

Document Control

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Next review date: March 2027

Woodton Parish Council – Health and Safety Policy

1. Policy Statement

Woodton Parish Council is committed to ensuring the health, safety, and welfare of all its employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities. The Council recognizes its responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation and will take all reasonably practicable steps to ensure a safe environment.

2. Responsibilities

- Parish Council: Overall responsibility for ensuring that this policy is implemented and reviewed regularly.
- Parish Clerk: Day-to-day responsibility for health and safety matters, including reporting hazards, maintaining records, and ensuring safe working practices.
- Volunteers and Contractors: Expected to follow safe working practices, use equipment safely, and comply with any risk assessments provided.

3. Safe Working Practices

The Council will:

- Support safe working arrangements for staff, including home working.
- Maintain and inspect Council assets regularly to ensure they are safe.
- Ensure contractors have appropriate Health & Safety policies, insurance, and complete risk assessments before work begins.
- Provide guidance and training for volunteers to prevent accidents and injuries.
- Report and investigate any accidents or incidents promptly and implement measures to prevent recurrence.
- Seek professional guidance when needed to uphold a safe environment.
- Keep up to date with changes to Health and Safety legislation.

4. Risk Assessment

The Council will carry out risk assessments where necessary, including:

- Council-owned property and assets
- Events organized by the Council
- Activities involving volunteers or contractors

5. Reporting Hazards

- Any health and safety hazards identified on Council property or during Council activities must be reported immediately to the Parish Clerk or Chair.
- Hazards outside the Council's responsibility (e.g., highways, utilities, or private property) will be reported to the relevant authority.

6. Training and Information

- Relevant health and safety information and guidance will be provided to staff, volunteers, and contractors.
- Training will be arranged when required to maintain safe working standards.

7. Review

- This policy will be reviewed at least annually or whenever there are changes to legislation, assets, or activities that affect health and safety.
- Any changes or updates will be approved at a Parish Council meeting.