

Stanhoe Parish Council

Health & Safety Policy

1. Statement of Intent

Stanhoe Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities. The Council recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations, and will take all reasonable steps to provide a safe working environment.

The Council will:

- Provide safe equipment, materials, and working conditions.
- Assess risks arising from council activities and implement appropriate control measures.
- Provide information, instruction, and training where necessary.
- Review this policy annually or following significant changes.

2. Responsibilities

The Parish Council

The Council has overall responsibility for health and safety, including:

- Ensuring this policy is implemented and reviewed.
- Allocating sufficient resources for health and safety measures.
- Ensuring risk assessments are carried out and updated.
- Ensuring contractors engaged by the Council are competent and adequately insured.

Clerk to the Council

The Clerk is responsible for:

- Day-to-day management of health and safety matters.
- Maintaining records of inspections, risk assessments, and incidents.
- Reporting hazards, accidents, or concerns to the Council.
- Ensuring council-owned assets are inspected and maintained.

Councillors and Volunteers

All councillors and volunteers must:

- Take reasonable care of their own health and safety and that of others.
- Follow safety instructions and report hazards or incidents promptly.
- Use equipment safely and appropriately.

3. Risk Assessment

Stanhoe Parish Council will maintain written risk assessments for activities and assets including, but not limited to:

- Play areas and equipment
- Village furniture, noticeboards, and war memorial
- Village events organised or supported by the Council
- Lone working by the Clerk
- Use of contractors for grounds maintenance or repairs

Risk assessments will be reviewed annually or when circumstances change.

4. Council-Owned Equipment

The Council will ensure:

- Regular inspections of assets
- Prompt action to address defects or hazards
- Safe storage and use of any council-owned equipment
- Appropriate signage where risks cannot be fully eliminated

5. Contractors

Contractors working for the Council must:

- Provide evidence of public liability insurance
- Follow all relevant health and safety legislation
- Work safely and report hazards or incidents
- Use equipment that is safe and properly maintained

The Council will monitor contractor performance and address concerns promptly.

6. Accidents, Incidents, and Reporting

The Clerk will maintain an accident/incident log. All accidents, near misses, or hazards must be reported to the Clerk as soon as possible.

Where required, the Council will comply with RIDDOR reporting requirements.

7. Training and Information

The Council will provide training or guidance where necessary, particularly for:

- Lone working
- Use of council equipment
- Event management (when relevant)
- Safeguarding responsibilities (if relevant)

8. Review of Policy

This policy will be reviewed annually at the Annual Meeting of the Parish Council or sooner if:

- There are significant changes to council activities
- New legislation or guidance requires updates
- An incident highlights the need for revision

Approved