

Langar cum Barnstone Parish Council - Health & Safety Policy

Adopted: 9th April 2026

Reference Number 2025-26-3012b

Review Yearly

1. Legal Government Framework and References

This policy is issued in accordance with the following legislation and guidance:

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Guidance: ACAS, NALC, Health and Safety Executive (HSE)

2. Policy Statement

The Council acknowledges its duty to take all reasonably practicable steps to prevent injury, ill-health and unsafe working conditions, and to ensure compliance with all relevant legislation and best-practice guidance.

The Council is committed to continuous improvement, proactive risk management, and maintaining safe working environments for all activities under their control.

3. Council Structure

3 Employees: Clerk and Responsible Financial Officer (RFO), Lengthsman and Litter Picker

9 Councillors which includes 1 Chair and 1 Vice-Chair

4. Roles and Responsibilities

The Council has overall responsibility for compliance, resources, monitoring and review. The Chair provides leadership and ensures health and safety is considered in decision-making.

The Clerk/RFO is responsible for day-to-day implementation, risk assessments, training, records and reporting.

Councillors must act responsibly and support this policy.

Employees and volunteers must follow procedures, use equipment safely and report hazards.

All individuals must take reasonable care of their own health and safety and that of

others who may be affected by their actions. Failure to follow health and safety procedures may result in formal action.

5. Arrangements

The Council will ensure:

Risk assessments are undertaken and reviewed

Safe systems of work are in place

Training and information is provided

Equipment is maintained safely

Safe working environments are maintained

Contractors comply with health and safety standards

The Council will maintain written records of inspections, training, maintenance and risk assessments, and will ensure that contractors provide evidence of competence, insurance and compliance with statutory duties.

6. Lone Working

The Clerk/RFO is a home-based lone worker and will ensure that all appropriate safety procedures are in place. This includes maintaining a suitable workstation, complying with Display Screen Equipment (DSE) requirements, and following agreed lone working and communication arrangements.

This includes:

Carrying out a lone working risk assessment

Maintaining regular communication arrangements

Ensuring access to emergency contact procedures

Avoiding high risk activities when working alone

The Clerk must take reasonable care and always follow agreed safety procedures.

Lone working arrangements will be reviewed annually, and any concerns must be reported immediately to the Chair or Vice-Chair.

7. Accident Reporting

All incidents must be reported to the Clerk and recorded. Investigations will be undertaken where appropriate and RIDDOR reporting carried out if required.

8. Monitoring and Review

This policy will be reviewed annually and updated in line with legislative or operational changes.

The Council will review accident records, risk assessments and training needs as part of its monitoring process.

9. Approval

Signed (Chair)

Name Cllr J Crosby

Date