



Newtown Parish Council Health & Safety Policy

Formally adopted on 27 March 2023

Newtown Parish Council (the council) acknowledges its responsibility for providing an environment that is safe and healthy for its employees, members, visitors and volunteers, as well as anyone impacted by its activities. Although the council only has one employee, it will, as far as is practically possible, comply with the requirements and principles of all relevant statutory provisions for the safe management of the council and its activities. To include as a minimum, compliance with the:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

The council will aim to prevent accidents and cases of ill-health or poor wellbeing by:

- effectively managing the health and safety risks.
- providing clear instructions, information and training as required.
- consulting with employees, members and volunteers on health & safety matters, as well as encouraging the reporting of concerns and suggestions.
- completing and regularly reviewing risk assessments as required.
- implementing effective working procedures and practices.
- ensuring employees and volunteers have the necessary equipment and safe working conditions.
- ensuring insurance cover is adequate and reviewed annually.
- protecting the general well-being of its employees, members and volunteers by encouraging mutual respect and a high standard of professional conduct at all times.
- regularly reviewing (at least annually) this policy.

Health and Safety Responsibilities:

What	Who	Relevant procedure / document
Employees - Clerk	Newtown Parish Council	Employment contract Risk Assessments Insurance policies
Members, volunteers, visitors	Newtown Parish Council	Risk Assessments Insurance policies
Parish Council assets	Newtown Parish Council	Risk Assessments Insurance policies
Trees	Depending on location: Hampshire County Council Landowners	Risk Assessments Insurance policies
Other activities such as meetings and events arranged by NPC	Newtown Parish Council	Risk Assessments Insurance policies