

**Rusper Parish Council**



Working with and for the community

Rusper Parish Council  
c/o Rusper Village Stores  
East Street  
Rusper, RH12 4PX  
Tel: 07380 468256  
clerk@rusper-pc.gov.uk  
www.rusper-pc.gov.uk

## **Health and Safety Policy**

### **1. Introduction**

1.1 Rusper Parish Council recognises its duty to ensure the health, safety, and welfare of its employees, volunteers, councillors, contractors, and members of the public affected by its activities.

### **2. Policy Statement**

2.1 The Parish Council is committed to maintaining safe working conditions and promoting a safe and healthy environment for all. We will:

- Provide and maintain safe equipment and systems of work.
- Ensure safe handling and use of substances.
- Provide information, instruction, and training to ensure health and safety.
- Regularly assess risks and take appropriate action to reduce them.

### **3. Responsibilities**

#### 3.1 The Council

- Has overall responsibility for ensuring health and safety within its activities.
- Will review and update this policy regularly.

#### 3.2 The Clerk (or Responsible Officer)

- Acts as the Council's Health and Safety Officer.
- Ensures that risk assessments are carried out and reviewed.
- Reports health and safety concerns to the Council.

#### 3.3 Councillors, Employees, and Volunteers

- Must take reasonable care of their own health and safety.
- Must report any hazards or concerns to the Clerk immediately.
- Must follow health and safety procedures and attend relevant training.

## **4. Risk Assessments**

4.1 Risk assessments will be carried out for all council activities, including:

- Grounds maintenance
- Use of public buildings or spaces
- Events and community engagement
- Lone working

These assessments will be reviewed annually or sooner if needed.

## **5. Lone Working**

5.1 Where staff or councillors work alone (e.g., site visits or home-based work), the Council will ensure that risks are assessed and measures put in place to reduce them.

## **6. Contractors and Public Safety**

- Contractors must demonstrate adequate health and safety procedures.
- The Council will ensure that public areas under its control are safe and well maintained.

## **7. Accidents and Incidents**

- All accidents and near-misses must be reported to the Clerk.
- Records will be kept, and serious incidents will be investigated.
- The Council will comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) where necessary.

## **8. Training and Supervision**

8.1 The Council will provide training and information appropriate to the tasks performed. Additional training will be arranged when roles or legislation change.

## **9. Monitoring and Review**

9.1 This policy will be reviewed annually or when legislation or working practices change. Updates will be approved at a full meeting of the Parish Council.

**Adopted:** [Date]