

Dullingham Parish Council

Health and Safety Policy

This policy has been prepared with reference to Health and Safety Executive guidance, including An introduction to health and safety: Health and safety in small businesses and Consulting employees on health and safety: A brief guide to the law.

For the purposes of this policy, references to “staff, councillors and volunteers” include paid employees, Parish Council members and volunteers.

Statement of Intent

Dullingham Parish Council will, so far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities
- consult with staff, councillors and volunteers on matters affecting their health and safety
- provide and maintain safe premises and equipment
- provide information, instruction and supervision for staff, councillors and volunteers
- ensure staff, councillors and volunteers are competent to carry out their tasks and receive adequate training where required
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals

Responsibilities

The Parish Council has overall responsibility for health and safety. Where practical, the Council will appoint a nominated member to support and oversee health and safety matters.

The Clerk is responsible for coordinating day-to-day implementation of this policy. Staff, councillors and volunteers must:

- co-operate with the Clerk, the Parish Council and any nominated lead on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report health and safety concerns promptly to the Clerk or another appropriate person

Consultation with staff, councillors and volunteers

The Parish Council will encourage staff, councillors and volunteers to raise health and safety matters. Where a safety representative is not appointed, staff, councillors and volunteers will be consulted collectively.

Consultation will include, where relevant:

- changes that may substantially affect health and safety, such as new equipment or new ways of working
- arrangements for obtaining competent health and safety advice where required
- information provided about risks, control measures and actions to take if a risk is identified
- the planning and organisation of health and safety training
- the health and safety consequences of introducing new technology

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Health and safety risks arising from our work activities

The main areas of potential health and safety risk for Dullingham Parish Council include:

- Personal safety
- Events, including use of the meeting room
- Carrying / lifting
- Display screen equipment
- Confined spaces
- Electricity
- Falling objects / collapsing structures
- Fire
- Slips, trips and falls
- Temperatures
- Substances hazardous to health (including dust, fumes, etc.)
- Work equipment
- Work-related upper limb disorders
- Stress

The Clerk will arrange for risk assessments to be undertaken, in consultation with staff, councillors and volunteers and with reference to HSE guidance. The assessment process will:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record findings and implement them
5. Review assessment and update if necessary

The Parish Council will approve actions required to remove, reduce or control identified risks.

The Clerk is responsible for ensuring approved actions are implemented and for checking, where appropriate, that those actions have removed or reduced the risk. Risk assessments will be reviewed annually, when work activities change, when a new activity is introduced, or when a new location is used.

For public events organised by or on behalf of the Parish Council, the event organiser will assess risks in consultation with the Clerk.

Safe premises and equipment

The Clerk is responsible for identifying maintenance requirements for Parish Council premises and equipment, with input from staff, councillors and volunteers where appropriate.

The Clerk is responsible for ensuring appropriate maintenance procedures are in place.

Staff, councillors and volunteers should report any problems with premises or equipment to the Clerk. The Clerk is responsible for ensuring approved maintenance actions are completed.

Before new equipment is purchased, the Clerk will check that it is suitable and meets relevant health and safety requirements.

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The Clerk is responsible for arrangements relating to Parish Council equipment that is loaned out.

Fire and evacuation

The Parish Council will arrange for a fire safety risk assessment to be carried out and will maintain appropriate fire safety arrangements. The Clerk is responsible for coordinating this work and seeking appropriate advice where required.

Competence and training

Relevant induction, briefing and task-specific training will be provided to staff, councillors and volunteers as required.

Health and safety concerns raised by staff, councillors and volunteers will be identified through regular supervision and communication.

Training and development needs will be identified through supervision, communication and review of activities. The Clerk will arrange appropriate training where required and will monitor completion.

Training records will be retained by the Clerk.

Information

Where applicable, the HSE *Health and safety law* poster will be displayed prominently and completed by the Clerk. If the poster is not displayed, equivalent health and safety information will be provided to staff, councillors and volunteers in accordance with HSE guidance.

Formal Approval of this Health and Safety Policy

Approved by:

Dullingham Parish Council

Adopted: 5 November 2020

Reviewed: 3 July 2026