

Tatham Parish Council Health and Safety Policy

Introduction

This Health and Safety policy has been written following the relevant Health and Safety Executive guidance.

Tatham Parish Council recognises and accepts the relevant responsibilities under the Health and Safety at Work Act 1974 for providing a safe and healthy working environment for its employee(s), any contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.

Note:

As Tatham Parish Council currently has fewer than five employees (typically one employee (clerk) and one contractor (lengthsman)), there is no actual HSE requirement to have a written policy. However, as numbers may increase in future with voluntary helpers involvement in the Parish Council activities, this document has been written to address that potential increase.

Members of the Parish Council have the responsibility for implementing this policy.

Parish Councillors, employee(s), contractor(s) and voluntary helpers are expected to cooperate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

This Policy will be reviewed on an annual basis.

An up-to-date copy of this Policy shall be maintained on Tatham Parish Council's website and in the Parish Council's Health and Safety file.

Aims of this Health and Safety Policy

To provide, as far as is reasonably practicable:

1. A safe place of work and a safe working environment eg completion of an appropriate risk assessments and pre-work safety talks.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety eg inclusion of item in appropriate Parish Council Meeting Agendas, where necessary.
3. Where necessary, obtain specialist technical advice and assistance on matters of Health and Safety.
4. Sufficient information, instruction and (if deemed necessary) training for Parish Councillors, employee(s) and voluntary helpers to carry out their work safely. (Copies of Health and Safety guidance maintained in Parish Council Health and Safety file).
5. Care and attention to the Health and Safety of employee(s), contractor(s), voluntary helpers and others who may be affected by the Parish Council's activities.

Arrangements for carrying out the Health and Safety Policy.

An agreed Parish Councillor will:

Tatham Parish Council Health and Safety Policy

1. Act as a focal point to maintain Parish Council awareness of relevant Health and Safety legislation.
2. Advise the Parish Council on the resources and arrangements necessary, to fulfil the Parish Council's responsibilities as outlined in the Health and Safety Policy.
3. Make appropriate arrangements to implement the Health and Safety Policy.
4. Ensure that (where necessary), matters of Health and Safety are discussed at meetings Parish Council meetings as an agenda item; and where relevant, details recorded in minutes of meetings.
5. Ensure that suitable risk assessment(s) are conducted, with subsequent consideration and review of any necessary mitigations and corrective measures.
6. Make effective arrangements to ensure Parish Councillors, contractor(s) and voluntary helpers, working with the Parish Council, comply with all reasonable health and safety requirements by ensuring required risk assessments and pre-work safety briefings are completed as necessary.
7. Reiterate that Parish Council work activities must not adversely affect the Health and Safety of others.
8. Maintain a central record of any notified accidents/incidents in the Parish Council Health and Safety file.
9. In the event of an accident, and where relevant, to ensure that appropriate action is taken to prevent recurrence.

Employee(s), any contractor(s) and voluntary helpers:

1. Employee(s) and voluntary helpers shall be responsible for conducting themselves safely, and at all times comply with the Parish Council's Health and Safety Policy and the relevant risk assessment. It will be the responsibility of any contractor(s) employed by the Parish Council to complete appropriate Health and Safety processes for themselves and their own employees.
2. To take reasonable care for their own Health and Safety, to use the correct PPE and, where appropriate, ensure that first aid materials are available.
3. Take reasonable care for the Health and Safety of others who may be affected by their activities.
4. Not intentionally interfere with, misuse or remove safety devices or other equipment provided to reduce risk of injury or dangerous occurrence.
5. Check around work sites, after completion of activities, to ensure no hazards have been created by the work. eg after footpath maintenance activities.
6. Report, as soon as reasonably practical, any safety concern, accident or dangerous occurrence to the Parish Council.

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This policy (Rev0) was adopted by Tatham Parish Council at its bi-monthly meeting held on: 16.11.2021.

It was reviewed and reapproved as Rev1 in November 2025

Document to be reviewed annually, next review date: November 2026