

Hinton St George Parish Council

Health and Safety Policy

May 2026

This policy reflects our commitment to ensuring that health and safety at work is paramount to Hinton St George Parish Council ("the Council"), and that effective health and safety actively contributes to our success. Through the way we work, all our people and stakeholders will be protected from the risks of occupational injury and ill health.

It is our intention to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

1. Awareness

All our people and stakeholders have an awareness and understanding of health and safety hazards and risks that affect our Council.

- a. Health and Safety Policy statement. Adequate resources will be provided to ensure all our people, the sub-contractors and stakeholders are aware of this policy and committed to its effective implementation.
- b. Communication and consultation. There will be active open communication and consultation between all our people, the sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.
- c. Management roles and responsibilities Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles. Senior management will ensure that:
 - i. adequate resources are provided for health and safety;
 - ii. health and safety is adequately assessed, controlled and monitored; and
 - iii. our people are actively involved in matters that affect health and safety.
- d. Hazard identification. We will identify our workplace health and safety hazards. We will inform our people, the sub-contractors and stakeholders, as appropriate, of these workplace hazards. We will require our sub-contractors

and stakeholders to identify health and safety hazards that may impact on our work activities.

2. Competence

All our people and stakeholders have the competence to undertake their work with minimum risks to health and safety.

- a. **Health and safety training:** All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed. We will ensure the health and safety competence of our sub-contractors and stakeholders.
- b. **Behaviour and culture:** Senior management will demonstrate leadership in health and safety. Senior management will undertake tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with management.
- c. **Risk assessment and management:** We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our subcontractors and stakeholders to identify health and safety risks that may impact on our work activities.

3. Compliance

Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks.

- a. **Incident investigation:** We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.
- b. **Measuring performance:** We will actively and openly, review and report on our health and safety performance against published objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

4. Excellence

Developing innovative practices. We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.

- a. **Influencing stakeholders:** We will only work with joint venture partners and clients who are willing to meet and achieve our health and safety

expectations. We will engage and influence stakeholders to drive improvements in health and safety.

- b. **Work-related health:** We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people's fitness for work. Health surveillance will be conducted to satisfy health and safety legislation.

5. Delivering our policy

- a. Our policy will be delivered by:
 - i. generating a culture that does not tolerate threats to health and safety; and
 - ii. ensuring the real involvement of all our people, the subcontractors and stakeholders.
- b. Council groups will implement management statements that explain how this policy will be delivered in the workplace.

6. The statement of General Policy for the Council

- a. Hinton St George Parish Council Councillors have overall and final responsibility for health and safety.
- b. The Parish Clerk has day-to-day responsibility for ensuring this policy is put into practice.

Statement of General Policy	Responsibility	Actions / Mitigations
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Parish Clerk	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Clerk	Ensure that suitable arrangements are in place to cover employees engaged in work.
Engage and consult with employees on day-to-day health and safety conditions	Parish Clerk	Staff will be consulted on health and safety matters as they arise.
Implement emergency procedures – evacuation in case of fire or another significant incident.	Parish Clerk	Escape routes at St George's Hall, where meetings are held, are well signed and kept clear at all times.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Parish Clerk	The Clerk works from home and facilities are available at meetings in St George's Hall. System in place for protection and testing of equipment for ensuring that action is promptly taken to address any defects.
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7. Policy review

This policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in law.

For further information contact the Clerk to Hinton St George Parish Council:

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Date of policy review: 18 May 2026 (Parish Council Meeting)

Approved by: Hinton St George Parish Council