SHALDON PARISH COUNCIL

HEALTH & SAFETY POLICY

ADOPTED 28 APRIL 2026
NEXT REVIEW MAY 2027

Policy Statement

Shaldon Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employee, elected councillors, volunteers, contractors, and members of the public who may be affected by the Council's activities.

The Council recognises its duties under the Health and Safety at Work etc. Act 1974, associated regulations, and common law. The Council will take all reasonable steps to identify hazards, assess risks, and implement appropriate control measures.

Health and safety is a shared responsibility. The Council expects all individuals engaged in Council business to conduct themselves safely, cooperate with instructions, and report hazards promptly.

Responsibilities

Parish Council

The Council has overall responsibility for health and safety and will:

- Approve and maintain this Health & Safety Policy.
- Ensure adequate resources are provided to meet legal obligations.
- Monitor compliance and review risks at least annually.
- Appoint competent persons (internal or external) when necessary for professional advice.

Chair of the Council

The Chair acts as the Council's lead member for health and safety and will:

- Ensure that health and safety is included on meeting agendas where relevant.
- Support the Clerk in implementing safe systems of work.
- Escalate urgent safety issues to the full Council.

Parish Clerk

The Clerk has day-to-day operational responsibility and will:

- Implement the policy and maintain associated documentation.
- Conduct or arrange risk assessments for Council activities.
- Maintain records relating to incidents, inspections, and training.
- Manage contractors and ensure they work safely.
- Report hazards or significant risks to the Chairman and Council.

Councillors

While councillors are not employees, they must:

- Take reasonable care for their own safety and that of others.

- Follow safe working practices and instructions from the Council.
- Report hazards, defects, or unsafe situations to the Clerk.
- Act responsibly during Council events, inspections, and site visits.

Volunteers

Volunteers acting on behalf of the Council must:

- Follow guidance and safety instructions provided by the Council.
- Use equipment safely and report hazards immediately.
- Not undertake high-risk tasks unless specifically authorised.

Arrangements for Health & Safety

Risk Assessments

The Council will maintain written risk assessments, where applicable, for:

- Play equipment or open spaces (if applicable).
- Events organised or supported by the Council.
  Assessments will be reviewed annually or after any significant change.

Training

The Council will provide training appropriate to the Clerk's duties, where applicable, including:

- Lone working awareness.
- Manual handling (if necessary).
  Councillors will receive basic safety induction relevant to their role.

Lone Working

The Clerk is classed as a lone worker and the Council will:

- Provide safe working guidance, especially for home or remote working.
- Ensure a method of contact during site visits or inspections.
- Require the Clerk to inform someone when visiting potentially hazardous locations.

Manual Handling

The Clerk, councillors, and volunteers must avoid hazardous lifting unless:

- A manual handling risk assessment has been undertaken, and
- The task is within safe physical limits.

Contractors

Contractors engaged by the Council must:

- Hold appropriate insurance and competencies.
- Provide method statements where applicable.
- Work safely and report hazards to the Clerk.

Council Property and Public Spaces

Where the Council is responsible for assets or land, it will:

- Conduct periodic inspections.
- Maintain an asset register.
- Ensure issues requiring repair are actioned promptly.

Accidents, Incidents & Near Misses

All incidents must be reported to the Clerk, who will:

- Record the event.
- Inform the Chairman or Council as necessary.
- Determine whether reporting under RIDDOR is required.
- Review and update risk assessments following incidents.

Fire Safety

If the Clerk works from home, fire safety is primarily the responsibility of the homeowner. The Council will ensure:

- Safe use of electrical equipment it provides.
- The Clerk is aware of basic fire precautions and escape routes.

First Aid

For office-based or home-based working:

- A basic first-aid kit will be provided.
- Emergency contact procedures will be maintained.
  Council events must have suitable first-aid provisions based on risk.

4. Monitoring & Review

The Council will review:

- Health and Safety Policy (annually).
- Risk assessments (annually or after incidents).
- Training requirements (annually).
- Records of accidents and near misses.

Continuous improvement in health and safety performance will be sought.