BARLASTON PARISH COUNCIL

HEALTH & SAFETY POLICY

BPC01-06

HEALTH & SAFETY POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	March 2026

This document was reviewed by:

The Parish Council 14 April 2026

This document version was adopted by:

The Parish Council at their meeting on 14 April 2026

Document Review schedule:

Next Mandatory Review by April 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	14 April 2026	BPC01-06	Revised Policy	Major changes made

Health and Safety Policy

1. Statement of Intent

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

The Council will comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.

The Council will provide and maintain a safe and healthy working environment, prevent accidents and work-related ill health, ensure appropriate information, instruction, training and supervision is provided, and regularly review and improve health and safety arrangements.

Health and safety management is an integral part of the Council's governance and decision-making processes.

2. Responsibilities

2.1 Full Council

Full Council has overall responsibility for health and safety and will:

- Approve this policy and any amendments
- Ensure adequate resources are available for health and safety management
- Monitor health and safety performance
- Consider health and safety matters as required

2.2 Clerk / Proper Officer

The Clerk (or Proper Officer) is responsible for:

- Day-to-day implementation of this policy
- Ensuring risk assessments are carried out and maintained
- Ensuring staff and contractors are aware of relevant health and safety requirements
- Maintaining health and safety records
- Reporting significant health and safety matters to Council

2.3 Employees / Staff

Employees are required to:

- Take reasonable care of their own health and safety and that of others
- Co-operate with the Council on health and safety matters
- Follow safe systems of work, procedures and risk assessments
- Use equipment and any protective measures correctly
- Report hazards, incidents or concerns promptly
- Not undertake tasks for which they are not trained or authorised

2.4 Councillors

Councillors will:

- Take reasonable care for their own health and safety and that of others
- Councillors will ensure they are aware of and comply with risk assessments when undertaking Council-approved activities or site visits.

- Comply with relevant safety guidance when undertaking Council activities
- Raise health and safety concerns where identified

2.5 Contractors

Contractors are responsible for their own health and safety arrangements and must provide appropriate risk assessments and method statements where required. They must comply with all relevant legislation and safe working practices while undertaking work for the Council. Contractors must provide evidence of appropriate public liability insurance where required.

3. Managing Health and Safety Risks

The Council will manage health and safety risks by identifying hazards associated with its activities, assessing the level of risk, implementing appropriate control measures, and reviewing those controls regularly to ensure effectiveness.
Where necessary, safe systems of work will be implemented to reduce risks to as low as reasonably practicable.

4. Risk Assessments

Risk assessments will be carried out for relevant Council activities and will:

- Identify hazards
- Identify who may be harmed and how
- Evaluate risks and determine appropriate control measures
- Be recorded where required
- Be reviewed at least annually or when circumstances change

Risk assessments will be proportionate to the activity and will be communicated to relevant persons.

5. Hazardous Substances (COSHH)

Where hazardous substances are used, the Council will assess the risks in accordance with COSHH principles and will:

- Avoid the use of hazardous substances where reasonably practicable
- Substitute with safer alternatives where possible
- Implement suitable control measures
- Provide information, instruction and training
- Ensure safe storage, handling and disposal

6. Personal Protective Equipment (PPE)

Where risks cannot be adequately controlled by other means, appropriate PPE will be provided.

The Council will:

- Assess the need for PPE through risk assessments
- Provide suitable PPE free of charge to employees where required
- Ensure PPE is maintained and fit for purpose
- Provide instruction and training in its use

Employees are required to use PPE as instructed. Failure to do so may result in disciplinary action where applicable.

7. Information, Instruction, Training and Supervision

The Council will ensure that employees receive appropriate health and safety information, instruction, training and supervision to enable them to carry out their duties safely.
New employees will receive appropriate induction, and ongoing training needs will be identified and addressed.

8. Monitoring and Review

Health and safety arrangements will be monitored and reviewed:

- At least annually
- Following significant changes to working practices
- Following incidents or near misses
- As part of ongoing governance arrangements

9. Accidents and Incidents

All accidents, incidents and near misses must be reported to the Clerk.
Where appropriate, incidents will be recorded, investigated, and action taken to prevent recurrence. The Council will comply with any statutory reporting requirements under RIDDOR where applicable.

10. Policy Review

This policy will be reviewed periodically and updated as necessary to reflect changes in legislation, Council activities, or best practice.

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Chairman Date