

ST ATHAN COMMUNITY COUNCIL

HEALTH AND SAFETY POLICY



Adoption

Adopted by St Athan Community Council at the Full General Council meeting held on Tuesday 7th July 2026 and replaces the "Health & Safety Policy, 1st Edition dated 1st June 2022

Version: 2.0.

Minute reference: 3504

Review date: May 2027

Signed:

Name:

Chair of St Athan Community Council

Note: This policy is written for Council use in Wales and Great Britain health and safety terms. It should be read alongside the Council's risk assessments, fire safety arrangements, building maintenance records, contractor documents, event plans, insurance arrangements and any other health and safety procedures adopted by the Council.

1. Purpose

1.1 This policy sets out how St Athan Community Council will manage health, safety and welfare risks arising from Council work, services, premises, land, events, projects and community activities.

1.2 The Council is committed to providing and maintaining, so far as reasonably practicable, safe and healthy working conditions for employees and safe arrangements for councillors, volunteers, contractors, hirers, visitors, service users and members of the public who may be affected by Council activities.

1.3 This policy provides the Council's overall arrangements. It does not replace specific risk assessments, fire risk assessments, method statements, event plans, contractor controls or legal duties that may apply to particular work or premises.

2. Scope

2.1 This policy applies to all Council business and activities, including Council and committee meetings, office administration, Council-owned or controlled premises, public open spaces, events, site visits, maintenance works, projects, home or remote working connected with Council business and work carried out by contractors on behalf of the Council.

2.2 This policy applies to councillors, employees, volunteers, contractors, consultants, hirers, event organisers and any person undertaking work or activities for or on behalf of the Council.

2.3 Contractors and hirers remain responsible for their own health and safety duties, risk assessments, competence, insurance, equipment and employees. The Council will take reasonable steps to check that suitable arrangements are in place before work or use of Council facilities begins.

3. Legal framework

3.1 The Council will comply with the following legislation and regulatory requirements, where applicable:

- the Health and Safety at Work etc. Act 1974;
- the Management of Health and Safety at Work Regulations 1999;
- the Workplace (Health, Safety and Welfare) Regulations 1992;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- the Health and Safety (First-Aid) Regulations 1981;
- the Regulatory Reform (Fire Safety) Order 2005;
- the Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- the Manual Handling Operations Regulations 1992;
- the Provision and Use of Work Equipment Regulations 1998 (PUWER);
- the Personal Protective Equipment at Work Regulations 1992, as amended;
- the Health and Safety (Display Screen Equipment) Regulations 1992;
- the Electricity at Work Regulations 1989;
- the Control of Asbestos Regulations 2012;
- the Construction (Design and Management) Regulations 2015, where construction or maintenance projects apply;
- employment, equality, safeguarding, insurance, audit, data protection and local government requirements where these affect health and safety management.

3.2 This list is not exhaustive. The Council will seek competent advice where a matter is outside its ordinary knowledge or where specialist risks arise.

3.3 Health and safety law requires proportionate arrangements. Controls should reflect the nature, scale and risk of the activity, building, event or project.

4. Health and safety policy statement

4.1 The Council accepts its duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of its employees and to conduct its undertaking so that persons not employed by the Council are not exposed to risks to their health and safety.

4.2 The Council will take reasonable steps to provide and maintain safe systems of work, safe premises, safe equipment, safe access and egress, suitable welfare arrangements, suitable information, instruction, supervision and training, and appropriate emergency arrangements.

4.3 The Council will assess significant risks, introduce proportionate control measures, monitor compliance and review arrangements when activities, premises, projects, staff, contractors or legal requirements change.

4.4 The Council will encourage a positive safety culture where hazards, defects, incidents and near misses are reported promptly and acted upon fairly and proportionately.

5. Roles and responsibilities

Role	Main responsibilities
St Athan Community Council	Has overall responsibility for health and safety governance. The Council approves this policy, provides reasonable resources, considers significant health and safety matters, ensures suitable arrangements are in place and authorises expenditure where needed to reduce risk.

Role	Main responsibilities
Chair of Council	Supports the Proper Officer in urgent or serious health and safety matters, is informed of serious incidents or dangerous occurrences, and may assist with urgent decisions in accordance with the Council's standing orders, financial regulations and delegated authority arrangements.
Proper Officer	Coordinates day-to-day health and safety administration, keeps relevant records, arranges reviews and inspections, reports significant matters to Council or the appropriate committee, ensures contractors provide required information, maintains accident and incident records and coordinates RIDDOR assessment where required.
Responsible Financial Officer	Ensures health and safety expenditure, insurance, audit evidence, asset records and financial controls are recorded and reported in accordance with Council procedures.
Councillors	Must take reasonable care when carrying out Council duties, follow Council policies, report hazards and incidents, avoid giving unauthorised instructions to contractors or employees, and support lawful and safe decision-making.
Employees and volunteers	Must take reasonable care for their own health and safety and that of others, follow instructions and training, use equipment and PPE correctly, report hazards, defects, incidents and near misses, and avoid carrying out tasks for which they are not trained or authorised.
Contractors, consultants and suppliers	Remain responsible for the health and safety of their work, employees, subcontractors, equipment and materials. They must provide suitable evidence of competence, insurance, risk assessments, method statements, licences and permits where requested.
Hirers and event organisers	Must comply with booking conditions, risk assessments, capacity limits, fire and emergency procedures, safeguarding expectations, insurance requirements and any specific conditions placed on the use of Council premises or land.

6. Risk assessment and risk management

6.1 The Council will make suitable and sufficient assessments of significant health and safety risks arising from Council activities, premises, land, events, projects and work equipment.

6.2 Risk assessments should identify hazards, who may be harmed, existing controls, further action required, the person responsible and the review date.

6.3 Risk assessments should be recorded where required and retained as Council records. They should be reviewed when there is a significant change, after an incident or near miss, following changes to legislation or guidance, or at reasonable intervals.

6.4 Activities requiring particular attention may include building maintenance, contractor works, events, lone working, manual handling, work at height, electrical safety, fire safety, hazardous substances, public access areas, volunteer activities and activities involving children or vulnerable people.

6.5 Dynamic assessment of changing conditions, such as severe weather, crowding, equipment failure or an unexpected hazard, may be required during an activity. Dynamic assessment does not replace the need for written planning where risks are foreseeable.

7. Premises, land and facilities

7.1 The Council will take reasonable steps to maintain Council-owned or controlled premises, land, equipment and access routes in a safe condition.

7.2 Defects, hazards or concerns relating to Council premises, land or equipment must be reported to the Proper Officer as soon as possible. Urgent hazards should be made safe, isolated or clearly marked where it is safe and reasonable to do so.

7.3 Regular inspections, maintenance records and servicing records should be kept for buildings, fire safety systems, emergency lighting, electrical installations, portable equipment, play or recreational equipment where applicable, heating systems and other safety-critical assets.

7.4 Where asbestos may be present in Council-controlled non-domestic premises, the Council will maintain suitable asbestos information and ensure contractors are informed before work that could disturb the fabric of the building.

7.5 Hirers and users of Council facilities must comply with booking conditions, fire and emergency arrangements, maximum occupancy limits, reporting procedures and any restrictions notified by the Council.

8. Fire and emergency arrangements

8.1 The Council will maintain appropriate fire and emergency arrangements for premises and events under its control.

8.2 Where the Council is responsible for premises, it will ensure that a fire risk assessment is undertaken and reviewed as required, and that reasonable fire precautions are maintained.

8.3 Fire exits, escape routes, emergency lighting, alarm systems, fire-fighting equipment, signage and assembly arrangements should be checked and kept clear and effective.

8.4 Staff, councillors, volunteers, hirers and event organisers should be given information relevant to their role, including how to raise the alarm, evacuate, contact emergency services and report concerns.

8.5 Emergency arrangements for events should consider first aid, fire, lost children, severe weather, traffic, crowd movement, safeguarding, communications, evacuation, emergency contacts and cancellation where conditions become unsafe.

9. Contractors and procurement

9.1 Contractors must be selected and managed in a way that is proportionate to the risk and value of the work.

9.2 Before work begins, the Council may require evidence of public liability insurance, employer's liability insurance where applicable, competence, qualifications, licences, risk assessments, method statements, COSHH information, permits, waste arrangements and emergency procedures.

9.3 Contractors must not start work on Council premises or land until the Council has authorised the work and any required pre-start information has been provided.

9.4 Contractors must provide their own tools, equipment, PPE, supervision and safe systems of work unless the Council has expressly agreed otherwise.

9.5 Contractors must report accidents, near misses, dangerous occurrences, unsafe conditions and damage to Council property to the Proper Officer immediately.

9.6 Where the Construction (Design and Management) Regulations 2015 apply, the Council will take reasonable steps to understand and meet the client duties relevant to the project, including appointment, information and cooperation requirements.

10. Events, volunteers and community activities

10.1 Council events and community activities must be planned with proportionate health and safety controls.

10.2 Event risk assessments should consider the venue, layout, weather, access, traffic and parking, crowd movement, first aid, fire safety, electricity, stalls, contractors, volunteers, safeguarding, food or drink provision, toilets, waste, communications and emergency arrangements.

10.3 Volunteers should receive clear task instructions, information about risks, emergency arrangements, reporting procedures and any PPE or equipment needed for the activity.

10.4 External stallholders, entertainers, food providers, inflatables providers, equipment providers and other event contractors may be required to provide insurance, risk assessments, method statements, food hygiene evidence or other documentation relevant to their activity.

10.5 The Council may cancel, postpone or restrict an event or activity where health and safety risks cannot be controlled to an acceptable level.

11. Employees, councillors and volunteers

11.1 The Council will provide appropriate information, instruction and training to employees and volunteers, and health and safety awareness information to councillors where relevant to their Council role.

11.2 Lone working, home working, manual handling, use of display screen equipment, site visits and public-facing work should be assessed and managed proportionately.

11.3 Employees and volunteers must not undertake work for which they are not competent, trained, equipped or authorised.

11.4 The Council will take reasonable steps to support welfare at work, including appropriate arrangements for rest, comfort, consultation, reporting of concerns and prevention of avoidable stress arising from Council work.

12. Equipment, substances and PPE

12.1 Work equipment owned or controlled by the Council must be suitable for the task, maintained in a safe condition and used only by competent or instructed persons.

12.2 Hazardous substances must be avoided where reasonably practicable. Where they are used, COSHH information and safe storage, use and disposal arrangements must be followed.

12.3 PPE should be used where risk cannot be adequately controlled by other means. PPE must be suitable, maintained and used in accordance with instructions.

12.4 Contractors remain responsible for providing and maintaining PPE for their employees and subcontractors unless otherwise agreed in writing.

13. Accident, incident and near miss reporting

13.1 All accidents, incidents, near misses, dangerous occurrences and significant hazards must be reported to the Proper Officer as soon as possible and recorded in the Council's accident, incident or near miss record.

13.2 Serious injuries, dangerous occurrences, work-related fatalities or incidents requiring urgent action must be reported immediately to the Proper Officer and the Chair, or in the Chair's absence the Vice-Chair.

13.3 The Council will review reported incidents to identify immediate action, investigation needs, corrective measures, insurance notification, communication requirements and whether a RIDDOR report may be required.

13.4 Only reportable work-related deaths, specified injuries, over-seven-day injuries, occupational diseases and dangerous occurrences are reportable under RIDDOR. The Proper Officer should seek competent advice where there is uncertainty.

13.5 Accident and incident records may contain personal data or sensitive information. They must be stored securely and only shared where there is a lawful and necessary reason.

14. First aid

14.1 The Council will make adequate and appropriate first aid arrangements for employees and for Council-controlled activities, proportionate to the risks involved.

14.2 First aid boxes or facilities should be checked regularly where the Council is responsible for them.

14.3 Event first aid arrangements should reflect the nature of the event, expected attendance, location, activities, age profile, weather, duration and access for emergency services.

14.4 Contractors and hirers may be required to provide their own first aid arrangements for their employees, subcontractors, activities or events.

15. Information, training and consultation

15.1 The Council will provide employees and volunteers with information and training relevant to their tasks and risks.

15.2 Health and safety information may include this policy, risk assessments, fire and emergency instructions, lone working guidance, manual handling advice, event briefings, contractor requirements and accident reporting arrangements.

15.3 The Council will consult employees on matters affecting their health, safety and welfare at work where required and will consider concerns raised by councillors, employees, volunteers, contractors, hirers and members of the public.

15.4 Training and briefing records should be kept where appropriate.

16. Insurance, records and confidentiality

16.1 The Council will maintain appropriate insurance arrangements, including employer's liability and public liability cover where required and applicable.

16.2 Health and safety records may include policies, risk assessments, fire risk assessments, inspection records, maintenance and servicing records, contractor documents, event plans, training records, accident records, insurance records and safety correspondence.

16.3 Health and safety records should be retained in line with the Council's records retention arrangements, audit requirements, insurance needs and legal obligations.

16.4 Personal data contained in health and safety records must be handled in accordance with the Council's UK GDPR and Data Protection Policy and relevant privacy notices.

17. Monitoring and review

17.1 The Council will monitor the effectiveness of this policy through review of incidents, inspections, contractor records, event feedback, maintenance issues, audit matters and health and safety concerns raised with the Proper Officer.

17.2 Significant health and safety risks, incidents, repeated issues or policy changes should be reported to Council or the appropriate committee, while protecting confidential information.

17.3 This policy will be reviewed at least annually, or sooner where there is a significant change in legislation, guidance, Council activities, premises, staffing, contractors, incidents or risk profile.

18. Related policies and records

18.1 This policy should be read alongside the following Council documents and records, where adopted or applicable:

- risk assessments and risk assessment register;
- fire risk assessment and fire log book;
- building maintenance, servicing and inspection records;
- event management plans and event risk assessments;
- contractor health and safety documents and procurement records;
- accident, incident and near miss log;
- asset register and insurance records;
- lone working, home working, manual handling or DSE guidance where adopted;
- Safeguarding Policy;
- Equality and Diversity Policy;
- UK GDPR and Data Protection Policy;
- Records Retention / Document Retention Policy;
- Complaints Policy;
- Standing Orders and Financial Regulations.

Appendix 1 - Quick checklist for the Proper Officer

- Keep this policy, risk assessments and related procedures under review.
- Maintain an accident, incident and near miss record.
- Check whether serious incidents may be reportable under RIDDOR and seek competent advice where needed.
- Keep contractor insurance, competence, risk assessment and method statement records where required.
- Ensure fire risk assessments, fire testing and emergency arrangements are reviewed for Council-controlled premises.
- Maintain building maintenance, inspection, servicing, electrical and safety records.
- Arrange event risk assessments and volunteer briefings for Council events.
- Report significant health and safety risks, urgent expenditure needs or repeated issues to Council or the appropriate committee.
- Ensure health and safety records containing personal data are stored securely.
- Review this policy annually and after significant incidents, changes or new activities.

Appendix 2 - Contractor health and safety checklist

This checklist should be completed before work begins where the nature or risk of the work requires written contractor checks. It may be adapted for minor or low-risk works.

Check	Yes / No / N/A	Evidence / notes	Checked by / date
Contractor name, address and contact number recorded			
Scope of works agreed in writing			
Public liability insurance checked			
Employer's liability insurance checked, where applicable			
Relevant qualifications, licences or competence evidence checked			
Risk assessment received, where required			
Method statement received, where required			
COSHH information received, where hazardous substances are used			
PPE arrangements confirmed			
Electrical isolation / permit / competent electrician arrangements confirmed, where applicable			
Asbestos information checked before intrusive work, where applicable			

Check	Yes / No / N/A	Evidence / notes	Checked by / date
Waste disposal arrangements confirmed			
Emergency contact and incident reporting route confirmed			
CDM client duties considered, where construction or maintenance works apply			

Additional notes:

Contractor representative signed: _____ Date: _____

Council representative signed: _____ Date: _____

Appendix 3 - Accident, incident and near miss report form

Field	Details
Date and time of accident / incident / near miss	
Location	
Name of person affected, where applicable	
Contact details, where needed	
Person reporting	
Type of event: accident / incident / near miss / dangerous occurrence / hazard	
Description of what happened	
Injury or damage details, where applicable	
Immediate action taken	
First aid provided, by whom, and whether emergency services attended	
Witnesses and contact details	
Photographs or evidence retained, where applicable	
Further action required	
Responsible person and target date	
RIDDOR assessment completed: yes / no / not applicable	
Insurer notified: yes / no / not applicable	
Outcome / closure note	
Completed by and date	

Appendix 4 - Risk assessment template

Activity / hazard	Who may be harmed	Existing controls	Risk level	Further action required	Owner / review date

Assessment completed by: _____ Date: _____

Approved / reviewed by: _____ Review date: _____

Appendix 5 - Health and safety acknowledgement

Name: _____

Role: _____

I confirm that I have received or been given access to the Council's Health and Safety Policy and agree to follow it when carrying out Council business or authorised Council activities.

I understand that I must:

- take reasonable care for my own health and safety and that of others;
- follow Council health and safety instructions, briefings and risk assessments;
- use equipment and PPE correctly where provided or required;
- not undertake tasks for which I am not trained, competent or authorised;
- report hazards, defects, accidents, incidents and near misses to the Proper Officer promptly;
- keep any personal or sensitive information in accident or health and safety records confidential.

Signed: _____

Date: _____

Reference sources used for this update

This policy has been updated by reference to the current Great Britain health and safety framework and official Health and Safety Executive guidance. The Council should check current HSE guidance and legislation when reviewing or applying this policy.

- Health and Safety Executive - Prepare a health and safety policy
- Health and Safety Executive - Managing risks and risk assessment at work
- Health and Safety Executive - RIDDOR guidance
- legislation.gov.uk - Health and Safety at Work etc. Act 1974
- legislation.gov.uk - Management of Health and Safety at Work Regulations 1999
- legislation.gov.uk - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- legislation.gov.uk - Regulatory Reform (Fire Safety) Order 2005
- legislation.gov.uk - Construction (Design and Management) Regulations 2015
- legislation.gov.uk - Control of Asbestos Regulations 2012