



Highley Parish Council – Health & Safety Policy (2026 Update)

To be adopted at the Annual Council Meeting – 12 May 2026

1. Policy Statement

Highley Parish Council recognises its responsibilities as an employer to ensure, so far as is reasonably practicable, a safe and healthy working environment for employees, contractors, volunteers and members of the public who may be affected by its activities.

From the uploaded document:

“Highley Parish Council recognises its responsibilities as an employer to ensure, so far as is reasonably practicable, a healthy and safe environment for its employees, and any others who may be affected by its activities...”

The Council is committed to complying with the **Health and Safety at Work etc. Act 1974**, associated regulations, and relevant codes of practice. Where necessary, the Council will seek competent professional advice.

2. Our Commitments

The Council will take all reasonable and practicable measures to:

- Provide and maintain **safe systems of work**
- Ensure **equipment is safe**, properly maintained and used correctly
- Ensure safe arrangements for the **use, handling, storage and transport** of articles and substances
- Provide sufficient **information, instruction, training and supervision**
- Ensure employees can contribute positively to their own safety and that of others
- Identify and manage risks through **regular risk assessments**
- Prevent accidents and work-related ill health
- Promote a culture of safety, responsibility and continuous improvement

From the uploaded document:

“Sufficient information, instruction, training and supervision to enable employees to identify and avoid hazards...”

3. Responsibilities

3.1 The Council

Highley Parish Council has overall responsibility for ensuring that health and safety standards are maintained and improved. The Council will:

- Review this policy annually
- Allocate appropriate resources to support health and safety
- Ensure health and safety is a standing item on relevant agendas
- Support the Clerk in carrying out operational responsibilities

3.2 The Clerk (as Health & Safety Lead)

The Clerk will:

- Keep informed of relevant health and safety legislation and advise the Council
- Implement the Health & Safety Policy on behalf of the Council
- Ensure regular **risk assessments** are carried out and recorded
- Ensure contractors and volunteers comply with health and safety requirements
- Maintain a central record of accidents and hazardous incidents
- Take immediate action to prevent recurrence of accidents
- Ensure Council activities do not jeopardise public safety

From the uploaded document:

“Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.”

3.3 Employees, Contractors and Volunteers

All individuals working for or on behalf of the Council must:

- Cooperate fully with the Health & Safety Policy
- Take reasonable care of their own health and safety
- Use appropriate personal protective equipment (PPE)
- Take reasonable care for the safety of others
- Not misuse or interfere with safety equipment

- Not use tools, equipment or materials in a way that creates risk
- Report accidents, hazards or unsafe practices to the Clerk immediately

From the uploaded document:

“Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.”

4. Risk Assessment

The Council will:

- Conduct regular risk assessments of all work activities, assets and public spaces under its control
- Record findings and review them annually or when circumstances change
- Implement control measures to reduce risks to the lowest practicable level

5. Contractors and Volunteers

Contractors must:

- Provide their own Health & Safety Policy
- Carry out risk assessments before starting work
- Comply with all reasonable instructions from the Council

Volunteers must follow the same safety standards as employees and report hazards promptly.

6. Accident Reporting

The Council will:

- Maintain an accident and incident log
- Investigate accidents and near-misses
- Take action to prevent recurrence
- Comply with RIDDOR reporting requirements where applicable

Employees, contractors and volunteers must report all accidents or hazardous incidents to the Clerk immediately.

7. Training and Supervision

The Council will ensure that:

- Employees receive appropriate health and safety training
- Training needs are reviewed regularly
- Additional training is provided when new equipment or procedures are introduced

8. Public Safety

The Council will ensure that its activities, assets and events do not pose unreasonable risks to members of the public. This includes:

- Regular inspection of Council-owned land, buildings and equipment
- Safe management of events and public spaces
- Clear communication of hazards where necessary

9. Review of Policy

This policy will be reviewed:

- Annually at the Annual Council Meeting
- After any significant change in legislation
- Following an accident or incident that highlights a need for revision

10. Adoption

This Health & Safety Policy is adopted by Highley Parish Council on:

12 May 2026 at the Annual Meeting of the Parish Council.