

Ipstones Parish Council

Health and Safety Policy



Adoption and review

Document owner	Clerk / Proper Officer
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Next review due	????

Introduction

Ipstones Parish Council is committed to providing a safe and healthy environment for its councillors, staff, contractors, volunteers, and members of the public. This policy outlines our approach to health and safety, ensuring compliance with legislation and adherence to guidance from the National Association of Local Councils (NALC), the Staffordshire Parish Councils Association (SPCA), and best practices observed across Staffordshire Parish Councils. The policy applies to all council activities, premises, and events.

Legislative Framework

The Council's responsibilities are governed by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant laws. We will conduct all activities in accordance with these legal requirements, ensuring that health and safety is integral to our decision-making and operations.

NALC and SPCA Guidance

NALC and SPCA provide valuable advice and standards for parish councils, emphasising the importance of risk assessment, clear reporting lines, and regular policy review. Ipstones Parish Council follows these recommendations, ensuring our procedures reflect national and local guidance and are consistent with the practices of other Staffordshire Parish Councils.

Responsibilities

Councillors are responsible for setting policy and overseeing its implementation. Staff and contractors must comply with policy requirements and report any hazards or incidents promptly. Volunteers and members of the public are encouraged to raise concerns and co-operate with safety measures. The Clerk will act as the designated health and safety officer, ensuring procedures are followed.

Risk Assessment

We will regularly identify, assess, and record risks associated with council activities, premises, and events. Appropriate measures will be implemented to manage and mitigate these risks, drawing on guidance from NALC, SPCA, and local council practices. Risk assessments will be reviewed annually and whenever significant changes occur.

Training and Communication

All councillors, staff, and contractors will receive appropriate health and safety training. Information will be communicated clearly, and updates provided as necessary. We will promote awareness and encourage a culture of safety throughout the council.

Monitoring and Review

The effectiveness of this policy will be monitored through regular inspections, incident reporting, and annual policy reviews. Updates will be made as required to reflect changes in legislation, guidance, or council activities.

References

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- NALC Guidance for Parish Councils
- SPCA Health and Safety Standards