



# HEALTH & SAFETY POLICY

## Contents

1. Introduction.....	2
2. Responsibilities .....	2
3. Health and Safety Objectives .....	3
4. Risk Assessment .....	3
5. Emergency Procedures .....	3
6. Health and Safety Training .....	3
7. Accident Reporting .....	4
8. Review and Monitoring .....	4
9. Conclusion .....	4

Policy adopted: 17<sup>th</sup> November 2025

Minute Reference: 2025-132c

Policy version reference: v4

Policy effective from: Immediately

Date for next review: May 2026

## **1. Introduction**

Warsop Parish Council is committed to ensuring the health, safety, and well-being of its staff, councillors, visitors, and anyone who may be affected by its activities. This policy outlines the principles and measures we will follow to ensure a safe working environment, both within the Council offices and in the rooms rented from Lifespring Church.

The Council recognises its responsibility under the Health and Safety at Work Act 1974, as well as any other relevant legislation, to maintain a safe working environment and to ensure the safety of everyone using our facilities.

## **2. Responsibilities**

Parish Council:

The Parish Council is responsible for:

- Ensuring that the health and safety of staff, councillors, and the public are maintained within Council-managed areas and activities.
- Ensuring compliance with relevant health and safety legislation.
- Carrying out regular risk assessments and addressing any identified hazards.

Clerk and Staff:

The Parish Clerk and staff members are responsible for:

- Complying with all safety procedures and policies established by the Council.
- Reporting any health, safety, or environmental concerns to the Council.
- Participating in any necessary health and safety training.
- Cooperating with other parties (e.g. Lifespring Church) to ensure shared safety protocols are followed.

Lifespring (Building Management):

As Lifespring Church oversees the building and fire risk assessments for the rented rooms, they are responsible for:

- Carrying out fire risk assessments and ensuring that fire safety protocols are in place and followed.
- Ensuring the building meets health and safety regulations.
- Ensuring that emergency exits, fire alarms, and other safety equipment are in good working order.

### **3. Health and Safety Objectives**

The key objectives of the Council's health and safety policy are:

- To prevent accidents, injuries, and ill health to staff, councillors, and visitors.
- To ensure that all activities conducted by the Council are risk-assessed and that appropriate safety measures are in place.
- To comply with all relevant health and safety legislation and codes of practice.
- To encourage an ongoing culture of health and safety awareness and accountability.

### **4. Risk Assessment**

The Council will carry out risk assessments to identify potential hazards in the workplace, including but not limited to:

- The working environment at the Parish Council Chambers and rented rooms from Lifespring Church.
- Tasks undertaken by staff and councillors.
- Activities involving the public (e.g. public meetings, events, etc.).

The risk assessments will be reviewed annually or whenever a significant change in operations or activities occurs.

### **5. Emergency Procedures**

In case of an emergency (e.g., fire, medical emergency):

- Lifespring will ensure that emergency exits, fire alarms, and extinguishers are accessible and regularly tested.
- Staff members will be trained in emergency procedures, including evacuation protocols and safe area.
- The Parish Council will hold regular fire drills for staff and councillors to ensure everyone is aware of emergency exits and evacuation routes.

### **6. Health and Safety Training**

All staff members and councillors will receive appropriate health and safety training, which may include:

- Fire safety training.
- First aid awareness.
- General health and safety procedures such as ACT, lone working or manual handling

- The identification and reporting of hazards.

## **7. Accident Reporting**

Any accidents or incidents (e.g., injuries, near-misses, or hazards) that occur within the Parish Council's premises or during Council activities must be reported to the Parish Clerk immediately. These will be documented, investigated, and corrective action taken as necessary.

The Council will also adhere to its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, ensuring that serious accidents or work-related illnesses are reported to the Health and Safety Executive (HSE).

## **8. Review and Monitoring**

The Parish Council will regularly monitor the effectiveness of this Health and Safety Policy and review it annually or when there are significant changes to operations or legal requirements. The policy will be updated as needed to ensure continued compliance with health and safety regulations.

## **9. Conclusion**

Warsop Parish Council is dedicated to maintaining a safe and healthy working environment. This Health and Safety Policy is designed to ensure that we meet our legal obligations and protect the welfare of all those who work with or interact with the Council.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Role: \_\_\_\_\_