

HEALTH and SAFETY POLICY

Adopted: 9/9/26

Minute ref: 92/27

Review: August 2027

1. Statement of Policy

Helpringham Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, members, volunteers, and members of the public who may be affected by its activities.

Although the Council does not employ staff beyond a part-time Clerk/RFO, and does not own or operate any premises, it recognises its duty to assess and manage any risks associated with its operations, meetings and community activities.

The Council will maintain appropriate Public Liability Insurance.

2. Responsibilities

- **The Parish Council** has overall responsibility for health and safety and will ensure that arrangements are in place for managing risks.
- **The Clerk/RFO** (working from home) will:
 - Act as the Health and Safety Coordinator.
 - Bring to the Council's attention any health and safety concerns.
 - Ensure that Council activities and meetings take into account appropriate risk assessments.
 - Report any incidents or near misses to the Council.
 - Maintain basic health and safety records for at least three years.

3. Working from Home

- The Clerk/RFO works from home, which is considered a low-risk environment.
- The Council expects the Clerk to maintain a safe and suitable working environment, including access to adequate lighting, ventilation, and ergonomic workstation arrangements.
- The Council will provide reasonable support to the Clerk in managing health and safety risks related to home working.

4. Lone Working

To ensure 'lone worker' safety:

- The Clerk should ensure someone knows when they are attending external meetings or inspections alone.
- A mobile phone should be available during council duties.

5. Meetings and Events

- Parish Council meetings are held in Helpringham Memorial Hall, which is managed by a third party. The Hall's own Health and Safety Policy applies to the building and its facilities.
- The Council will liaise with the hall's management to ensure that the venue meets basic health and safety standards.
- A basic risk assessment will be carried out ahead of any unusual meetings or events organised by the Council outside of routine business.

- Emergency procedures (e.g., fire exits and assembly points) will be confirmed at each meeting venue.

6. Risk Assessment

- A simple risk assessment will be carried out periodically for any Council activity that could present a risk, such as events involving the public or volunteer litter picks.
- The Council will record and review such assessments annually or in response to any incident.

6. Accidents and First Aid

- Any accidents or near misses during Council activities must be reported to the Clerk and recorded in the Council's incident log.
- For Council-led events, appropriate first aid arrangements will be put in place in advance.

7. Training and Information

- All Councillors and the Clerk will be made aware of this policy and any updates to it.
- The Clerk will advise on any specific training or information required for activities (e.g., lone working or risk awareness).

8. Review

This policy will be reviewed annually, or sooner if there are significant changes to the Council's operations or relevant legislation.