HEALTH & SAFETY POLICY

Health and Safety Policy

Date Issued: July 25

Date to be Reviewed: July 26

Whilst Dalbury Lees Parish Council (DLPC) will endeavour to ensure that policies are reviewed within the identified period, there may be times when a policy update and release are delayed. Where this occurs, there will be an automatic extension applied to the current policy until such time that the policy can be updated and put into circulation.

1. Introduction

This policy sets out the general principles and approach that Dalbury Lees Parish Council will follow to comply with its duties under UK Health & Safety legislation in relation to the premises, activities, staff, volunteers, contractors, and members of the public for whom it is responsible.

2. Policy Statement

The Parish Council recognises and accepts its responsibility as an employer and a service provider to ensure, so far as is reasonably practicable, the health, safety, and welfare of its employees, contractors, volunteers, councillors, and members of the public affected by its activities.

Health and Safety is a shared responsibility. All parties must take reasonable care of themselves and others who may be affected by their acts or omissions.

3. Scope of the Policy

This policy applies to:

- All Parish Council employees (including the Parish Clerk)
- Elected Members
- Contractors and volunteers carrying out activities on behalf of the Council
- Members of the public using Council facilities or attending Council-organised events

The Council will:

- Provide and maintain safe premises, equipment, and systems of work;
- Assess risks to health and safety and implement control measures;
- Provide information, instruction, training, and supervision as necessary;
- Regularly review and update this policy.

4. The Parish Clerk and Homeworking

Where the Clerk works from home, the Parish Council will ensure:

- A suitable and sufficient homeworking risk assessment is carried out;
- Display Screen Equipment (DSE) guidance is followed;
- Ergonomic workstations and safe handling practices are supported;
- Any incidents or hazards in the home work environment are reportable and addressed.

5. Contractors, Employees, and Volunteers

All contractors working for the Council must:

- Hold appropriate and up-to-date public liability insurance;
- Follow relevant health and safety regulations and safe working procedures;
- Report hazards, unsafe conditions, or near-miss incidents immediately to the Clerk or designated Councillor.

Employees, contractors, and volunteers must:

- Use protective equipment and clothing where provided;
- Promptly report any equipment faults or unsafe conditions to the Clerk or any nominated Councillor
- Record and report all accidents and near misses;
- Cooperate with investigations into incidents.

They are reminded of their duty under Section 7 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and others and to cooperate with the Council in enabling statutory obligations to be met.

A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to, or modified from time to time.

6. Risk Assessments

The Council will:

- Undertake suitable and sufficient risk assessments for all work activities, events, and facilities;
- Record the findings of all risk assessments;
- Review assessments at least annually or when there is a significant change in work activity, incident, or legislation;
- Implement appropriate control measures to reduce risks to an acceptable level.

7. Accidents and Incident Reporting

All accidents, incidents, or near misses must be reported to the Clerk immediately. The Clerk will:

- Ensure the incident is recorded in the accident book;
- Advise the Chair who will organise for an investigation of the cause and take appropriate corrective actions;
- Comply with reporting requirements under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) where applicable.

8. Events and Public Safety

When planning Council-led events or activities:

- Appropriate risk assessments will be undertaken;
- Necessary safety arrangements (e.g. first aid, fire safety) will be put in place;
- Gain guidance from relevant authorities (e.g. police, fire, insurance) will be sought as required.

9. Health & Safety Responsibilities

Council Members and Committees

Councillors must ensure decisions taken reflect the Council's commitment to health and safety and support a proactive safety culture.

The Clerk (Council Safety Officer)

The Clerk will act as the appointed Health & Safety Officer and will:

- Oversee implementation of this policy;
- Keep risk assessments up to date and documented;
- Maintain an accident/incident log and ensure compliance with RIDDOR where necessary;
- Ensure contractors/volunteers are provided with necessary information and supervision;
- Act as the point of contact for the Health & Safety Executive or local authority inspectors;
- Seek professional advice when necessary.

10. Training and Supervision

The Council will ensure that:

- Employees, volunteers, and Councillors are provided with adequate training relevant to their duties;
- Appropriate supervision and guidance are available;
- Records of all training and qualifications are maintained.

11. Monitoring and Review

This policy will be reviewed annually or sooner if there is a significant change in legislation, activity, or an incident that requires its revision. All employees and members will be informed of any updates or revisions.

A copy of this policy will be made available to all staff, Councillors, contractors, and volunteers and published on the Council's website.

1.1. the Council to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each individual.
1.2. A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to, or modified from time to time.

Document Review			
Version	Amendments	By	Date
1.0	Original Policy	**DLPC**	
1.1	Policy Review	Yvonne Clarke	21.7.25
1.2	Policy Review	DLPC	09/11/2026