# STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

# Health & Safety Policy

**1. Policy Statement:**
Stilton Parish Council is committed to providing a safe and healthy environment for all employees, councillors, volunteers, contractors and members of the public who may be affected by our activities. We recognise it is our duty to comply with relevant health and safety legislation and strive to continually improve our health and safety performance.

**2. Responsibilities:**
It is the responsibility of every employee, councillor and volunteer to adhere to health and safety policies and procedures. The Clerk will oversee the implementation of this policy and ensure compliance with health and safety legislation (including the Health and Safety at Work Act 1974).

**3. Risk Assessment:**
Regular risk assessments will be conducted to identify and mitigate potential health and safety hazards associated with our activities. These assessments will be documented, reviewed and updated as necessary.

**4. Training and Information:**
All employees, councillors and volunteers will receive appropriate health and safety training to perform their tasks safely. Information regarding potential hazards and safe working practices will be communicated effectively to all relevant parties.

**5. Accident Reporting and Investigation:**
Any accidents, incidents or near misses will be promptly reported to the Clerk and logged. A thorough investigation will be conducted to identify the root causes and corrective actions will be implemented to prevent recurrence. Serious incidents will be reported to the appropriate authorities where necessary.

**6. Emergency Procedures:**
Emergency procedures, including evacuation plans, will be in place and communicated to all personnel. Regular drills will be conducted to ensure that everyone is familiar with the procedures.

**7. First Aid:**
Adequate and appropriate first aid facilities will be available on site. First aid kits will be regularly checked and replenished as needed.

**8. Safety Equipment:**
Appropriate safety equipment will be provided and its use will be mandatory where required. Regular checks will be conducted to ensure that safety equipment is in good working order.

**9. Health and Wellbeing:**
We are committed to promoting the health and wellbeing of our employees, councillors and volunteers. This includes providing information and support for mental health issues.

**10. Communication:**
This health and safety policy will be made available to all employees, councillors, volunteers and contractors. It will be reviewed regularly and updated as necessary. Any changes to the policy will be communicated promptly to all relevant parties. This Health and Safety policy will be prominently displayed on our website, www.stiltonparishcouncil.gov.uk and in the Pavilion.

**11. Additional Procedures:**
The Pavilion Play Park, Barn Close Play Area and Skate Park will be checked weekly to ensure all equipment is in good working order. Staff will be trained to carry out visual inspections. All issues will be reported to the Clerk who will then report to the Parish Council at the next meeting.

The Clerk is authorised under the Scheme of Delegation to deal with emergency safety hazards needing immediate attention.

**Policy Review**
Reviewed: 12 May 2026 (agenda item PC108/26)
Next review date: May 2027
Responsible Officer, Parish Clerk.