

AYTHORPE RODING PARISH COUNCIL

Health & Safety Policy

1. Statement of Intent

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

The Council recognises its duties under health and safety legislation and will take reasonable steps to manage risks associated with its operations.

2. Scope

This policy applies to:

- All councillors
- The Clerk and any employees
- Volunteers and contractors working on behalf of the Council
- Council-owned or managed land, buildings, and facilities

3. Responsibilities

Parish Council

The Council is responsible for:

- Adopting and reviewing this policy
- Ensuring health and safety is considered in decision-making
- Providing adequate resources where reasonably practicable

Chairman of the Council

The Chairman has overall responsibility for health and safety matters on behalf of the Council.

Clerk to the Council

The Clerk is responsible for:

- Day-to-day management of health and safety arrangements
- Ensuring risk assessments are carried out where appropriate
- Reporting health and safety concerns to the Council
- Keeping basic health and safety records

4. Risk Assessment

The Parish Council will:

- Identify hazards associated with its activities, premises, and events
- Assess risks and take reasonable steps to reduce them
- Review risk assessments regularly and after significant changes

5. Contractors and Volunteers

Contractors working for the Council are expected to:

- Have their own health and safety arrangements in place
- Work safely and comply with relevant legislation

Volunteers will be given appropriate information and guidance to carry out their tasks safely.

6. Accidents and Incidents

- All accidents, incidents, and near misses should be reported to the Clerk as soon as possible.
- Serious incidents will be reported to the appropriate authority where required.
- An accident record will be maintained.

7. Council Meetings and Activities

The Council will:

- Ensure meeting venues are safe and accessible
- Consider health and safety implications when organising events or activities
- Take reasonable steps to protect members of the public

8. Public Spaces and Assets

For Council-owned or managed land and assets, the Council will:

- Carry out regular inspections where appropriate
- Arrange maintenance and repairs as needed
- Take reasonable steps to manage known hazards

9. Training and Information

The Council will provide basic health and safety information to councillors and staff as appropriate to their role.

10. Review of the Policy

This policy will be reviewed by the Parish Council every **two years** or sooner if circumstances or legislation change.
