PINEWOOD

PARISH COUNCIL

HEALTH & SAFETY POLICY 2026

Policy Statement

Pinewood Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, councillors, volunteers, contractors, hirers, and all users of the Community Hall and associated facilities.

Purpose

The Parish Council recognises its duty to provide and maintain a safe environment, safe systems of work, and suitable arrangements for managing risks arising from its activities and premises.

The Council will:

- Comply with all relevant health and safety legislation.
- Identify and manage health and safety risks.
- Maintain safe premises and equipment.
- Provide appropriate information, instruction and training.
- Consult with employees, volunteers and hall users on safety matters.
- Promote a positive health and safety culture.
- Review this policy regularly and whenever significant changes occur

Scope

This policy applies to:

- Parish Councillors.
- Employees of the Parish Council.
- Volunteers.
- Contractors working on behalf of the Council.
- Community Hall hirers.
- Visitors and members of the public using Parish Council facilities.

Responsibilities

Parish Council

The Parish Council will:

- Provide safe premises and equipment.
- Undertake suitable risk assessments (Including COSHH).
- Ensure appropriate insurance cover is maintained.
- Monitor health and safety performance.
- Allocate adequate resources for health and safety management.
- Ensure accidents and incidents are properly investigated.

Parish Clerk

The Parish Clerk shall:

- Report significant incidents to the Council.
- Ensure the Hall & Events Co-ordinator is adhering to their responsibilities.

Hall and Events Co-ordinator

The Hall & Events Co-ordinator shall:

- Monitor the safety of hall activities.
- Act as the Council's principal health and safety co-ordinator.
- Ensure emergency procedures are displayed and understood.
- Report hazards, defects and incidents promptly.
- Ensure capacity limits and safety rules are observed.
- Arrange maintenance, inspections and testing where required.
- Liaise with contractors and regulatory authorities
- Ensure risk assessments are carried out and reviewed.

- Maintain health and safety records.

Employees and Volunteers
Employees and volunteers must:
- Take reasonable care of their own health and safety and that of others.
- Follow safety procedures and instructions.
- Report accidents, hazards and near misses.
- Use equipment safely and only for its intended purpose.
- Cooperate with the Council on health and safety matters.

Hall Hirers
Hall hirers are responsible for:
- Ensuring the safety of participants attending their event.
- Complying with Hall Terms and Conditions of hire.
- Maintaining clear emergency exits.
- Providing adequate supervision.
- Reporting accidents and incidents.
- Undertaking event-specific risk assessments where required.

Risk **Assessments**
The Parish Council will:
- Carry out regular risk assessments of premises, activities and events including COSHH.
- Record significant findings.
- Implement appropriate control measures.
- Review assessments annually or following significant changes or incidents.

Risk assessments shall include, where relevant:
- Fire safety.
- Slips, trips and falls.
- Electrical safety.
- Manual handling.
- Lone working.
- Use of contractors.
- Public events.
- Safeguarding considerations.

Fire Safety
The Parish Council will:
- Maintain and regularly inspect fire detection and alarm systems.
- Provide appropriate fire extinguishers.
- Keep escape routes and exits free from obstruction.
- Display fire action notices and evacuation procedures.
- Arrange periodic fire risk assessments.
- Conduct regular fire safety checks.

All users of the Community Hall must:
- Familiarise themselves with evacuation procedures.
- Not interfere with fire safety equipment.
- Report fire hazards immediately.

In the event of fire:
1. Raise the alarm immediately.
2. Evacuate the building.

3. Proceed to the designated assembly point.
4. Call 999 if necessary.
5. Do not re-enter the building until authorised.

First Aid and Accident Reporting
The Parish Council will:

- Provide suitable first aid equipment.
- Clearly identify first aid location.
- Maintain an accident reporting system.

All accidents, injuries, dangerous occurrences and near misses must be reported as soon as possible to the Hall & Events Co-ordinator who will advise the Clerk. These will then be noted and discussed at the next Community Hall Management Committee meeting.

Incident records shall be retained in accordance with legal requirements and data protection legislation.

Electrical Safety
The Parish Council will:

- Ensure fixed electrical installations are periodically inspected every 5 years.
- Arrange Portable Appliance Testing (PAT) are inspected every year.
- Remove defective equipment from use immediately.
- Ensure only competent persons carry out electrical work.

Users must not:

- Tamper with electrical systems.
- Use damaged equipment.
- Overload sockets or extension leads.

Premises Safety
The Council will ensure:

- Floors, pathways and exits are maintained in a safe condition.
- Lighting is suitable and maintained.
- Heating and ventilation systems are regularly serviced.
- Hazardous areas are appropriately secured.
- Defects are addressed promptly.

Regular inspections of the Community Hall and grounds shall be carried out.

Manual Handling
Where manual handling activities cannot be avoided, the Council will:

- Assess risks.
- Provide information and guidance.
- Use mechanical aids where practical.

Individuals should:

- Avoid lifting beyond their capability.
- Seek assistance for heavy or awkward loads.
- Follow safe lifting techniques.

Contractors
The Parish Council will engage competent contractors and, where appropriate:

- Obtain evidence of insurance.

- Review risk assessments and method statements.
- Monitor contractor compliance with health and safety requirements.

Contractors must comply with relevant legislation and Parish Council safety rules at all times.

Events and Public Activities
Before organising events, consideration shall be given to:
- Risk assessments.
- Crowd management.
- Traffic and parking arrangements.
- Emergency access.
- Fire safety.
- Welfare and sanitation facilities.
- Food safety requirements.
- Adverse weather conditions.

Event organisers are responsible for ensuring suitable control measures are in place.

Hazard Reporting
Anyone using Parish Council facilities should report:
- Unsafe conditions.
- Damaged equipment.
- Near misses.
- Health and safety concerns.

Reports should be made to the Hall & Events Co-ordinator who will advise the Clerk. These will then be noted and discussed at the next Community Hall Management Committee meeting.

Welfare Arrangements
The Parish Council will provide:
- Adequate toilet and handwashing facilities.
- Access to drinking water where appropriate.
- Suitable heating, lighting and ventilation.
- Clean and hygienic facilities for hall users.

Training and Information
The Parish Council will ensure that relevant persons receive appropriate:
- Health and safety information.
- Fire safety instruction.
- First aid awareness.
- Training specific to their duties.

Health and safety information will be made available to hall hirers and users where appropriate.

Monitoring and Review
This policy will be reviewed every two years or sooner if there are significant changes in legislation, premises or operations.

This policy was approved by the Community Hall Management Committee on 28 July 2026.

This policy was adopted by Pinewood Parish Council on 8 September 2026
Review date: September 2028