

1. Introduction

Denham Parish Council is at the base of the local government structure reporting to Buckinghamshire Council and at present has the following main functions:

1. To maintain the lighting on residential roads and footways.
2. To maintain play areas, playing fields, bus shelters and some common land.
3. To provide allotments and oversee the committee.
4. To ensure that residential roadside grass verges are regularly cut and maintained.
5. That specified public Rights of Way are managed and maintained.
6. To provide community events.

This policy is to be read in conjunction with our risk assessment policy

Current Areas for consideration in our working practice

- **Office** – The Clerk and Deputy Clerk work in the Parish Office, located at the Rear of the Denham Village Memorial Hall, with one member home working.

Hazards identified:

The Clerk is responsible for:

- Ensuring risk assessments are in place
- Safety checks are completed
- Office is operated in a sensible and safe manner
- Ensuring all electrical equipment including anything that belongs to the handyman is PAT tested once a year

The Clerk must report any problems to the Chairman of Council or Chairman of the Finance Committee.

- The instant hot water boiler is also a potential hazard with boiling water. Staff and Councillors are familiar with its use. It is not available for use by members of the public.
 - Lone working is also a risk and procedures such as electronic door entry system, stable door and Solo Protect personal alarm are all in place with accompanying procedures to protect staff.
 - A First Aid box and Accident Book is provided which is kept in the office and kitchen area.
 - The Clerk checks the First Aid box monthly to ensure it is fit for purpose. Any accidents, incidents must be recorded in accident book and reported to the Clerk, and Chair of Council.
- **Street Lighting** - The current contractor for emergency works should be reported to the Clerk, on streetlights is SSE Contracting and Spark X electrical.

- **Devolved Services** - Devolved Services handed down by Buckinghamshire Council are subject to the Health and Safety policy documents and risk assessment documents contained within the contract. Current Contractors are required to adhere to the health & safety requirements as specified in their tender contracts which includes providing copies of insurance to the Clerk.
- **Communities and Events Committee** - The Communities Committee hold various events throughout the year. The Clerk is responsible for ensuring that there is a valid Risk Assessment in place for all events.
- **Way and Tillard Memorial Recreation Ground** - The Denham Cricket Club cuts all of the grassed areas using their own equipment. The Cricket Club operates under its own Public Liability Insurance and supply a copy to the Parish Council.
- **Play Areas** - The equipment is inspected yearly by RoSPA, and any defects noted and remedied within the time limit specified. All equipment has safety surfaces where necessary.
The play areas are inspected once a week by the handyman. The Handyman submits a weekly safety check sheet to the Deputy Clerk. Any deficiencies are reported to the Deputy Clerk immediately.
- **Insurance** - The Parish Council maintains comprehensive insurance, currently with Hiscox Insurance including Employers Liability and £10m Public Liability cover. In addition, Cyber Security insurance has been taken out through our broker with a company called 'Coalition'.
- **Allotments** - The allotment site, leased by the Parish Council, is on Oxford Road, New Denham. The Denham Allotment Users Association is responsible for the day-to-day management of the site which is overseen by the Parish Council.

2. Policy

2.1 The Parish Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees, Councillors and others who may be affected by the Council's activities.

2.2 In order to discharge its responsibilities the Parish Council will:

- a) provide an organisational structure that defines clear responsibilities for Health and Safety.
- b) ensure that the systems and procedures relating to this Policy Statement are rigorously applied
- c) provide adequate control of the Health and Safety risks arising from our work activities.
- d) consult with employees on matters affecting their Health and Safety.
- e) provide and maintain safe equipment.
- f) ensure the safe handling and use of any hazardous substances.
- g) provide information, instruction and supervision for employees when needed.

- h) provide adequate training and ensure that all employees are competent to do their tasks.
- i) maintain safe and healthy working conditions.
- j) satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to Health and Safety matters.
- k) bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.

2.3 This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the Parish Council activities. Any changes to the Policy will be brought to the attention of all employees and Councillors.

2.4 It is the responsibility of all employees and Councillors to co-operate in the implementation of this Health and Safety Policy within their areas of influence.

Employees have a legal duty to ensure that their own safety and the safety of others (for example, colleagues (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore:

- a) Comply with any safety instructions and directions issued by the Parish Council.
- b) Take reasonable care for your Health and Safety and the Health and Safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- c) Co-operate with the Parish Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Parish Council by or under any of the relevant statutory provisions is complied with.
- d) Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- e) Use equipment or protective clothing provided in accordance with the training you have received. Report any potential risk or hazard or malfunction of equipment to the Chairman of the Parish Council and the Clerk
- f) Report any health and safety potential dangers or risks.

2.5 Any failure by the employee to comply with any aspect of the Parish Council's Health and Safety procedures, rules or duties will be treated by the Parish Council as serious or gross misconduct.

2.6 Employees have a responsibility to observe all safety rules and to co-operate with the Clerk charged with responsibility for the implementation of the Parish Council's Health and Safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

3. Smoking

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to ensure compliance with laws that ban smoking in public places (including workplaces).

Smoking is prohibited / vaping e-cigarettes throughout the entire workplace with no exceptions, and only to be smoked in designated outdoor spaces. This policy applies to all employees, Councillors, residents, contractors and visitors.

The Chair of The Parish Council and the Clerk shall ensure that all existing employees, Councillors and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

4. Fire

In general, employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission which employees believe may constitute a fire risk should be immediately notified to the Clerk, who will take the appropriate action.

All potential fire hazards will be identified and the risks assessed and reduced to an acceptable level.

Some Firefighting equipment will be provided and emergency lighting and fire alarm points fitted as appropriate, following a fire risk assessment. The fire alarm will be tested at weekly intervals by The Clerk.

Employees must ensure that they are aware of the nearest fire exits and fire extinguishers, the type and know how to operate it.

5. Non-compliance

Non-compliance with this policy and relevant law will be treated as a disciplinary offence.

Report prepared by Derek Wilson
Executive Clerk
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