

Carlton Scroop and Normanton on Cliffe Parish Council:

Health and Safety Policy

Date of adoption: 16/03/26

Minute reference: 20260316 - 13.1

Proposed and Seconded by councilors: Proposed by Councillor England, seconded by Councillor Thomas

Chair of the Council: Alan Thomas

Clerk / Responsible Financial Officer: Florence Hill

Health and Safety Policy

1. Policy Statement

Carlton Scroop and Normanton on Cliffe Parish Council recognises that effective health and safety management is an integral part of the efficient and responsible discharge of its duties. The Parish Council acknowledges its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation.

The Parish Council will, so far as is reasonably practicable, ensure the health, safety and welfare of its Parish Councillors, employees, voluntary workers, contractors, visitors and members of the public who may be affected by its activities. The Council is also committed to minimising risks to the environment arising from its operations.

Health and safety considerations will be given priority in planning, decision-making and day-to-day activities. All reasonable steps will be taken to provide and maintain safe working practices, safe equipment and a safe community environment.

All employees, voluntary workers and contractors are expected to co-operate fully in the implementation of this policy and to conduct their activities in a safe and responsible manner.

This policy sets out the organisation and arrangements for managing health and safety within the Parish Council and will be reviewed annually, or sooner if required.

2. Organisation – Roles and Responsibilities

2.1 Duties and Responsibilities of Parish Councillors

All Parish Councillors share collective responsibility for implementing this Health and Safety Policy and for monitoring the safe administration of the Parish Council's affairs.

Parish Councillors will ensure that:

- This policy is issued to all employees and voluntary workers on appointment;
- Parish Council activities comply with health and safety legislation and best practice;
- Adequate insurance cover is maintained;
- Employees and voluntary workers are suitably trained and competent;
- Risk assessments are undertaken and safe systems of work adopted;
- Accidents and incidents are properly reported and investigated;
- Equipment inspections are carried out and recorded.

2.2 Duties and Responsibilities of Employees and Voluntary Workers

Employees and voluntary workers must:

- Comply with this policy and all relevant health and safety legislation;
- Take reasonable care of their own health and safety and that of others;
- Use equipment safely and correctly;
- Report accidents, near misses or hazards to the Parish Clerk without delay;
- Seek guidance where they are unsure about any task.

2.3 Duties and Responsibilities of Contractors

All contractors engaged by the Parish Council must:

- Comply with this policy and all applicable legislation;
- Ensure tools and equipment are safe and properly maintained;
- Provide risk assessments and method statements where required;
- Report accidents or incidents immediately to the Parish Clerk;
- Hold valid certification such as PAT testing where applicable.

2.4 Duties and Responsibilities of Visitors

The Parish Council will, so far as is reasonably practicable, ensure safe access and egress to Parish Council-controlled land, buildings and assets. Visitors are expected to take reasonable care for their own safety.

3. Arrangements

3.1 Enforcement Agency

The enforcing authority is the Health and Safety Executive (HSE). All inspections will be supported and recommendations implemented as soon as reasonably practicable.

3.2 Risk Assessment

Generic risk assessments will be carried out for all Parish Council-owned or controlled assets and public areas. These will be documented and reviewed annually or following any significant change.

3.3 Training

Appropriate health and safety training will be provided where necessary. Training records will be maintained by the Parish Clerk.

3.4 Accident Reporting

All accidents, incidents and near misses must be reported to the Parish Clerk and recorded in the accident book. The Parish Clerk will ensure compliance with RIDDOR 2013 and investigate incidents where required.

3.5 Provision and Use of Work Equipment (PUWER)

All equipment must be safe, suitable and maintained. Defective equipment must be reported immediately and removed from use.

3.6 Procurement of Materials, Equipment and Contractors

Anyone procuring goods or services on behalf of the Parish Council must ensure compliance with this policy and that relevant hazard information is provided and recorded.

3.7 Violence and Personal Safety

Confrontational situations should be avoided wherever possible. Any incidents of aggression or violence must be reported to the Parish Clerk and, where appropriate, the police.

3.8 Inspections and Documentation Review

Parish Council assets will be inspected annually and findings recorded. Serious defects will be addressed immediately. This policy and all related documentation will be reviewed annually.

4. Legislation

This policy is informed by, but not limited to, the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Control of Substances Hazardous to Health Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Electricity at Work Regulations 1989