Chagford Parish Council Health and Safety Policy

1. Introduction

Chagford Parish Council is committed to ensuring the health, safety and welfare of its employees, contractors, councillors, and members of the public who may be affected by its activities. This policy outlines the responsibilities and procedures to maintain a safe working environment in compliance with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

2. Responsibilities

2.1 Parish Council Responsibilities

The Parish Council has overall responsibility for health and safety and will:

- Ensure compliance with health and safety legislation.
- Provide and maintain safe working conditions.
- Assess and manage risks associated with council activities.
- Ensure contractors follow appropriate health and safety procedures.
- Provide training and information as required.
- Review and update this policy annually or as required.

2.2 Employee Responsibilities

The council's employee must:

- Take reasonable care of their own health and safety and that of others.
- Follow all health and safety procedures.
- Report hazards, accidents, and near misses to the council.
- Use equipment and materials safely and correctly.

2.3 Contractor Responsibilities

All contractors working on behalf of the council must:

- Comply with health and safety legislation.
- Conduct their own risk assessments and provide method statements when necessary.
- Use appropriate protective equipment.
- Report any health and safety concerns to the council.

3. Risk Assessment and Hazard Control

The Parish Council will:

- Conduct risk assessments for council activities and facilities.
- Implement measures to eliminate or reduce risks.
- Maintain records of risk assessments and reviews.

4. Safe Working Practices

The council will ensure that:

- Safe equipment and materials are used.
- Lone working procedures are in place.
- Suitable first aid arrangements exist.
- Emergency procedures are established for council-managed spaces.

5. Incident Reporting and Investigation

- All accidents, near misses, and hazardous situations must be reported to the council clerk.
- The council will investigate incidents and take action to prevent recurrence.
- Records of incidents will be kept and reviewed regularly.

6. Training and Information

- The council will provide relevant health and safety information to employees and contractors.
- Training will be provided where necessary to ensure safe working practices.

7. Policy Review

This policy will be reviewed annually or in response to changes in legislation or council activities.

Date of policy: October 2026
Approving committee: Full Council 12.10.2026 Minute ref: 336. 1).
Policy version reference: 2
Supersedes: 1
Policy effective from: March 2025
Date for next review: October 2027

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