

Health & Safety Policy Statement

Duloe Parish Council recognises its legal duty of care to protect the health, safety, and wellbeing of its employees and all others who may be affected by its activities.

The Council acknowledges that effective health and safety management is an essential part of its responsibilities and overall governance. To meet these obligations, the Council will:

Responsibility Area	Actions
1. Communicate this Policy	Ensure this Policy Statement is shared with all employees, elected members, and volunteers. It will form part of the induction process for all councillors (elected and co-opted), staff, and volunteers.
2. Conduct and Review Risk Assessments	Carry out regular risk assessments and review to ensure proportionate and practical risk-reduction measures. Current areas requiring assessment include public toilets, Recreation ground, skatepark and playground, public events, and safeguarding of children and vulnerable adults. The Clerk also completes an annual working-from-home risk assessment.
3. Consult and Comply with Legal Requirements	Communicate and consult with employees on all matters affecting their health and safety. Ensure full compliance with relevant legislation, regulations, and codes of practice at national, and local levels. Councillors oversee legal compliance, and staff are consulted routinely through supervision and appraisal processes.
4. Eliminate Risks Where Possible	Reduce or eliminate risks through the appropriate selection and design of materials, buildings, facilities, equipment, and processes. Health and safety considerations will be incorporated into all refurbishment projects and equipment purchases.
5. Encourage Hazard Reporting	Promote a culture in which staff and councillors actively identify and report hazards. Councillors raise issues at monthly Full Council meetings and maintain regular communication with the Clerk and each other by email and telephone.
6. Maintain Emergency Procedures	Ensure that effective emergency procedures are in place for all relevant locations. The Council's Emergency Plan is regularly reviewed and updated to reflect identified risks.

7. Maintain Premises and Equipment	Maintain safe premises, plant, and equipment. Public toilets are monitored daily; playgrounds are inspected weekly and receive an annual RoSPA safety check. Safeguarding responsibilities are included in councillor induction.
8. Appoint Competent Contractors	Only engage contractors who can demonstrate appropriate health and safety standards. Contractor specifications require proof of public liability insurance, a contract-specific risk assessment, and confirmation that equipment complies with the Provision and Use of Work Equipment Regulations.
9. Allocate Adequate Resources	Provide sufficient resources to manage health and safety risks arising from Council activities. Essential health and safety maintenance is included in the annual budget and precept.
10. Provide Training and Ensure Competence	Ensure all employees receive appropriate training and are competent to carry out their duties.
11. Define Responsibilities	Maintain a clear organisational structure for health and safety responsibilities, led by the Chair, Vice Chair, and Parish Clerk.
12. Provide Information, Instruction and Supervision	Ensure employees receive the necessary information, instruction, and supervision to work safely.
13. Monitor and Improve Performance	Regularly monitor health and safety performance and update policies and procedures to support continuous improvement.

The Health and Safety Policy will be reviewed regularly and updated as necessary to reflect changes in the activities of Duloe Parish Council, or in relevant legislation. Revisions will be communicated to all.

Adopted at the meeting of Duloe Parish Council held on 19th February 2026.

Review of Risk Assessment due: Jan 2027