

West Hill Parish Council Health and Safety Policy

ADOPTED at WHPC Meeting 5th May 2026 Min 26/112

1. Health and Safety Policy Statement

West Hill Parish Council (WHPC) recognises that it has statutory obligations under the Health and Safety Acts to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, Councillors, contractors, volunteers and members of the public. It is WHPC's policy to provide information, instruction, training and supervision as needed for this purpose.

Accordingly, WHPC will, so far as is reasonable and practicable, take steps to meet this responsibility paying particular attention to the provision and maintenance of:

- a) Plant, equipment and systems of work that are safe.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees, Councillors, contractors and volunteers
- d) Safe places of work and safe access to them and safe public areas where these are under WHPC control.
- e) A safe and healthy working and operating environment.
- f) Adequate facilities for welfare at work.

All employees, Councillors, Volunteers and contractors are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with WHPC to secure compliance with statutory duties placed upon them. You must not do anything that could threaten the health or safety of yourself, employees, Councillors or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999).

The arrangements for the implementation of this Policy are set out in Sections 2 and 3

This policy will be kept up to date as required and, as a minimum will be reviewed annually. A copy of this policy is issued to all employees and Councillors.

2. Day to Day Health and Safety Responsibilities

2.1 WHPC :-

- Should maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk assessments are to be undertaken where necessary to take account of changes within the workplace.
- Should provide facilities for all employees, Councillors and volunteers to have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Should provide all necessary personal protective equipment to employees Councillors and volunteers and provide training in its use and proper maintenance and storage.
- Should insist that all contractors comply with the necessary health and safety standards.

2.2 Employees, Councillors and Volunteers:-

- Should take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Should co-operate with WHPC to achieve a healthy and safe workplace and report any health and safety problems that arise which they are unable to resolve themselves.
- Should carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is always used if required.
- Should not misuse any equipment provided in the interests of health and safety and their welfare.
- Should undertake any training and/or instructions in health and safety related subjects as required to ensure that they are competent to carry out their health and safety responsibilities.

3. Arrangements For Health and Safety Systems and Procedures

3.1 General Safety and Conduct

- Employees, Councillors and Volunteers are reminded of their legal responsibility to conduct themselves in their work in such a manner so as not to expose themselves or others to risk.
- This policy must be read, understood and implemented by all employees, Councillors and Volunteers and a declaration to that effect signed and kept on record.
- When WHPC rents a meeting room or facility for a meeting or event the Fire Evacuation procedures must be announced to all attendees.

3.2 Accidents

- All injuries to employees, Councillors, Volunteers, contractors and members of the public engaged in WHPC activities must be recorded.
- Significant injuries or incidents may have to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Failure to report such an accident or incident is an offence.
- All accidents will be recorded in an Accident Book and the Parish Clerk will arrange for an investigation to be carried out and a report produced where required.

3.3 Electrical Safety

- A PAT test of WHPC electrical equipment must be carried out annually by a competent person. The results must be recorded and the equipment annotated at the plug with the date for the retest.

3.4 Visual Display Units

- WHPC employees covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) must be provided with the HSE training booklet "Working with VDUs".
- WHPC has a responsibility to verify that the equipment used by employees is suitable for their requirements.

3.5 Risk Register and Risk Assessments

- WHPC must maintain a risk register which identifies key risks and measures taken to mitigate those risks.

- When new tasks or project are undertaken a Risk Assessment will be carried out and reported to the Council.

3.6 Driving on Duty

- When an employee, Councillor or Volunteer uses their own car for WHPC business they are required to maintain it in a roadworthy condition, have the appropriate insurance cover and have a current MOT certificate where applicable.
- Everyone using their car on WHPC business must adhere to all road traffic laws, regulations and speed limits.
- Any accident experienced when driving on WHPC business must be reported to the Parish Clerk who will record it in the Accident Book.

3.7 Safety Monitoring

- All accidents or incidents recorded in the Accident Book or otherwise notified to WHPC and the outcome of any subsequent investigation will be reported to the next meeting of the Council.
- The Chairman's annual report to Council will include a section on Health and Safety performance and plans.

4. Policy Review

This policy will be reviewed from time to time as circumstances dictate and at least annually.

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Version History

ADOPTED at WHPC Meeting 5th May 2026 Min 26/112 No change
ADOPTED at WHPC Meeting 6th May 2025 Min 25/183