

Acklington Parish Council

Health and Safety Policy (England)

1. Policy Statement

Acklington Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors, contractors, and members of the public affected by its activities.

The Council will comply with its duties under:

- Health and Safety at Work etc. Act 1974
 - Relevant regulations and guidance issued by the Health and Safety Executive
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2. Scope

This policy applies to:

- Employees (including the Clerk/RFO)
 - Councillors
 - Contractors working on behalf of the Council
 - Members of the public interacting with Council services or facilities
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3. Responsibilities

3.1 The Council

The Council will:

- Provide a safe working environment
 - Ensure safe systems of work
 - Allocate adequate resources for health and safety
 - Maintain insurance cover
 - Review risks regularly
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3.2 The Clerk (Responsible Officer)

The Clerk will:

- Implement this policy
 - Carry out risk assessments
 - Ensure compliance with legislation
 - Report accidents and incidents
 - Arrange training where required
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3.3 Councillors

Councillors will:

- Promote a positive health and safety culture
 - Consider safety in decision-making
 - Follow agreed procedures
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3.4 Employees and Contractors

All employees and contractors must:

- Take reasonable care of their own safety and others
 - Follow Council procedures
 - Report hazards, incidents, or concerns
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4. Risk Assessments

4.1 The Council will carry out risk assessments for:

- Work activities
- Public spaces and assets (e.g. play areas, benches, noticeboards)

4.2 Risk assessments will:

- Identify hazards
- Evaluate risks
- Implement control measures

4.3 Assessments will be reviewed regularly and after any incident.

5. Safe Working Practices

The Council will:

- Provide appropriate training where required
 - Ensure safe use of equipment
 - Use competent contractors
 - Maintain safe working procedures
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6. Contractors

6.1 Contractors must:

- Provide evidence of competence and insurance
- Comply with health and safety legislation

6.2 The Council will:

- Monitor contractor performance
- Ensure risk assessments and method statements are in place where appropriate

7. Accident Reporting

7.1 All accidents and incidents must be reported to the Clerk.

7.2 The Council will:

- Record incidents
- Investigate where necessary

7.3 Reporting under RIDDOR will be carried out where required.

8. First Aid

8.1 The Council will ensure appropriate first aid arrangements are in place depending on activities undertaken.

9. Fire Safety

9.1 The Council will:

- Identify fire risks
 - Ensure safe access and exits at meeting venues
 - Follow venue safety procedures
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10. Manual Handling

10.1 The Council will:

- Avoid hazardous manual handling where possible
 - Provide guidance and training where necessary
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11. Display Screen Equipment (DSE)

Where applicable, the Council will:

- Assess workstation risks
 - Ensure appropriate equipment is provided
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12. Stress and Wellbeing

The Council recognises that:

- Stress is a health and safety issue

The Council will:

- Promote a supportive working environment
 - Address workload and workplace concerns
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13. Lone Working

Where individuals work alone:

- Risks will be assessed
 - Appropriate safeguards will be put in place
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14. Public Safety

The Council will:

- Maintain public assets safely
 - Inspect equipment regularly
 - Respond to hazards promptly
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15. Training and Information

The Council will:

- Provide relevant health and safety information
 - Ensure appropriate training is available
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16. Monitoring and Review

The Council will:

- Monitor health and safety performance
 - Review this policy annually or following significant change
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17. Communication

This policy will be:

- Made available to all councillors and employees
 - Provided to contractors where relevant
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Adoption

This Health and Safety Policy was adopted by Acklington Parish Council:

Date: 5th May 2026

Signed: S Ingleby (Chair)

Signed: B Watson (Clerk)