



Redgrave Parish Council

HEALTH & SAFETY POLICY

1. Introduction

This policy sets out the general principles and approach that Redgrave Parish Council (“the Council”) will follow in respect of health and safety legislation for premises and activities for which it is responsible.

It is the responsibility of all members and employees of the Council to be aware of this policy and of the organisational arrangements made to implement it.

2. Scope of the Policy

In accordance with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and relevant **Health and Safety Executive (HSE) Approved Codes of Practice and Guidance**, the Council accepts its duty to provide and maintain safe and healthy working conditions for all employees.

The Council also accepts its duty of care to volunteers, contractors working on behalf of the Council, and members of the public who may be affected by its activities.

The Council will take all reasonable steps to comply with the law on health, safety and welfare, and will allocate sufficient resources to ensure the safety of its employees and others affected by its work.

3. Responsibilities of Members and the Clerk

The Council, as a **corporate body**, holds overall responsibility for health and safety.

The Clerk and members must take reasonable care of their own health and safety and that of others who may be affected by their work on behalf of the Council.

When working from home, employees and members should ensure that their work environment is safe.

4. Contractors

Contractors engaged by the Council are expected to have their own Health & Safety Policy and to carry out risk assessments before commencing work.

The Council will ensure that contractors have adequate and appropriate **Public Liability Insurance**.

5. Volunteer Workers

Volunteers engaged in Council activities are reminded that they have a duty to work safely and not put others at risk. Volunteers are expected to:

- Make proper use of protective clothing and safety equipment provided.
 - Report any hazards or situations encountered during their work that may affect members of the public.
 - Promptly report to the Clerk any incidents that have led, or might lead, to injury or damage, and cooperate with any investigation aimed at preventing recurrence.
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6. Responsibilities for the Wider Environment

Although many safety responsibilities rest with other bodies (e.g. Suffolk County Council for highways, footpaths, street lighting), the Parish Council will **promptly report hazards** that are brought to its attention.

7. Risk Assessment

The Council will carry out risk assessments of all its activities and review them **at least annually** or sooner if circumstances change.

Procedures will be established and monitored to reduce risks identified in these assessments.

8. Safety Officer

The Clerk is designated as the **Council's Safety Officer** and will take all reasonable steps to ensure that this policy is maintained, regularly reviewed, and adhered to.

This does not remove the ultimate responsibility of the Council as a corporate body for ensuring safe working practices.

9. Reporting of Accidents and Incidents

All accidents must be reported in the first instance to the Clerk and brought to the attention of the Council.

In the event of a serious injury or dangerous occurrence, the **Chair of the Council**, or in their absence the **Vice-Chair**, must be informed immediately.

All accidents and incidents will be recorded in the Council's **Accident Book**.

Where required, incidents will be reported under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

Personal data collected in connection with accident reporting will be handled securely in accordance with the **UK GDPR and Data Protection Act 2018**.

10. Transparency and Review

This policy will be reviewed **annually**, or sooner if legislation, SAGPP guidance, or circumstances change.

The policy will be published on the Council's website in an **accessible format (WCAG 2.2 AA compliant)** and made available in alternative formats on request.