

Radway Parish Council

Health & Safety Policy

Update Schedule

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Table of Contents

1) Introduction.....	3
2) Radway Parish Council’s Health & Safety Statement.....	3
3) Aims of the Health and Safety at Work Policy	3
4) Arrangements & Responsibilities for Carrying out Health and Safety Policy at Work.....	3

1) Introduction

- a) This policy sets out the general principles and approach that Radway Parish Council “the Parish Council,” will follow in respect of Health and Safety legislation for premises and activities for which the Parish Council is responsible.
- b) It is the responsibility of all Councillors, employees, contractors, members of the public and volunteers to be aware of the following policy statement on Health and Safety and of the organisational arrangements made to implement this policy.
- c) A copy of this policy will be made available on the Parish Council’s website.

2) Radway Parish Council’s Health & Safety Statement

- a) The Parish Council recognises its responsibilities for providing a safe and healthy environment for its Councillors, employees, contractors, members of the public and volunteers who may be affected by the activities of the Parish Council.
- b) The Parish Council will make every effort to meet its responsibilities under the Health & Safety at Work Act 1974.
- c) If appropriate, the Parish Council will seek expert technical advice on Health and Safety matters from an appropriate source.

3) Aims of the Health and Safety at Work Policy

To provide, as far as is reasonably practicable:

- a) A safe place of work and a safe working environment.
- b) Sufficient information, instruction and training for Councillors, employees, and volunteers to carry out their work safely.
- c) Care and attention to health, safety and welfare of Councillors, employees, contractors, volunteers and members of the public who may be affected by the Parish Council’s activities.

4) Arrangements & Responsibilities for Carrying out Health and Safety Policy at Work

- a) As the Parish Council’s Health and Safety Officer, the Clerk will:
 - i) Keep up to date with relevant Health and Safety Policy legislation and inform the Parish Council accordingly.
 - ii) Make effective arrangements to implement the Health and Safety at Work Policy.
 - iii) Raise matters of Health and Safety at meetings of the Parish Council, for discussion, as necessary.

- iv) Carry out regular risk assessments of working practices and assets and maintain records of risk assessments.
 - v) Make effective arrangements to ensure that contractors or volunteers working for the Parish Council comply with all reasonable Health and Safety at Work requirements.
 - vi) Make all employed contractors aware of the Parish Council's Health and Safety at Work Policy.
 - vii) Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public
 - viii) Maintain a central record of notified accidents.
 - ix) When an accident or hazardous incident occurs take immediate action to prevent a recurrence of further accidents and to complete the necessary accident reporting procedure.
- b) All Councillors, employees, contractors and volunteers will:
- i) Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
 - ii) Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
 - iii) Take reasonable care for the Health and Safety of other people who may be affected by their activities.
 - iv) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
 - v) Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
 - vi) Report any accident or hazardous incidents to the Clerk, who will ensure that they are properly recorded in the Parish Council's records and reported at the next meeting of the Parish Council .
- c) The Parish Council will take all reasonable steps to ensure:
- i) That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided
 - ii) That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - iii) That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

- iv) That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
- v) That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvements.
- vi) That the Parish Council manages safety, based on the Council's Health and Safety Policy.