

WEEKLEY PARISH COUNCIL

HEALTH AND SAFETY POLICY



1. Policy Statement

Weekley Parish Council acknowledges its responsibility under:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

The Council is committed to providing:

- Safe working conditions for employees, volunteers, contractors
- Safe environments for the public (e.g., play areas, meetings)
- Compliance with all statutory health and safety obligations

2. Responsibilities

2.1 The Council

- Ensures resources, instruction, training, supervision, and facilities for safe work.
- Ensures safe use, storage, and disposal of equipment and substances.
- Reviews the Health & Safety Policy regularly.

2.2 The Clerk

Manages day-to-day safety, maintains relevant documents, and reports to Council.

- Ensuring that this policy is implemented and reviewed.
- Carrying out risk assessments for all council activities.
- Reporting notifiable incidents to the Health and Safety Executive (HSE).

2.3 Employees, Councillors & Volunteers

- Take reasonable care for their own and others' health and safety
- Cooperate with the Council to enable it to meet its legal obligations.
- Comply with the Council's health and safety instructions
- Use personal protective equipment (PPE) when necessary
- Report accidents and hazards to the Clerk

2.4 Contractors and Third Parties

- The Council will ensure they are competent to carry out the work safely.
- Contractors working on behalf of the Council must provide for their own health and safety policy, risk assessments, and insurance cover.
- Must provide proof of Public Liability insurance before work
- Cooperate with Council health and safety requirements

3. Risk Assessments

- Risk assessments will be undertaken for all council-run activities, use of council-owned land or property, and any public events. These will be reviewed annually or following any significant changes.

4. Procedures & Reporting

- All accidents or hazardous incidents must be reported first to the Clerk, then to the Council.
- Serious incidents must be reported immediately to the Chair or Vice-Chair.
- This policy works alongside the Council's Risk Management Policy.

Approved by Weekley Parish Council: <i>Signed Copy Held By Clerk</i>		
Signature of Chair		Date: 3rd February 2026
Signature of Clerk		Date: 3rd February 2026

Version	Purpose	Author	Date	Minute Ref
1	New	RC	07/11/2023	23/114
2	Updated	RC	12/01/2026	