

North Marston Parish Council

Health and Safety Policy

1. General Statement

1.1 North Marston Parish Council recognises and accepts its responsibility as an employer and public body for providing, as far as reasonably practicable, a safe and healthy working environment for its employees, contractors, volunteers, and members of the public who may be affected by the Council's activities.

1.2 The Council is committed to meeting its obligations under the **Health and Safety at Work etc. Act 1974**, associated regulations, and current best practice. Sufficient resources will be made available to enable compliance with this commitment.

1.3 The Council will obtain competent health and safety advice when necessary, to support the Clerk in discharging their duties and to ensure legal compliance and safe working conditions.

2. Aims of the Health and Safety Policy

To provide, as far as reasonably practicable:

2.1 A safe place of work and working environment.

2.2 Regular assessment and review of risks arising from work activities, sites, and equipment used.

2.3 Systems of work and procedures that are safe and without significant risk to health.

2.4 Access to competent professional advice where specific risks or concerns arise.

2.5 Adequate information, instruction, and training for employees, contractors, and volunteers to carry out their duties safely.

2.6 Care for the physical and mental wellbeing of employees, volunteers, contractors, and members of the public affected by the Council's operations.

2.7 A clear procedure for the reporting, investigation, and recording of accidents, incidents, and near misses.

3. Arrangements and Responsibilities

The Clerk (as Safety Officer) will:

3.1 Keep informed of relevant legislation and health and safety guidance.

3.2 Advise the Council on necessary resources and procedures to meet its duties.

3.3 Implement effective arrangements for delivering the Health and Safety Policy.

3.4 Ensure health and safety is included on the agenda of Council meetings where appropriate.

3.5 Carry out and review written **risk assessments** of working practices, sites, and facilities. Store these in a central file, summarised in Council minutes as necessary.

3.6 Ensure all contractors and volunteers are made aware of relevant safety requirements and provided with a copy of the Health & Safety Policy. Contractors must comply with all applicable legislation and the terms of any service agreement or scope of work.

3.7 Ensure that the Council's activities do not pose undue risk to the health and safety of the public.

3.8 Maintain a central record of reported accidents and incidents, in compliance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** where applicable.

3.9 Investigate accidents or near misses promptly, take corrective action, and ensure proper documentation.

3.10 Act as the Council's point of contact for the **Health and Safety Executive (HSE)** or other regulatory bodies.

All employees, contractors, and volunteers must:

3.11 Cooperate fully with the aims and requirements of this policy and follow any relevant Codes of Practice or safe working procedures.

3.12 Take reasonable care of their own health and safety and use appropriate personal protective equipment (PPE) where required.

3.13 Take reasonable care for the health and safety of others who may be affected by their actions.

3.14 Not intentionally interfere with or misuse safety equipment, guards, signage, or procedures.

3.15 Use all tools, equipment, and materials responsibly and in accordance with instructions.

3.16 Promptly report any accidents, incidents, near misses, or hazards to the Clerk.

4. Additional Notes

4.1 Lone Working: The Council recognises that some staff or volunteers may occasionally work alone (e.g., inspections, maintenance checks). A separate Lone Working Risk Assessment may be undertaken where relevant.

4.2 Mental Health: The Council acknowledges its responsibility to consider mental as well as physical wellbeing, in line with modern health and safety practice.

4.3 Training: Induction and refresher training may be provided for employees and volunteers, particularly if their work involves manual handling, machinery, or public-facing roles.

Adopted: 9th September 2025

Review date: May 2026

This policy will be reviewed annually or sooner if there are changes in legislation or working practices.