

Alvanley Parish Council Health and Safety Policy

Approval

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Date Approved by Parish Council:	

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1. Policy Statement

Alvanley Parish Council is committed to maintaining a safe and healthy environment for its employees, councillors, contractors, volunteers, and members of the public. The Council will comply with all relevant health and safety legislation and promote a proactive safety culture across all its operations and facilities.

2. Legal Compliance

This policy aligns with:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Control of Substances Hazardous to Health (COSHH) Regulations 2002**
- **ISO 45001:2018** and **HSG65** (Plan-Do-Check-Act model)

3. Scope

This policy applies to:

- All Council-owned or managed facilities (e.g., benches, green spaces etc)
- All Council activities and events
- All individuals working for or on behalf of the Council

4. Responsibilities

4.1 The Council

- Ensure health and safety is a standing agenda item at meetings.
- Approve and annually review this policy.
- Allocate budget and resources for health and safety measures.

4.2 The Chairperson

- Provide leadership and ensure compliance with this policy.
- Promote a culture of safety and accountability.

4.3 The Parish Clerk (Responsible Officer)

- Maintain health and safety records, including risk assessments and accident logs.
- Conduct regular inspections of Council assets.
- Liaise with contractors and ensure they meet safety standards.
- Report serious incidents to the Health and Safety Executive (HSE) if required.

4.4 Councillors, Volunteers, and Contractors

- Follow safety procedures and use equipment responsibly.
- Report hazards, incidents, or near misses to the Clerk.
- Attend training sessions when required.

5. Risk Management

- Annual risk assessments for all Council assets and activities.
- Use the “Plan-Do-Check-Act” model for continuous improvement.
- Maintain a risk register and review it quarterly.

6. Incident Reporting

- All incidents must be recorded in the Accident Book.
- Near misses should be reported and investigated.
- Serious incidents will be escalated to the Chairperson and HSE if necessary.

7. Training and Awareness

- Provide induction and refresher training for councillors and volunteers.
- Display safety notices at Council facilities.
- Promote awareness of emergency procedures.

8. Contractors and Third Parties

- Contractors must provide evidence of public liability insurance and risk assessments.
- All contractors working for the Alvanley Parish Council must complete a contractor questionnaire
- All work must comply with health and safety legislation.
- Council reserves the right to terminate contracts for non-compliance.

9. Lone Working and Home Working

- Risk assessments will be conducted for lone workers (e.g., Clerk working alone).
- Provide guidance and support to ensure safe working conditions.

10. COSHH Compliance

- Identify and assess hazardous substances used (e.g., cleaning products).
- Store substances safely and ensure proper labelling.
- Provide PPE and training where necessary.

11. First Aid and Emergency Procedures

- First Aid kits available at Council facilities.
- Emergency contact numbers displayed prominently.
- Fire safety equipment maintained and inspected regularly.

12. Public Safety

- Regular inspections of public areas (e.g., benches, footpaths, playgrounds etc).
- Prompt reporting of hazards to Cheshire West and Chester Council where applicable.
- Ensure safe access and signage during events.

13. Monitoring and Review

- Policy reviewed annually or following a significant incident.
- Internal audits conducted every two years.
- Feedback from councillors and residents considered in updates.

14. Update Evidencing Table

Section	Page	Change Details	Changes made by	Date	Revision Number