



Noak Bridge Parish Council

# Health and Safety Policy

Version	Date Adopted	Minute Reference	Review Date
1	21/01/2026	09/2026/05	21/01/2027

## **1. Policy Statement**

Noak Bridge Parish Council recognises and accepts its responsibility under the Health and Safety at Work Act 1974 and all other relevant legislation to provide a safe and healthy working environment for its employees, volunteers, councillors, contractors, and members of the public who may be affected by its activities.

The Council will, as far as is reasonably practicable:

- Provide a safe place of work and safe systems of work.
- Ensure equipment and materials are safe and properly maintained.
- Provide appropriate information, instruction, and training to enable all to carry out their duties safely.
- Provide adequate welfare facilities and a safe environment for all who use or visit its premises and open spaces.
- Regularly assess risks and take necessary actions to eliminate or control them.
- Review this policy annually or sooner if legislation or circumstances change.

The Council is committed to promoting a positive health and safety culture where everyone takes responsibility for their own safety and that of others.

## **2. Scope**

This Health and Safety Policy applies to all activities undertaken by Noak Bridge Parish Council that may affect the health, safety, or welfare of:

- Council employees carrying out their duties.
- Councillors while engaged in council business, including meetings, site visits, inspections, and community events.
- Volunteers acting on behalf of the Council.
- Contractors working on behalf of the council and/or on council assets.
- Members of the public who may be affected by the Council's activities or by the condition or use of its assets.

The policy covers, but is not limited to:

- Council meetings and administrative activities
- Inspections of council-owned assets
- Engagement and oversight of contractors
- Management of council assets (e.g., noticeboards, planters, play areas, pétanque court)
- Council-organised events and community activities
- Lone working, manual handling, and use of display screen equipment (DSE)
- Any other council operations where a risk of harm may arise

This scope ensures the Council meets its duties under the Health and Safety at Work etc. Act 1974 and associated regulations, in a way that is proportionate to the size and nature of the Council's activities.

### **3. Responsibilities**

#### **The Council**

The overall responsibility for health and safety rests with the Council. It will:

- Provide leadership and adequate resources to ensure the policy is implemented.
- Approve and review risk assessments and safety procedures.
- Review health and safety performance annually.

#### **The Clerk**

Day-to-day responsibility for implementing this policy is delegated to the Clerk, who will:

- Keep up to date with relevant health and safety legislation and advise the Council accordingly.
- Carry out and maintain risk assessments for Council activities and assets.
- Ensure suitable training, information, and supervision are provided.
- Liaise with contractors to ensure they have appropriate risk assessments, insurance, and safe systems of work.
- Record and investigate all accidents, incidents, and near misses.
- Maintain the accident book, insurance records, and other relevant documentation.
- Refer serious or unresolved issues to the Chairman.

#### **Employees, Councillors, Volunteers, and Contractors**

All individuals working for or on behalf of the Council have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Comply with instructions, training, and procedures issued by the Council.
- Use protective equipment where required and report defects or hazards immediately.
- Report all accidents, near misses, or unsafe conditions to the Clerk.
- Co-operate fully in promoting safe working practices.

### **3. Arrangements**

#### **Accidents and Reporting**

All accidents, near misses, and dangerous occurrences must be reported to the Clerk as soon as possible.

The Clerk will record the incident and ensure appropriate action is taken to prevent recurrence.

Accidents that meet the criteria of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE.

#### **Risk Assessments**

Risk assessments will be undertaken for all Council activities, premises, and assets, and reviewed annually or when there are changes in operations, legislation, or staff.

#### **Contractors**

All contractors working for or on behalf of the Council must:

- Comply with health and safety legislation and good practice.
- Provide method statements and risk assessments where appropriate.
- Maintain valid public liability insurance.

The Clerk will monitor contractor compliance and safety performance.

### **Lone Working**

Where lone working is required, the Council will take reasonable steps to ensure the safety of the individual.

Staff and volunteers must inform the Clerk of their working location and expected duration, carry a mobile phone, and avoid potentially hazardous tasks when alone.

### **Manual Handling**

Where lifting or moving objects is unavoidable, individuals must use proper techniques, seek assistance when required, and use lifting aids if available.

### **Display Screen Equipment (DSE)**

Employees using computers or screens regularly will be offered workstation assessments and eye tests in accordance with regulations.

### **Personal Protective Equipment (PPE)**

Where risks cannot be eliminated, suitable PPE will be provided free of charge and must be used as instructed.

### **Inspections and Maintenance**

All Council-owned assets and equipment will be inspected at least annually or in line with risk assessments, and records maintained.

### **Training and Information**

The Council will ensure that appropriate training is provided to employees and volunteers relevant to their duties. Training records will be retained by the Clerk.

## **4. Review**

This policy will be reviewed annually or sooner if required by changes in legislation or operational circumstances.