

# Toft Newton Parish Council

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## Health and Safety Policy

### Statement of Intent

Toft Newton Parish 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.

As a Council we are committed to complying with the requirements of the Health and Safety at Work Act 1974 and all other UK health and safety related legislation.

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

As a small Parish Council, we rely on advice and guidance from West Lindsey District Council (WLDC), Lincolnshire County Council (LCC), and the various organisations that support Town and Parish Councils, such as Lincolnshire Association of Local Councils (LALC), the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Health and Safety Executive (HSE).

Equally, in order to save time, we have used various documents from other organisations to help us complete the relevant risk assessments required, such as using a general Risk Assessment form from Stevenage Borough Council, Manual Handling Risk Assessment forms from Lincolnshire County Council, COSHH assessment forms from the University of Greenwich, equally, we have used Display Screen Equipment Assessment forms from Clear Councils, which is a specialist Insurer for the local Council sector.

### Responsibilities

Toft Newton Parish Council Councillors, employees and volunteers are required to set a high standard of management and expectations with regards to health and safety.

As a Parish Council we provide services to the residents of the Toft Newton parish, which includes the population areas of Newtoft, Toft-next-Newton, Newton-by-Toft and the rural areas surrounding these villages.

The main services that we provide are based around the playground, playing field and football pitch in Newtoft, ownership and management of a few community-based assets and some limited grass verge cutting around the parish, which is delegated to us from Lincolnshire County Council.

Where we use public buildings such as Toft Newton Village Hall for public meetings, we will carry out our own risk assessments, however, the venue's own risk assessments and health and safety policies have primacy.

Contractors that carry out work on behalf of Toft Newton Parish Council anywhere in the parish are responsible for their own Health and Safety policies, management and undertakings.

**The Council** as a corporate body has overall responsibility for health and safety. It is a legal requirement that we are insured to indemnify us for public liability, as well as personal indemnity and other relevant insurances.

Our insurer is Zurich, an insurer for small local Councils.

Due to the number of staff employed by Toft Newton Parish Council, we are not required to have a detailed Health and Safety policy, however, our legal and moral obligations to the Councillors, our employees, volunteers and members of the public obligate us to set a high standard.

**The Clerk** is responsible for:

- Ensuring that this policy is implemented in full and reviewed regularly.
- Carrying out risk assessments for all council activities and on council owned equipment.
- Maintaining records of accidents and incidents and investigating all such accidents and incidents.
- Advising Councillors of changes to legislation, insurance needs and providing a summary of any accidents or incidents and subsequent investigations.
- Reporting notifiable incidents to the Health and Safety Executive (HSE).

**Councillors, employees, and volunteers** must:

- Take reasonable care of their own health and safety, and that of others around them.
- Co-operate with the Council to enable it to meet its legal obligations.
- Not interfere with or misuse anything provided for health, safety or welfare.
- Carry out weekly visual risk inspections of the playground equipment and defibrillator.

### **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.

Printed copies of the completed risk assessments are stored in Toft Newton Parish Council's policy folder; electronic copies are stored on the Zoho WorkDrive. In support of this Health and Safety Policy, we have also written a Manual Handling Policy and carried out or updated generic risk assessments, manual handling risk assessments and Control of Substances Hazardous to Health (COSHH) assessments.

### **Training**

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

Lincolnshire Association of Local Councils (LALC) regularly facilitate Health and Safety training, staff and Councillors are encouraged to attend such training.

Our Playground Warden is trained to carry out Routine Children's Playground Inspections, and as such is registered on the Register of Play Inspectors International.

Records of all training are kept by the Council.

While Toft Newton Parish Council are not legally required to have staff who are trained in First Aid staff, we will ensure that First Aid information is accessible via our website.

### **Equipment and Property**

All equipment provided or used by Toft Newton Parish Council will be properly maintained and safe for use.

Regular visual inspections will be carried out on council property and assets such as:

- Benches
- Playground equipment
- Football goals
- Defibrillator
- Street furniture

### **Public Events**

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

We have a specific risk assessment and accessibility form that needs completing prior to each public event. In the case of public meetings, this assessment will be carried out annually, or if there is a significant change or if a different venue is used.

### **Accidents and Incidents**

All accidents relevant to Parish Council activities, land and assets must be reported to the Clerk and recorded on the new accident form (copy attached at the end of this policy). Accidents should be reported to the Parish Clerk via the contact details on the Toft Newton Parish Council website.

We commit to developing a web-based accident reporting form which can be used to register details of accidents, incidents and near misses that occur on Parish Council land or equipment.

The Clerk is responsible for keeping details of accidents, incidents, near-misses and hazards. A copy of the accident report will be sent to the person who had the accident.

The Clerk is also responsible for ensuring investigations are carried out following the report of each accident, incident, near-miss and hazard.

Serious accidents and incidents will be reported to Councillors and to HSE as required, especially with regards to accidents which require reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR).

### **Contractors and Third Parties**

Contractors working on behalf of Toft Newton Parish 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 and in accordance with UK legislation.

Contractors Health and Safety policies and insurance certificates will be checked from time to time by the Clerk to ensure they are sufficient to meet the needs of providing a services on behalf of a public body.

## **Policy Review**

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

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Accepted by Toft Newton Parish Council:

5<sup>th</sup> May 2026

Review due:

May 2027