**Bedfield Parish Council Health and Safety Policy**

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. Bedfield Parish Council understands and is committed to meeting its responsibilities as

an employer under Section 2 of the Health and Safety at Work etc. Act 1974, and to the

public, volunteers and contractors under Section 3 of the Act. The Council is further

committed to ensuring that Health and Safety is a prime consideration in the delivery of its

services and the management of its assets. For the purposes of this Policy, it includes Bedfield and Monk Soham Community Club as a sub-committee of Bedfield Parish Council.

. This policy sets out the general principles and approach that the Parish Council will follow

in respect of Health and Safety legislation for premises and activities for which it is

responsible.

**Scope of the policy**

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. The Parish Council aims to protect the health, safety and welfare of employees, contractors,

residents and members of the public within its area, who may be aﬀected by the Council’s

activities.

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. The Parish Council will ensure that any buildings and amenities belonging to the Council are

properly managed by the Council. An annex to this document is attached which lays out the required and expected behaviour of everyone using the Bedfield HUB field and facilities.

. Councillors are required to take reasonable care of their own Health and Safety when

carrying out duties on behalf of the Parish Council.

. Councillors and any employees will be provided with such information, training and

supervision, as they need to safely carry out their role.

**The Parish Clerk**

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. The Parish Clerk works from home and is responsible for ensuring that they work in a safe

working environment.

. This includes observing the legal recommendations for safe handling, and the use of computer

equipment, and workstation design.

. Any issues should be raised with the Council who are responsible for the workplace. The

Parish Council will ensure that any contractors or volunteer workers employed to carry out

work on behalf of the Council have adequate and appropriate Public Liability insurance.

**Council Safety Oﬃcer**

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0. The Clerk, as the appointed Safety Oﬃcer will:

Assume the day-to-day responsibility of ensuring the safety policy is reviewed, maintained,

regularly reviewed and adhered to.

Ensure that regular risk assessments are carried out of working practices, with subsequent

consideration and review of any necessary corrective/protective measures. Also maintain a ﬁle of risk assessments, summarized in the Minutes.

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Make effective arrangements to ensure those contractors or voluntary helpers working for

the Council complies with all reasonable Health and Safety at Work requirements. All

contractors will be given a copy of the Council’s Health & Safety at Work Policy.

Maintain a record of notﬁed accidents.

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When an accident or hazardous incident occurs, take immediate action to prevent a

recurrence or further accident and to complete the necessary accident reportng

procedure.

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Act as the contact and liaison point for the Health and Safety Inspectorate and obtain

specialist technical advice and assistance on matters of Health and Safety where necessary.

**Contractors, Employees and Volunteer Workers**

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1. Contractors and volunteer workers will report to the Clerk or any nominated Councillor any

hazard or situation encountered during their work, which may aﬀect members of the

public.

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2. Employees, Contractors and Volunteers should:

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Seek advice on safety and health maters from the Clerk.

Make proper use of protective clothing and safety equipment provided.

Report immediately to the Clerk any defects in plant, structures, equipment or safety

procedures which come to their notice.

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Report promptly to the Clerk any incidents which have led or might lead to injury or

damage and co-operate with any investigation which might be undertaken with the object

of preventing accidents or re-occurrence of incidents.

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3. Employees and volunteers are reminded that they have a duty to care for their own safety

and that of other workers and other persons who might be aﬀected by their activities and

to co- operate with the Council so as to enable it to carry out its own responsibilities

successfully. The ﬁnal level of responsibility is, however, that of each and every individual.

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4. A copy of this statement will be issued to all Council employees and Councillors. It will be

revised, added to or modiﬁed from time to time.

**Environment**

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5. The Parish Council will ensure that, as far as possible, the Parish remains a safe and

pleasant environment for its residents.

6. The Parish Council will obtain specialist technical and Health and Safety advice for any

projects or pieces of work outside the scope of its expertise.

7. The Council will ensure that any work activities carried out on its behalf do not

unreasonably jeopardize the Health and Safety of the general public.

**Risk assessment**

8. The Parish Council will carry out risk assessments of its activities and review them regularly.

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The Council will set up and monitor policies and procedures to reduce any risks that are

identﬁed.

**Insurance**

19. Local councils are required by law to insure against liability for injury or disease to their

employees arising out of their employment. Bedfield Parish Council has stated its policy

on insurance in its Financial Regulations.

**Adopted 10 th September 2025**

**Geoff Robinson**

**Bedfield Parish Clerk**

**Alison Manning**

**Bedfield Parish Council Chair**