



KIPPAX PARISH COUNCIL

HEALTH AND SAFETY POLICY

Approved: 19th June 2025

Minute Reference: 025/FC/2526d

Review date: June 2026

M Eyre

Signed by Chair, Councillor Martin Eyre

1. General Policy Statement

Kippax Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities.

The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974 and other statutory provisions as far as is reasonably practicable, by incorporating good health & safety management within all its operations.

The objective of this policy is to minimise risks to health, safety and welfare of its employees, councillors, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

2. Aims of the Policy

To provide as far as is reasonably practicable:

- a safe place of work and a safe working environment.
- arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of specific activities.
- systems of work that are safe and without risks to health.
- sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

3. Roles and responsibilities

Council and Committees must:

- provide a safe place of work with safe equipment and working practices
- provide safe arrangements for the use, handling, storage & transport of articles and substances
- provide information, instruction, training and supervision to avoid hazards and encourage councillors, employees/contractors and volunteers to contribute to their own health and safety
- conduct risk assessments for its activities, which identify hazards, and the measures put in place to remove or mitigate risks to employees and others and review them at least annually.
- ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

All councillors, employees/contractors and volunteers must:

- cooperate fully with the aims and requirements of the Health and Safety Policy/
- take reasonable care for their own health and safety and use appropriate personal protective and safety equipment provided by the Council.
- take reasonable care for the Health and Safety of other people who may be affected by their acts or omissions.
- not misuse any equipment, tools or materials so as to cause risks to health and safety, or intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- report any accidents or hazardous incidents to the Councillor appointed as the Service/Event Manager, or the Clerk as appropriate, who must complete the necessary accident reporting procedure (paragraph 4)

The Clerk must:

- keep copies of all risk assessments, and health & safety documents on file and retain them in line with the Document and Retention Policy.
- maintain a central record of notified accidents and actions taken as a result of them
- keep informed of relevant Health and Safety legislation and advise the Council on any changes to policies or working practices that are required.
- act as the contact and liaison point for the Health and Safety Inspectorate.

4. Accident Reporting Procedure

Any accidents or hazardous incidents must be reported immediately to the Councillor appointed as Service/Event Manager, or the Clerk as appropriate, who must take urgent action to prevent a recurrence or further accident and complete an accident report form.

The accident report form will be presented to the Council or Committee, who will consider whether any further action needs to be taken to improve health and safety measure and prevent any further incidents.

The Clerk will add the accident report and actions taken to the central record held.

5. Review of this Policy

The Personnel Committee will review this policy on an annual basis and present it to Full Council for approval.