PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

Health and Safety Policy inc reviewing risk assessments

Policy Reference	PPC 17
Version Number	3
Associated Documents	PPC3 Code of Conduct – Councillors PPC8 Code of Conduct – Staff PPC18 Lone Working PPC29 Vehicle Policy Staff Handbook
Last Review Date	February 2026
Frequency of Review	Three Years
Approved by	Full Council
Date for Next Review	February 2029

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

Health and Safety Policy

Policy Statement
Poringland Parish Council is committed to Health and Safety, which is an integral part of the efficient and effective discharge of its duties. The Parish Council is aware of its responsibilities under the Health & Safety At Work Act 1974 and other relevant statutory legislation. The Parish Council will meet these responsibilities by incorporating good health and safety management within all its functions.

The objective of this policy is to raise awareness of the duties and responsibilities of those in and around the Council, and to minimise risks to health, safety and welfare of employees, volunteers, contractors, public and others affected by its activities, and to minimise risks to the environment. Measures will be taken to ensure that a safe working and community environment is created and disciplinary action may be taken against any employee disregarding the health and safety of themselves or others.

Members of the Parish Council are responsible for implementing this policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and volunteers are expected to co-operate in carrying out this policy throughout the Council's activities and must ensure that their own work so far as is reasonable practicable, is carried out without risk to themselves or others.

All employees, volunteers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

Implementation of this policy is set out within this policy document. The policy will be kept up to date in response to changes in legislation or best practice. The policy will be reviewed at set intervals, normally annually, but more frequently if required.

ROLES AND RESPONSIBILITIES

Parish Councillors
All Parish Councillors are jointly responsible for the implementation of this Health and Safety Policy. They will ensure that:

- A copy of this policy is circulated to all employees and volunteers on appointment. Individuals will be given the opportunity to discuss this policy with councillors to ensure that that it is fully understood and implemented.
- The Council's activities are monitored to ensure that the objectives of the Health and Safety Policy are being complied with.
- Contracts of employment include compliance with statutory health and safety and environmental requirements.
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring health, safety and welfare of themselves and those around them, ensuring adequate resources are provided for the prevention of accidents or incidents.
- Employees and volunteers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Council's Health and Safety Policy.

- No employer or volunteer shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under training and supervision by a competent person.
- Suitable and adequate Personal Protective Equipment to be provided as necessary.
- Safe methods of work are adopted.
- All suppliers comply with Section 6 of the Health & Safety At Work in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used.
- Any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure.
- Regular inspections of equipment are carried out and necessary records kept.

Employees and Volunteers

- Employees and volunteers have a responsibility to conform to the Parish Council Health & Safety Policy, and all health and safety legislation.
- Employees and volunteers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions, and to co-operate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees and volunteers have responsibility for property using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents, incidents and near misses will be reported to the Parish Clerk and recorded in the accident book as soon after the event as possible. Employees and volunteers will co-operate in any investigation of accidents and near misses.
- Employees and volunteers must request assistance or advice about any area of work that they are not familiar with.

Contractors

Contractors must comply with the following:

- Any contractors engaged by the Council will be responsible for conducting themselves safely at all times and in complying with the Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained on site must be reported to the Parish Clerk immediately.
- All equipment must be periodically inspected, and electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments, method statements and proof of public liability insurance where necessary, before commencing work for or on behalf of the Parish Council.

Visitors

Poringland Parish Council has a duty of care to visitors to areas of the village under the responsibility of the Parish Council. Councillors will ensure that safe access and egress is available and that areas are maintained in a safe condition.

General Provisions

The enforcement agency for local authorities is the Health & Safety Executive. Any site visit carried out by HSE Inspectors shall be co-ordinated with the full co-operation of Councillors and any recommendations carried out as soon as possible.

Generic risk assessments will be undertaken by the Parish Clerk and signed off by Council for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed at set intervals.

Parish Councillors are responsible for ensuring that appropriate training is provided for employees and volunteers. The Parish Clerk is responsible for maintaining records of such training.

The Parish Clerk must be notified immediately if an accident occurs to anyone while on Parish Council business. This includes councillors, employees, volunteers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Clerk is responsible for making councillors aware if it is felt that an accident or incident is significant enough to warrant this. The Parish Clerk will ensure that the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses will be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary.

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

Anyone who purchases or hires materials, equipment or contractors on behalf of the Council must ensure that they have read and fully understood this Health and Safety Policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must be passed on to the Parish Clerk to be recorded.

So as to avoid violence or aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if considered necessary.

An inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the Health and Safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedure or physical asset.