

## **BURGHCLERE PARISH COUNCIL**

Portal Hall, Church Lane, Burghclere, RG20 9HX  
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### **Health & Safety Policy**

Burghclere Parish Council (the council) acknowledges its responsibility for providing an environment that is safe and healthy for its employees, members, visitors and volunteers, as well as anyone impacted by its activities.

Although the council only has two employees, it will, as far as is practically possible, comply with the requirements and principles of all relevant statutory provisions for the safe management of the council and its activities. To include as a minimum, compliance with the:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

The council will aim to prevent accidents and cases of ill-health or poor wellbeing by:

- effectively managing the health and safety risks.
- providing clear instructions, information and training as required.
- consulting with employees, members and volunteers on health & safety matters, as well as encouraging the reporting of concerns and suggestions.
- completing and regularly reviewing risk assessments as required.
- implementing effective working procedures and practices.
- ensuring employees and volunteers have the necessary equipment and safe working conditions.
- ensuring insurance cover is adequate and reviewed annually.
- protecting the general well-being of its employees, members and volunteers by encouraging mutual respect and a high standard of professional conduct at all times.
- regularly reviewing (at least annually) this policy.

## Responsibilities:

What	Who	Relevant documents & Procedures
Employees (Clerk & Litterwarden)	Burghclere Parish Council with delegated responsibility to the Staffing Committee	<ul style="list-style-type: none"> <li>• Staffing Committee Terms of Reference.</li> <li>• Employment contracts.</li> <li>• Risk Assessments.</li> <li>• Insurance Policy</li> </ul>
Members, visitors or volunteers	Burghclere Parish Council	<ul style="list-style-type: none"> <li>• Risk Assessments to be produced as required.</li> <li>• Insurance Policy</li> <li>• Working procedures to be produced as required.</li> </ul>
Play Equipment	Burghclere Parish Council with some delegated responsibility to the Clerk for: <ul style="list-style-type: none"> <li>• ensuring required inspections are undertaken by B&amp;DBC.</li> <li>• Reporting inspection findings to the council.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Assessments and safety measures to be implemented and produced as required.</li> <li>• Insurance Policy.</li> </ul>
Other Assets owned by the Parish Council	Burghclere Parish Council	<ul style="list-style-type: none"> <li>• Risk Assessments to be produced as required.</li> <li>• Insurance Policy</li> <li>• Working procedures to be produced as required.</li> </ul>
Assets owned in Trust for the Pinder Recreational Trust	Managed by Pinder Recreation Trust	Produced as required by the Pinder Recreation Trust Management Committee.
Footpaths and Trees	Depending on location: <ul style="list-style-type: none"> <li>• Burghclere Parish Council</li> <li>• Hampshire County Council</li> <li>• Highways</li> <li>• Basingstoke &amp; Deane Borough Council</li> <li>• Landowners</li> </ul>	<ul style="list-style-type: none"> <li>• Terms of Reference for Tree and Footpath officers as appointed by BPC.</li> <li>• Risk Assessments to be produced as required.</li> <li>• Insurance Policy</li> <li>• Working procedures to be produced as required.</li> </ul>
Other activities, meetings and events arranged by the council	Burghclere Parish Council	<ul style="list-style-type: none"> <li>• Risk Assessments to be produced as required.</li> <li>• Insurance Policy</li> <li>• Working procedures to be produced as required.</li> </ul>
Earlstone Common – owned by the council in Trust for Earlstone Common Poors Land Trust	Earlstone Common Poors Land Trust	<ul style="list-style-type: none"> <li>• Produced as required by Earlstone Common Poors Land Trust.</li> </ul>

Policy approved during a meeting held on Monday 4<sup>th</sup> December 2023  
Next Review due: December 2023