ASHFIELD-CUM-THORPE PARISH COUNCIL HEALTH & SAFETY POLICY

Responsibility:	Parish Clerk
Version:	2
Prepared by:	Parish Clerk
Adopted by Resolution of :	Ashfield-cum-Thorpe Parish Council **on** 26th September 2022
Reviewed & Re-Adopted:	9th September 2026
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Introduction

1. This policy sets out the general principles and approach that Ashfield-cum-Thorpe Parish Council will follow in respect of Health and Safety legislation for premises and activities for which it is responsible.

Scope of the policy

2. The Parish Council aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Council's activities.

3. The Parish Council will ensure that any buildings and amenities belonging to the Council are properly managed by the Council and that the Council set up and monitor appropriate Health and Safety policies and procedures for the protection of the public.

4. Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

The Parish Clerk

5. If the Parish Clerk works from home, he/she must ensure that he/she works in a safe working environment.

6. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

Contractors, Employees and Volunteer Workers

7. The Parish Council will ensure that any contractors or volunteer workers employed to carry out work on behalf of the Council have adequate and appropriate public liability insurance.

8. Contractors and volunteer workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public.

9. Employees, Contractors and Volunteers should:

a) Seek advice on safety and health matters from the Clerk.

b) Make proper use of protective clothing and safety equipment provided.

c) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.

d) Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.

10. Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.

Roads and footpaths

11. The Parish Council monitors the safety of roads and footpaths in its area, and will promptly report any hazards that are brought to its attention to the appropriate authorities for further action.

Environment

12. The Parish Council will ensure that, as far as possible, the Parish remains a safe and pleasant environment for its residents.

13. The Parish Council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.

14. The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardise the Health and Safety of the general public.

Risk assessment

15. The Parish Council will carry out a risk assessment of all its activities and review this annually.

16. The Council will set up and monitor policies and procedures to reduce any risks that are identified.

Council Safety Officer

17. The Clerk, as the appointed Safety Officer will:

a) Assume the day to day responsibility of ensuring the safety policy is reviewed, maintained, regularly reviewed and adhered to.

b) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.

c) Maintain a file of risk assessments, summarised in the Minutes.

d) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety Policy.

e) Maintain a record of notified accidents.

f) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

g) Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.