



Old Woughton Parish Council Health & Safety Policy

Reviewed and adopted January 2026

Part 1 – Statement of Intent

Old Woughton Parish Council (henceforth referred to as “the Council”) recognises and accepts its legal duties under the Health and Safety at Work Act 1974 and associated legislation to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, councillors, contractors, volunteers and any members of the public who may be affected by the Council’s activities.

The Council is committed to providing and maintaining a safe and healthy working environment and to promoting a positive health and safety culture. To meet this commitment, the Council will, so far as is reasonably practicable:

- Provide and maintain safe plant, equipment, tools and systems of work.
- Ensure the safe use, handling, storage and transport of substances, in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).
- Carry out suitable and sufficient risk assessments and implement appropriate control measures.
- Provide relevant information, instruction, training and supervision to enable individuals to work safely and to contribute positively to health and safety.
- Maintain safe access to and egress from Council-controlled premises and locations.
- Consult with employees and councillors on matters affecting their health and safety.
- Review health and safety arrangements and risk assessments at least annually, and following any significant change or incident.

Part 2 – Responsibilities for Health and Safety

Overall responsibility

Overall responsibility for health and safety within Old Woughton Parish Council rests collectively with the Council as a whole.

All Councillors and the Clerk have a collective responsibility to:

- Support and comply with this policy.
- Lead by example in matters of health and safety.
- Ensure that contractors, visitors and members of the public are not exposed to health and safety risks arising from Council activities.

Day-to-day responsibility

Day-to-day responsibility for implementing this policy lies with the Clerk to the Council. Where appropriate, the Chair may also nominate a Councillor to support the Clerk in matters relating to health and safety.

This nominated Councillor will:

- Oversee the completion and review of risk assessments.
- Ensure that health and safety matters are reported to the Council as necessary.
- Act as a point of contact for health and safety queries or concerns.

Specific responsibilities

The Clerk to the Council, supported where appropriate by the nominated Councillor with responsibility for Health and Safety, will ensure that:

- All Council activities are subject to suitable and sufficient risk assessment.
- Risk assessments are recorded, kept up to date, and stored securely within the Council's records.
- Risk assessments are made available for inspection by Councillors, the Clerk, contractors or enforcing authorities such as the Health and Safety Executive (HSE), upon request.
- Accidents, incidents and near misses are recorded, investigated and, where required, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and that findings are used to inform improvements to risk assessments and procedures.

Employees, councillors and volunteers

All employees, councillors and volunteers have a duty to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Co-operate with the Council on health and safety matters.
- Use equipment and follow procedures provided for health and safety.
- Report accidents, incidents, near misses and health and safety concerns promptly to the appropriate person.

Part 3 – Arrangements for Health and Safety

Risk Assessment

The Council will carry out suitable and sufficient risk assessments for all activities under its control, in accordance with the Management of Health and Safety at Work Regulations.

Risk assessments will:

- Identify hazards.
- Evaluate the level of risk.
- Identify and implement appropriate control measures.
- Be reviewed at least annually, and immediately following any significant change in activities, legislation, or after an accident or near miss.

Risk assessments may be undertaken by a nominated Councillor or by a competent contractor. Where contractors are engaged, they will be required to provide relevant risk assessments and method statements prior to commencing work.

Training and Competence

The Council recognises the importance of ensuring that those carrying out work on its behalf are competent. Where necessary and reasonably practicable, the Council will obtain appropriate health and safety training or advice from competent external sources.

Contractors

Contractors engaged by the Council are required to:

- Comply with all relevant health and safety legislation and recognised safe working practices.
- Demonstrate competence for the work being undertaken.
- Provide evidence of appropriate insurance cover upon request.
- Provide evidence of competence, insurance and risk assessments as required.
- Ensure that their activities do not endanger employees, councillors or members of the public.

Consultation and Communication

Health and safety matters will be discussed as appropriate at Council meetings. Employees and councillors will be consulted on health and safety issues that may affect them.

Monitoring and Review

This policy and the Council's health and safety arrangements will be:

- Monitored on an ongoing basis.
- Formally reviewed at least every 4 years.
- Reviewed following any significant change in activities, legislation, or after a serious incident.

Review History

July 2013	New policy adopted
March 2015	No changes
July 2020	Changes based on HSE template policy.
January 2026	Updated to reflect SLCC model template.