



Health & Safety Policy

Adopted: 6 May 2026

Introduction

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health & Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health & Safety and of the organisational arrangements made to implement these policies.

POLICY STATEMENT

1. Leek Wootton & Guy's Cliffe Parish Council, in accordance with the requirements of The Health & Safety at Work, etc. Act 1974, and The Management of Health and Safety at Work Regulations 1999/3242, accepts its duty to provide and maintain safe and healthy working conditions for all employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Parish Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
- 3. The Parish Council will take all reasonable steps to ensure:**
 - 3.1. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
 - 3.2. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - 3.3. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - 3.4. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Parish Councillors and is reviewed annually.
 - 3.5. That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

4. Responsibilities

Day to day matters of Health & Safety are dealt with by the Proper Officer [Clerk] acting on behalf of the Parish Council.

4.1. The Clerk is responsible for:

- 4.1.1. Advising Councillors, employees, contractors and volunteers of their responsibilities under this policy and ensuring that they comply with the Council's safety policy provisions and that they are being effectively carried out and adhered to
- 4.1.2. Ensuring that Councillors, employees and volunteers are adequately instructed in the safe operation of equipment, machinery or apparatus

- 4.1.3. Ensuring that Councillors, employees, contractors and volunteers do not take unnecessary risks.
- 4.1.4. Ensuring that incidents, accidents, near misses and dangerous occurrences are recorded and, where necessary, reported.
- 4.1.5. Assisting the Council in carrying out the identification of all hazardous activities, together with all hazardous substances used, and assisting the Council in carrying out risk assessments of such activities and substances and producing safe systems of work to eliminate or reduce the risk of injury to the worker or any other persons who could be affected by the work activity.
- 4.1.6. Keeping copies of all risk assessments and Health & Safety documents, in labelled Health & Safety files.
- 4.1.7. Keep themselves up to date with best practice in health and safety management.
- 4.2. All Councillors, staff, contractors and volunteers have a duty to take reasonable care for their own Health & Safety and that of any persons who may be affected by their acts or omissions.

5. Managing Risk

- 5.1. The Parish Council will carry out risk assessments of its activities as and when necessary and review these annually.
- 5.2. The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- 5.3. The Parish Council requires contractors to supply evidence of Public Liability Insurance and where necessary, Risk Assessments, written Method Statements and Safe Systems of Work, prior to starting any major works on behalf of the council.

Adopted by Leek Wootton & Guy's Cliffe Parish Council at a meeting of the Council held on 6 MAY 2026.

Signed: Richard COATES

Chairman, Leek Wootton & Guy's Cliffe Parish Council

Next Review Due: May 2027