



Health and Safety Policy

Purpose

The purpose of this policy is to set out the responsibilities of both the Community Council and its employees in relation to health, safety and welfare at work. This policy reflects the Community Council's duties under the **Health and Safety at Work etc. Act 1974**, associated regulations, and relevant Welsh legislation and guidance.

Responsibility for health and safety

The Community Council, with the support of the Community Clerk, is responsible for ensuring compliance with all relevant health and safety legislation and for promoting a safe working environment. Everyone associated with the work of the Community Council has responsibilities in relation to health and safety, as set out in this policy.

Responsibilities of the Community Council

The Community Council is responsible for ensuring that employees' health, safety and welfare are protected in all activities at work. In particular, the Community Council is responsible for the following: –

Ensuring that there is safe and adequate plant and equipment

The Community Council will ensure that all plant and equipment is regularly inspected, tested and maintained in accordance with statutory requirements and manufacturer guidance. This includes compliance with the **Provision and Use of Work Equipment Regulations 1998 (PUWER)** and, where relevant, the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**.

All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use it will be taken out of service immediately, with clear signage displayed.

Safe premises and place of work

The Community Council will ensure that all premises used for its activities are safe and compliant with relevant legislation, including the **Workplace (Health, Safety and Welfare) Regulations 1992**. Hazards will be removed where possible. Where hazards cannot be removed, clear signage will be displayed advising employees and visitors of the nature of the hazard and the precautions required.

Competent and safe fellow employees

The Community Council will ensure that all employees receive appropriate training so that they are competent in their duties. This includes training required under Welsh and UK legislation, such as manual handling, COSHH awareness, and any role-specific training.

If any employee acts in a manner likely to endanger others, appropriate disciplinary action will be taken.

A safe system of work

The Community Council will ensure that all work processes are safe and compliant with relevant legislation, including the **Management of Health and Safety at Work Regulations 1999**. Where hazards exist, the Community Council will endeavour to eliminate them. Where elimination is not possible, appropriate signage and control measures will be implemented.

Responsibilities of the employee

Employees are responsible for ensuring that their actions do not cause danger to themselves or others. The primary responsibilities of the employee include the following: –

Not to tamper with any equipment

Employees must not alter, disable or interfere with equipment in any way that could compromise health and safety. Tampering with equipment may result in disciplinary action, including summary dismissal.

Not to use any equipment without receiving appropriate training

Employees must not use any equipment unless they have received the necessary training and instruction. Employees are responsible for attending training arranged for them and completing any required assessments.

To take reasonable care of their own health and safety

Employees must act responsibly and take reasonable care of their own health and safety, including wearing required protective clothing and avoiding unsafe behaviour. Employees must ensure that their actions do not endanger colleagues, contractors or visitors.

To use equipment appropriately

Employees must use equipment only for its intended purpose. If any equipment is damaged or unfit for use, the employee must inform the Community Council immediately.

To follow appropriate systems of work

Employees must follow the systems of work specified by the Community Council. No deviation from these systems is permitted without prior authorisation.

Personal protective equipment (PPE)

The Community Council is responsible for supplying employees with any required PPE in accordance with the **Personal Protective Equipment at Work Regulations 1992 (as amended 2022)**.

If an employee does not have the appropriate PPE for a task, they must inform their line manager immediately and must not undertake the task until the PPE is available.

Employees are responsible for taking reasonable care of PPE issued to them and must report any damage immediately. All PPE must be returned when employment ends.

Chemicals and other substances

All hazardous substances must be stored, handled and used in accordance with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**. All COSHH-labelled materials must be used strictly in line with manufacturer instructions and risk assessments.

Risk assessments

The Community Council is required to carry out regular risk assessments of all areas and activities under its control, in accordance with the **Management of Health and Safety at Work Regulations 1999**. Risk assessments will be completed at least annually, and more frequently where required.

Risk assessments will be recorded in writing, with clear target dates for any actions identified. Where risks cannot be eliminated, all employees working in the area must be informed of the risks and the control measures in place.

Manual handling

All employees involved in lifting or carrying must attend manual handling training, which must be renewed every two years. Training will reflect the **Manual Handling Operations Regulations 1992** and relevant Welsh initiatives such as the **Manual Handling Passport Scheme**.

The Community Council is responsible for ensuring that all employees requiring this training attend at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment, accidents may still occur.

Any accident must be reported immediately to the Clerk and recorded in the accident book.

The following must be reported to the Health and Safety Executive (HSE) under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**:

- Fatal accidents
- Specified injuries

- Accidents resulting in more than seven days' absence
- Injuries to members of the public requiring hospital treatment

Certain work-related diseases and dangerous occurrences must also be reported.

Following any accident, the Community Council will investigate the circumstances to determine whether changes to equipment, training or systems of work are required to prevent recurrence.

Summary of Updates (March 2026)

Legislation added or updated:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Reference to Welsh-specific schemes such as the Manual Handling Passport Scheme