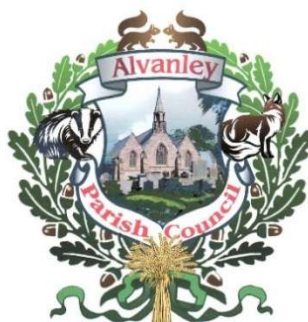




ALVANLEY PARISH COUNCIL

HEALTH AND SAFETY POLICY

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises which it uses and activities for which it is responsible.

1. Scope of the Policy

- **1.1** The Parish Council aims to protect the health, safety, and welfare of employees, Councillors, contractors, residents, and members of the public within its area who may be affected by the Council's activities.
- **1.2** The Parish Council will ensure that any buildings and amenities used by the Council have appropriate Health and Safety policies and procedures for the protection of the Parish Council and the public.
- **1.3** Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

2. The Parish Clerk

- **2.1** If the Parish Clerk works from home, they must ensure that they maintain a safe working environment.
- **2.2** This includes observing legal recommendations for safe manual handling, the use of computer equipment (DSE), and ergonomic workstation design.

3. Contractors, Employees, and Volunteer Workers

- **3.1** The Parish Council will ensure that any contractors or volunteer workers engaged to carry out work on behalf of the Council are covered by adequate and appropriate Public Liability insurance.
- **3.2** Contractors, Councillors, and volunteer workers must report any hazard or unsafe situation encountered during their work to the Clerk or a nominated Councillor.
- **3.3** Employees, Councillors, contractors, and volunteers should:
 - Seek advice on safety and health matters from the Clerk.
 - Make proper use of protective clothing and safety equipment provided.
 - Report immediately to the Clerk any defects in plant, structures, equipment, or safety procedures which come to their notice.

- Report promptly to the Clerk any incidents which have led, or might lead, to injury or damage, and cooperate with any investigation undertaken to prevent a recurrence.
- **3.4** Employees and volunteers have a duty to care for their own safety and that of other persons who might be affected by their activities. They must cooperate with the Council to enable it to carry out its responsibilities successfully. The ultimate level of responsibility, however, rests with each individual.
- **3.5** A copy of this policy statement will be made available to all Council employees and Councillors. It will be reviewed, updated, or modified periodically.

4. Roads and Footpaths

- **4.1** The Parish Council will report any road, footway, or footpath hazard brought to its attention to the appropriate highways authority for further action.
- **4.2** The Council will actively encourage residents to report such issues directly to Cheshire West and Chester Council (CWaC).

5. Environment

- **5.1** The Parish Council will ensure, as far as reasonably practicable, that the Parish remains a safe and pleasant environment for its residents.
- **5.2** The Parish Council will obtain specialist technical and Health and Safety advice for any projects or activities requiring expertise beyond that held by the Council.
- **5.3** The Council will ensure that any work activities carried out on its behalf do not jeopardize the Health and Safety of the general public.

6. Risk Assessment

- **6.1** The Parish Council will carry out risk assessments appropriate to its activities and review them annually.
- **6.2** The Council will establish and monitor policies and procedures to mitigate any risks identified.

7. Council Safety Officer

- **7.1** The Parish Council will annually appoint a Councillor to act as the Safety Officer.
- **7.2** The appointed Safety Officer will:
 - Assume day-to-day responsibility for ensuring the Health and Safety Policy is maintained, promoted, and reviewed.
 - Ensure that regular risk assessments of working practices are conducted, followed by the consideration and implementation of necessary corrective or protective measures.
 - Maintain a secure file of all risk assessments for a minimum of 5 years.
 - Make effective arrangements to ensure contractors or volunteers working for the Council understand and comply with Health and Safety

requirements. (All contractors will be provided with a copy of this policy).

- Take immediate action following an accident or hazardous incident to prevent a recurrence, and ensure the necessary accident reporting procedures are completed.
- Act as the primary contact and liaison point for the Health and Safety Executive (HSE) and obtain specialist technical advice and assistance when necessary.

Adopted Date: 9th September 2026

Next Review Date: May 2028