

Chiddingstone Parish Council

Health & Safety Policy

Approved 14.04.25

Last Review: 14.04.25

1. INTRODUCTION

This is a statement of policy by Chiddingstone Parish Council (known as CPC) to incorporate its intentions, organisation and arrangements for ensuring the health and safety aspects of its operations. Supplementary to this general policy statement, there will be specific procedures describing in detail, health and safety provisions for certain areas.

2. STATEMENT OF INTENT

It is the policy of CPC to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons who may be affected by their undertakings, in or around areas under the control of CPC, and to comply with legislation as appropriate.

3. OBJECTIVES

This policy has been designed to achieve the following objectives:

- To set and maintain high standards for health and safety for areas under control of the CPC
- To identify risks and set in place procedures to remove or reduce these risks.
- To ensure, as far as appropriate, high standards of health and safety, plus hygiene are understood and carried out by all persons under the control of CPC
- To ensure the distribution and discussion of relevant information on health and safety issues.

4. RESPONSIBILITIES

To ensure the prevention of ill health and the avoidance of accidents on areas under CPC's control.

To promote, as far as appropriate, safe and healthy working areas and work practices.

The following responsibilities have been established:

- The CPC has the responsibility for implementing and monitoring our policy, ensuring relevant resources are made available to enable the policy to be implemented.
- The CPC has the responsibility of ensuring operations under their control are, as far as is reasonably practicable, conducted within its health and safety policy objectives.
- The CPC have the responsibility to ensure all accidents, incidents and near misses, within its area of responsibility are reported and documented in its accident book. Ensuring full investigations are carried out as appropriate, with remedial action taken, where necessary. The CPC to be kept informed at all times.
- The CPC will ensure any areas of weaknesses and faults in its policy be reported and appropriate actions discussed at Parish Council meetings.

CONTRACTORS AND SUB-CONTRACTORS

CPC will contract work to third parties; however this is always done using a formalised tendering process and in accordance to Standing Orders, ensuring that any potential contractors are bona fide with regards to trading status. This process will also include (as appropriate);

- Evidence of relevant insurances provided
- Evidence of relevant training and competency
- Evidence of safety management i.e. risk assessments and method statements (RAMs)

The above is not exhaustive

Issue Date: 31/03/2025	Title: Health and Safety Policy	Latest Review Date: 14.04.2025
Authorised: LK	Issued to: File	Version: 1.2
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SUPPLEMENT 1

WORKING PRACTICES

To always inform the CPC where and when work will commence, the nature of the work and the approximate time required for works as appropriate.

To inform the CPC if using hazardous products or any products that require safety warning signs to be displayed.

WORK AREA

In using all machinery/plant/equipment/tools, work areas will be controlled in a way that maintains the safety and welfare of members of the public (so far as is reasonably practicable). Warning signs to be displayed as and where appropriate.

Work areas will be monitored and communication maintained with contractors working on behalf of CPC.

CONTRACTORS/OPERATORS

Appropriate PPE including higher protection level clothing as appropriate, shall be worn whenever work is in progress, by all persons where required.

Standards as set out above, will be adhered to at all times.

WORKING ALONE

Persons carrying out works alone will at all times notify the CPC of their whereabouts where appropriate. Contractors should be obliged by CPC (to the extent appropriate) to ensure the following:

All contractors' employees will inform their employer of where they will be working, for approximately how long and inform them when they have finished their work. Adhering to appropriate site protocol of working alone.

ACCIDENTS AND INCIDENTS

All contractors engaged by CPC are to be instructed to report accidents and incidences as below:

- *ACCIDENT* – an event that results in injury, ill health, or damage to plant / equipment.
- *INCIDENTS*:
 - *Near Miss*: a material event not causing harm but has the potential to do so.
 - *Undesired Circumstance*: a set of conditions or circumstances that have the potential to cause injury or ill health.
 - *Dangerous Occurrence*: one of a number of specific, reportable adverse events, as designed in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013. (RIDDOR).

These are to be recorded and form part of the CPC health and safety monitoring and performance records. All incidents, including incidents of unsafe working practice are to be investigated and corrective action is taken.

All incidents are to be discussed at Parish Council meetings.

All accidents will be reported immediately.

At all areas where work is engaged by CPC, they will investigate:

- How incident happened.
- What action was taken.
- Could the incident have been prevented.
- How prevention of repetition will be put in place.
- To document events in the accident book.

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DISTRIBUTION AND DISCUSSION OF INFORMATION

All persons engaged by CPC will be informed of the following information:

- The need to co-operate with all requirements of health and safety legislation.
- Where all log and accident books are kept.
- Who is their health and safety representative.
- Their need to use and store any such equipment, plant and tools as is required.
- That PPE shall be used as and where appropriate.
- The need to understand all relevant safety information regarding areas in which they work.
- The need to be responsible for the areas in which they are working.
- The need to report to CPC all relevant information for hazardous or high-risk products used.
- Where to report accidents, dangerous occurrences and near misses immediately.

FIRST AID

Contractors engaged by CPC should be obliged to have sufficient numbers of persons trained in first aid and hold current certificates. Also to carry first aid kits in their vehicles and be aware of the emergency procedures for the site.

CHIDDINGSTONE PARISH COUNCIL

This Safety Policy is reviewed annually and if there are changes in legislation, persons responsible for the policy, or matters that need inclusion, and then the policy will be revised accordingly.

Chiddingstone Parish Council

16 December 2025

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