CAPEL PARISH COUNCIL

Health and Safety Policy

Status	Final	**Policy owner**	Parish Clerk
Adopted	November 2026	**Minute reference**	Item 18, 16/11/2026
Last reviewed	November 2026	**Next review**	November 2027
Review cycle	Annual	**Applies to**	Council, committees, staff and members

1. Introduction and duties

1.1 The Health and Safety at Work Act 1974 sets out the general duty of employers and states the main principle as *'it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.'*

1.2 The council recognises and accepts this responsibility, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.

1.3 The council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

1.4 The Health and Safety at Work Act 1974 also sets out the duties of employees while at work.

1.5 Employees have a duty *'to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.'*

2. Sensible risk management

2.1 The council will implement a Health and Safety policy to fulfil its responsibilities, and adopt a sensible approach to risk management designed to:

- Ensure staff and the public are properly protected
- Ensure that risks that are created are managed responsibly
- Ensure that precautions taken are appropriate to the perceived level of risk
- Establish an audit trail of risk assessment records

2.2 The sensible risk management approach will ensure the council **does not**:

- Use 'Health and Safety' as a reason for preventing an activity
- Scare people by exaggerating risks or publicising trivial risks
- Create unrealistic demands prior to agreeing an activity

Risk assessments

2.3 The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments.

2.4 A risk assessment should be a practical exercise examining what, in your work, could cause harm to people, and putting in place controls to minimise the identified risks.

2.5 The Health and Safety executive (HSE) promote a risk assessment process which follows the five following steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the risk assessment and update if necessary

2.6 The council will conduct and annual office risk assessment and report the findings to the Finance Committee.

2.7 The council will conduct risk assessments for any event it holds and report the findings to the Finance Committee.

2.8 The council will conduct regular, at least quarterly, risk assessments of its playground equipment and report the findings to the Open Spaces Committee.

2.9 A full record of all risk assessments will be kept in the council office, including details of any remedial action taken.

2.10 A written record of any accidents, injuries or incidents will be retained in the council office and referred to when completing any risk assessment.

3. Introduction and duties

3.1 The council will ensure all employees are trained in the use of any work items provided to them to fulfil their duties.

3.2 The council will actively involve staff members in completion of risk assessments connected to their respective roles, and encourage staff members to raise any health and safety concerns they have with their line managers.

3.3 The council recognise its obligations to consult with its employees as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

4. Other legislation

4.1 The council will be mindful of other legislation which may affect its responsibilities for Health and Safety and take these into account when assessing risks, in particular:

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992

4.2 The council is also aware of other legislation which could affect its future responsibilities for health and safety, in particular:

- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

5. Insurance

5.1 The council will meet its legal obligations to insure against liability or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

Based on SALC Model Policy