

TOLLER PORCORUM PARISH COUNCIL

DRAFT Health and Safety Policy

Updated: 14 January 2026 | Next review date: May 2027 | Last review date: 14 January 2026

Adopted: 28 September 2022

Statement of intent

Toller Porcorum Parish Council (“the council”) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, members, volunteers and others who may be affected by the activities of the council.

The council also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as the Recreation Ground for leisure purposes.

The council will meet its responsibilities under the Health and Safety at Work etc Act 1974 and the **Management of Health and Safety at Work Regulations 1999**, to provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The council will seek, as and when appropriate, expert technical advice on health and safety to assist the clerk in fulfilling the council's responsibilities for ensuring safe working conditions.

Arrangements and responsibilities for Health and Safety

1. The council is responsible for this policy.
2. The clerk is designated as the council's Safety Officer.

Aims of the council

3. The council aims to provide, as far as is reasonably practicable:
 - a. Safe facilities for the use of the residents of Toller Porcorum Parish and the wider public.
 - b. Care and attention to the health, safety and welfare of members of the public who may be affected by the council's activities.
4. The council, as an employer, aims to provide, as far as reasonably practicable:
 - a. A safe place of work and a safe working environment.
 - b. Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
 - c. Systems of work that are safe and without risks to health.
 - d. Specialist technical advice and assistance on matters of health and safety when necessary.
 - e. Sufficient information, instruction and training for employees, contractors and volunteers to carry out their work safely.
 - f. Care and attention to the health, safety and welfare of employees, contractors and volunteers who may be affected by the council's activities.

Responsibilities of the Safety Officer

5. The clerk, as the council's Safety Officer, will:
 - a. Implement the Health and Safety Policy **and make effective arrangements to do so.**
 - b. Keep themselves informed of relevant health and safety legislation.

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- c. Advise the council on the resources and arrangements necessary to fulfil the council's responsibilities under the Health and Safety Policy **and relevant legislation.**
- ~~d. Make effective arrangements to implement the Health and Safety Policy. (added to 5.a)~~
- d. Ensure actions approved by the council to remove or to mitigate against risks are carried out.
- e. Ensure that matters of health and safety are regularly discussed at meetings of the council.
- f. Ensure that regular risk assessments are carried out on working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. All risk assessments to be retained ~~on file.~~
- g. Ensure that work activities of the council do not unreasonably jeopardise the health and safety of members of the public.
- h. Maintain a central record of notified accidents.
 - i. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence of further accident and complete the necessary accident reporting procedures.
- i. Act as the contact and liaison point for contractors and volunteers.
- j. Make effective arrangements to ensure contractors and volunteers working for the council comply with all reasonable health and safety requirements:
 - i. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the council's Health and Safety Policy.
 - ii. All contractors are responsible for compliance with the Health and Safety at Work etc Act 1974 and all other relevant Acts and Regulations during works for the council.**
 - iii. All contractors will provide a copy of their Health and Safety Policy to the clerk or a copy of how the contractor's Health and Safety measures are implemented and practised if they have less than five employees.**
 - iv. All contractors will be responsible for all their staff being fully trained and qualified to operate equipment appropriate to the tasks they will be performing.**
 - v. All contractors will be responsible for providing all their staff with relevant safety equipment (PPE), conforming to current British Standards Specifications, at all times and responsible for their staff wearing PPE when carrying out works.**

Responsibilities of employees, contractors and volunteers

- 6. All employees, contractors and volunteers are responsible for their own health and safety and must take reasonable care by using appropriate personal protective clothing where necessary and, where appropriate, ensure that first aid materials are available.
 - a. All employees and volunteers will comply with the council's Homeworking Policy.
- 7. All employees, contractors and volunteers will also:
 - a. Cooperate fully with the aims and requirements of the council's ~~Service Agreement for Contractors~~ and Health and Safety Policy and comply with any Codes of Practice or work instructions for health and safety.
 - b. Take reasonable care for the health and safety of other people who may be affected by their activities.
 - c. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
 - d. Not misuse any plant, equipment, tools or materials.
 - e. Report any accidents, hazardous incidents or concerns to the clerk or chair of council.