

Hatfield Peverel Parish Council – Health & Safety Policy (Updated 2026)

1. Statement of Intent

Hatfield Peverel Parish Council is committed to ensuring the health, safety, and welfare of its employees, contractors, volunteers, and members of the public who may be affected by its activities. We aim to comply fully with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

We will take all reasonably practicable steps to provide and maintain safe working conditions, equipment, and systems of work for all employees and ensure that adequate information, training, and supervision is provided.

Signed: _____

Chairman

Date: _____

2. Responsibilities

- The Council has overall responsibility for health and safety policy and ensuring adequate resources are available.
- The Parish Clerk is responsible for day-to-day implementation of this policy, including risk assessments and ensuring compliance.
- Employees must take reasonable care of their own health and safety and that of others, and cooperate with the Council.
- Contractors and volunteers must comply with this policy and any site-specific safety requirements.

3. Health & Safety Arrangements

- Risk Assessments: Regular risk assessments will be conducted and reviewed annually or when significant changes occur.
- Training & Competence: All staff will receive appropriate health and safety training and supervision.

- **Consultation:** Employees will be consulted on health and safety matters through meetings and direct communication.
- **Safe Equipment & Maintenance:** Equipment will be maintained in safe condition with regular inspections and servicing.
- **Lone Working:** Procedures will be in place to assess and manage risks associated with lone working.
- **Fire Safety & Emergency Procedures:** Fire risk assessments will be conducted. Escape routes will be clearly marked and tested.
- **First Aid:** Adequate first aid provisions will be maintained. Staff will be informed of first aid arrangements.
- **Accident Reporting & RIDDOR:** All accidents and near misses must be reported. RIDDOR incidents will be reported to the HSE.
- **Display Screen Equipment (DSE):** DSE assessments will be carried out for staff using screens regularly.
- **Manual Handling:** Staff will be trained in safe manual handling techniques where relevant.
- **Stress & Wellbeing:** The Council is committed to promoting mental wellbeing and managing work-related stress.
- **Contractors & Volunteers:** All third parties must comply with this policy and relevant health and safety legislation.

4. Monitoring & Review

This policy will be reviewed annually or sooner if there are significant changes in legislation, working practices, or following an incident. Health and safety performance will be monitored through inspections, audits, and feedback.

5. Key Information

- Health and Safety Law Poster is displayed at: Parish Council Office
- First Aid Box is located at: Parish Council Office; Village Hall
- Accident Book is located at: Parish Council Office; Village Hall