



Health and Safety Policy

1. Policy Statement

Hillam Parish Council is committed to ensuring the health, safety, and welfare of its staff, volunteers, councillors, and members of the public who may be affected by its activities. We aim to maintain a safe environment during council meetings, when managing community assets, and while undertaking any council-related duties.

2. Scope

This policy applies to:

- The Council's paid staff member
- All volunteers and councillors
- Contractors and members of the public engaging with council activities

3. Legal Framework

Hillam Parish Council recognises its responsibilities under the following legislation:

- **Health and Safety at Work etc. Act 1974** – the primary legislation governing workplace health and safety in the UK.
- **Management of Health and Safety at Work Regulations 1999** – requires suitable and sufficient risk assessments and control measures.
- **Manual Handling Operations Regulations 1992** – governs safe lifting and carrying practices.
- **Provision and Use of Work Equipment Regulations 1998 (PUWER)** – ensures equipment used is safe and maintained.
- **Control of Substances Hazardous to Health (COSHH) Regulations 2002** – applies if hazardous substances are used or stored.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** – requires reporting of certain incidents.
- **Fire Safety Order 2005** – applies to council-owned premises and public buildings.
- **Equality Act 2010** – ensures reasonable adjustments and inclusive practices.

The Council also follows guidance from the **Health and Safety Executive (HSE)**, including specific advice for **village halls and community organisations**.

4. Responsibilities

- **The Parish Council** is responsible for ensuring compliance and reviewing this policy annually.

- **The Clerk** is the designated Safety Officer, responsible for day-to-day implementation, record-keeping, and liaison with enforcement bodies.
- **Volunteers and Councillors** must take reasonable care of themselves and others, follow safety instructions, and report hazards.

5. Risk Management

The Council will:

- Conduct annual **risk assessments** for meetings, events, and assets.
- Maintain a **risk register** and update it as needed.
- Require contractors to provide **method statements** and **risk assessments** before major works.

6. Training and Information

- Basic health and safety guidance will be provided to staff and volunteers.
- Specialist training (e.g. lone working, manual handling) will be arranged if required.

7. Incident Reporting

All accidents, near misses, or safety concerns must be reported to the Clerk and recorded in the **Incident Log**. Serious incidents will be escalated to the Chair and, if necessary, the HSE or local authority.

8. Emergency Procedures

- Emergency contact details will be displayed at council-managed sites.
- Fire safety and first aid arrangements will be reviewed annually.
- Evacuation procedures will be briefed to relevant personnel.

9. Lone Working

Where lone working is necessary, the Council will:

- Assess risks and provide guidance
- Ensure communication protocols are in place

10. Review

This policy will be reviewed annually or sooner if there are significant changes in council activities or legislation.

Version	Date of Meeting of Adoption
V2	3/11/2025