

Health and Safety Policy

Halstead Parish Council

Approved by Full Council: 7th January 2026

For review: January 2027

1. Statement of Intent

Halstead Parish Council recognises and accepts its responsibility, so far as is reasonably practicable, to ensure the health, safety and welfare of its employees, councillors, contractors, volunteers and members of the public who may be affected by its activities.

The Council acknowledges its duties under the Health and Safety at Work etc. Act 1974 and associated legislation and commits to following relevant guidance and model policies issued by the National Association of Local Councils (NALC).

The Council will:

- Provide and maintain safe working conditions, equipment and systems of work
- Ensure risks are assessed and appropriate control measures implemented
- Provide information, instruction and training as necessary
- Consult with employees on health and safety matters
- Review and revise arrangements as required

2. Responsibilities

2.1 The Council

The Council has overall responsibility for health and safety and will ensure that this policy is implemented, monitored and reviewed. Health and safety implications will be considered in all Council decisions.

2.2 The Clerk

The Clerk is responsible for the day-to-day management of health and safety arrangements and will:

- Advise the Council on health and safety matters
- Ensure risk assessments are prepared and reviewed
- Maintain appropriate records

- Report accidents and incidents to the Council

2.3 Councillors

Councillors must take reasonable care of their own health and safety and that of others and report hazards or concerns to the Clerk.

2.4 Employees, Volunteers and Contractors

All employees, volunteers and contractors are expected to comply with health and safety requirements, use equipment safely and report hazards, defects or incidents promptly.

3. Arrangements

3.1 Risk Assessment

The Council will undertake suitable and sufficient risk assessments of its activities, premises, events and assets. Risk assessments will be reviewed regularly and following significant change.

3.2 Training and Information

Appropriate information, instruction and training will be provided where risks are identified.

3.3 Accident Reporting

All accidents, incidents and near misses must be reported to the Clerk as soon as possible. Incidents will be recorded and reported under RIDDOR where required.

3.4 Contractors

The Council will engage competent contractors, ensure appropriate insurance is in place and provide relevant health and safety information.

3.5 Premises and Equipment

Council-owned buildings, land and equipment will be inspected and maintained in a safe condition.

3.6 Lone Working

Lone working will be avoided where possible. Where unavoidable, risks will be assessed and suitable control measures implemented.

3.7 Events

Risk assessments will be completed for all Council-organised events and appropriate safety arrangements put in place.

4. Monitoring and Review

This policy will be reviewed annually, following any significant incident, or where there are changes to legislation or Council activities.