as is decanting substances into unmarked containers. Any accidents must be reported to the Parish Clerk immediately.

Confirmation that this Health & Safety policy is understood, and the measures will be followed:

Please note: If you do not understand any part of this policy please speak to the Clerk of Council.

Name	Signature	Date
