RYHALL PARISH COUNCIL
Health & Safety Policy
Adopted 02 November 2026

1. Policy Statement
Ryhall Parish Council is committed to providing and maintaining safe and healthy working conditions for its employees, volunteers, contractors, councillors, and members of the public who may be affected by its activities.
The Council recognises its duties under the **Health and Safety at Work etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1998**, and will take all reasonable steps to meet these responsibilities.
The Council will ensure that:

- Safe working practices, equipment, and facilities are provided and maintained.
- Risks arising from its activities are assessed and appropriately controlled.
- Employees and volunteers receive suitable information, instruction, training, and supervision.
- Health and safety arrangements are reviewed regularly and improved where necessary.
- Contractors working on behalf of the Council operate safely and comply with legal requirements.

This policy will be reviewed annually and made available to all employees, councillors, contractors, volunteers, and members of the public.

2. Responsibilities

2.1 Overall Responsibility
Overall and final responsibility for health and safety rests with **Ryhall Parish Council**.

2.2 Day-to-Day Management
Operational responsibility for implementing this policy and maintaining health and safety standards is delegated to the **Clerk/RFO**.

2.3 Responsibilities of Employees, Contractors and Volunteers
All individuals working for or on behalf of the Council must:

- Co-operate with the Clerk and Council on all health and safety matters.
- Not interfere with or misuse anything provided for their health, safety, or welfare.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Report hazards, unsafe practices, accidents, or concerns to the Clerk promptly.

3. General Arrangements
3.1 Risk Assessments

- The Council will carry out risk assessments for its premises, activities, and events.
- Assessments will be reviewed annually or sooner if circumstances change.
- The Clerk will maintain copies of all risk assessments, method statements, and related documentation.
- Contractors undertaking significant works must provide suitable **Risk Assessments**, **Method Statements**, and **Safe Systems of Work** before starting.

3.2 Accidents and Incidents

- All accidents, injuries, and dangerous occurrences must be recorded in the Council's accident book (held by the Clerk).
- Where required, the Clerk will report incidents to the **Health and Safety Executive (HSE)** under RIDDOR.
- Serious incidents must be reported immediately to the **Chairman**, or in their absence, the **Vice-Chairman**.

3.3 First Aid

- A first aid box is located in the Village Hall.
- The Clerk will ensure it is checked periodically and replenished as necessary.

4. Fire Safety

- A Fire Risk Assessment is maintained by the Clerk and reviewed at least annually or when significant changes occur.
- Councillors, employees, volunteers, and user groups will be made aware of fire safety arrangements.
- Any electrical equipment brought onto Council premises must be safe, in good working order, and used appropriately.

5. Safe Use of Substances and Equipment

The Council will ensure that:

- Hazardous substances are used, stored, handled, and disposed of safely.
- Equipment is maintained in a safe condition and used only for its intended purpose.
- Appropriate training or instruction is provided where necessary.

6. Public Safety

The Council will take reasonable steps to ensure that its activities, facilities, and land do not pose risks to members of the public. This includes:

- Safe management of open spaces, play areas, and public assets.
- Clear communication of hazards where appropriate.
- Ensuring contractors operate safely and minimise risks to the public.

7. Consultation

Where necessary, the Council will consult with employees and volunteers on health, safety, and welfare matters to support continuous improvement.

8. Review

This policy will be reviewed annually or earlier if legislation, guidance, or Council activities change.