

Heighington Parish Council

Health & Safety Policy

Document Ref:	POL/H&S
Status:	Approved
Version:	3.0
Date of approval:	10/11/25
Minute reference:	141/M/25
Date of next review:	October 2026 (or if legislation changes)

Version Control

Version: 3.0

Amended by: Clerk

Details of amendments: Reviewed following IOSH 'Safety for Executives & Directors' training and in line with latest LALC template. Statement of Intent added. Changed to annual review.

Date approved: 10/11/25

Minute: 141/M/25

Version: 2.0

Amended by: Clerk

Details of amendments: Reviewed in line with other local council H&S policies. Removed reference to old committee.

Date approved: 14/04/25

Minute: 233/M/24

Version: 1.0

Amended by: Clerk

Details of amendments:

Date approved: 13/09/21

Minute: 90/M/21

Health and Safety Policy

Statement of Intent

Heighington Parish Council (“the Parish Council”, “the Council”) recognises its responsibility to ensure the health, safety and welfare of its employees, volunteers, councillors, contractors and members of the public who may be affected by its activities.

The Council is committed to complying with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation.

We will provide and maintain a healthy and safe working environment and we will take all reasonably practicable steps to prevent accidents, injuries, and work-related ill health.

Signed: *E Atkin*

Clerk to Heighington Parish Council

Date: 10/11/25

1. Responsibilities

1.1. The **Parish Council** as a corporate body has overall and final responsibility for health and safety. It will:

- Place health and safety considerations at the forefront of all our operations and work activities.
- Make sure that sufficient budget is made available annually for the purposes of meeting its health and safety obligations.
- Receive and consider reports from the Clerk, Health & Safety Executive and other relevant bodies and take remedial action where necessary.

1.2. The **Clerk**, has delegated day to day responsibility for:

- Ensuring that this policy is implemented and reviewed.
- Communicating and consulting on matters affecting the health and safety of its employees, councillors and volunteers.
- Carrying out risk assessments for all council activities.
- Maintaining records of accidents, incidents and near misses.
- Reporting notifiable incidents to the Health and Safety Executive (HSE).
- Keeping informed of relevant Health and Safety legislation and sharing this with Council as appropriate.

1.3. **Employees, councillors and volunteers** must:

- Take reasonable care of their own health and safety.
- Cooperate with the Council to enable it to meet its legal obligations.
- Not interfere with or misuse anything provided for health, safety or welfare.
- Follow all health and safety instruction given.
- Wear or use appropriate personal protective equipment as provided.
- Familiarise themselves on local safety and evacuation procedures for the sites they work from or visit regularly.
- Report all accidents, incidents, unsafe or damaged items, and near misses as soon as practicably possible.

2. Risk Assessments

2.1. Risk assessments will be undertaken for all council-run activities, use of council-owned land or property, and any public events.

2.2. Where appropriate, Safe Systems of Work (SSOW)¹ or Method of Work² procedures will be provided and the person carrying out that activity will be briefed on this.

2.3. Risk assessments will be reviewed annually, after an accident or following any significant change to the activity.

¹ Safe Systems of Work – a formal procedure designed to ensure tasks are carried out safely.

² Method of Work – step by step instructions for a given task.

3. Training & PPE

- 3.1. The Council will provide training and guidance for employees, councillors and volunteers as necessary to ensure they can carry out their roles safely.
- 3.2. Relevant Personal Protective Equipment (PPE) will be identified and provided at the Council's expense.
- 3.3. Records of PPE provided, and training completed will be maintained by the Clerk.

4. Equipment and Property

- 4.1. All equipment used by the Council will be properly maintained and safe for use.
- 4.2. Regular inspections will be carried out on Council property and assets in line with legislation and best practice requirements, using properly qualified persons where required.

5. Public Events

- 5.1. Any public events organised by the Council must have a specific risk assessment, insurance cover and first aid provision as appropriate.

6. Accidents and Incidents

- 6.1. All accidents relevant to Parish Council activities, land and assets must be reported in the relevant Accident Book for the location, and the Clerk informed.
- 6.2. The relevant Hire Conditions documents issued to ad hoc and regular hirers specifies this requirement.
- 6.3. 'Near misses' should also be reported.
- 6.4. Serious incidents will be reported to the Council and to the Health & Safety Executive (HSE) as required³.
- 6.5. Remedial action following a reported accident or near miss will be taken as required.

³ Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) – <http://www.hse.gov.uk/riddor>

7. Contractors and Third Parties

- 7.1. Contractors working on behalf of the Council must provide for their own health and safety policy, risk assessments and (public and employers) insurance cover.
- 7.2. The Council will do its own due diligence to ensure they are competent to carry out the work safely.
- 7.3. Contractors are responsible for ensuring that they comply with their own Health & Safety duties and responsibilities.