



Stokeinteignhead Parish Council

Health & Safety Policy

1. Policy Statement

- 1.1 Stokeinteignhead Parish Council recognises its duty of care under the Health and Safety at Work etc. Act 1974, and is committed to ensuring, so far as is reasonably practicable, a safe and healthy environment for its employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities.
- 1.2 The Council will provide adequate resources, information, training, and supervision to meet its health and safety responsibilities, and will seek competent advice as necessary.

2. Aims

- 2.1 The Council aims to:
 - Provide a safe place of work and safe systems of work.
 - Ensure that public facilities managed by the Council, such as play areas and open spaces, are safe for public use.
 - Conduct regular risk assessments of activities and facilities, implementing appropriate control measures.
 - Promote the health, safety, and welfare of all who may be affected by its activities.
 - Keep health and safety matters under regular review at Council meetings.

3. Responsibilities

- 3.1 The Council will:
 - Have overall responsibility for health and safety.
 - Approve and review this policy at least annually.
 - Ensure appropriate resources are allocated for health and safety.
 - Ensure safe equipment and facilities are provided and maintained.
- 3.2 The Clerk (as Health & Safety Officer) will:
 - Oversee the day-to-day implementation of the policy.
 - Keep up to date with relevant health and safety legislation.
 - Advise the Council on health and safety matters.
 - Ensure that actions to reduce risks are implemented.
 - Maintain records of risk assessments, training, and accidents.
 - Investigate accidents or incidents and report findings to the Council.
 - Ensure contractors and volunteers working on behalf of the Council are aware of and comply with health and safety requirements.

3.3 Employees, Councillors, Contractors, and Volunteers will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Comply with Council health and safety procedures and policies.
- Report hazards, accidents, or unsafe practices promptly to the Clerk.

4. Arrangements

- Risk assessments for Council activities and facilities will be reviewed by the Clerk at least annually and whenever there are significant changes.
- Contractors must provide copies of their public liability insurance cover, risk assessments and method statements before commencing work and confirm their own health and safety arrangements.
- Accident and incident records will be maintained, with immediate action taken to prevent recurrence.
- The Council will provide information and, where necessary, training to staff, volunteers, and councillors to ensure safe working practices.

5. Review

- 5.1 This policy will be reviewed annually by the Council or sooner if there are significant changes in legislation or Council activities.