



Langstone Community Council: Health and Safety Policy

Adopted: 10/02/2026

Review Date: 12/05/2026

Signed:



1. Statement of Intent

Langstone Community Council (“the Council”) is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities.

The Council recognises its duties under the **Health and Safety at Work etc. Act 1974** and associated regulations, and will take all reasonable steps to provide a safe working environment and safe systems of work.

The Council will:

- Provide and maintain safe premises, equipment, and working conditions
- Assess and manage risks arising from Council activities
- Provide information, instruction, training, and supervision
- Consult employees on health and safety matters
- Review this policy regularly and update it as necessary

Responsibility for implementing this policy rests with the Council as a corporate body.

2. Scope

This policy applies to:

- All Council employees
- All councillors undertaking Council business
- Volunteers acting on behalf of the Council
- Contractors engaged by the Council
- Members of the public interacting with Council services or premises

3. Responsibilities

3.1 The Council

The Council will:

- Ensure compliance with relevant health and safety legislation
- Allocate sufficient resources for health and safety management
- Approve and review this policy at least every two years
- Ensure risk assessments are completed and acted upon

3.2 Clerk / Responsible Officer

The Clerk will:



- Implement the policy on a day-to-day basis
- Maintain health and safety records, including risk assessments and accident logs
- Ensure employees receive appropriate training
- Report notifiable incidents under **RIDDOR 2013**
- Liaise with contractors to ensure safe working practices

3.3 Employees

Employees must:

- Take reasonable care of their own health and safety
- Follow safe working procedures and training
- Report hazards, defects, and incidents promptly
- Use equipment correctly and safely

3.4 Councillors

Councillors must:

- Consider health and safety implications when making decisions
- Follow safe practices during Council activities and events
- Report hazards or concerns to the Clerk

3.5 Contractors

Contractors must:

- Comply with all relevant health and safety legislation
- Provide risk assessments and method statements where required
- Ensure their activities do not endanger Council staff or the public

4. Risk Assessment

The Council will undertake risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999**.

Risk assessments will cover:

- Office and administrative work
- Lone working
- Council meetings and events
- Grounds maintenance and outdoor work
- Use of contractors
- Display Screen Equipment (DSE)
- Manual handling



- Fire safety

Assessments will be reviewed annually or when circumstances change.

5. Safe Working Arrangements

5.1 Office and Administrative Work

The Council will:

- Provide suitable workstations and equipment
- Undertake DSE assessments
- Ensure electrical equipment is tested and maintained
- Provide guidance on safe manual handling

5.2 Lone Working

Where employees or councillors work alone:

- A lone working procedure will be followed
- Contact arrangements must be in place
- Risk assessments will identify appropriate controls

5.3 Council Meetings and Events

The Council will ensure:

- Venues are safe and accessible
- Fire exits are identified
- Public safety is considered in event planning
- Risk assessments are completed for community events

5.4 Contractors and Maintenance

Before work begins:

- Contractors must provide evidence of competence and insurance
- Risk assessments and method statements may be required
- Work areas must be secured to protect the public

6. Accident Reporting and Investigation

All accidents, incidents, and near misses must be recorded in the Council's accident log.



The Clerk will:

- Investigate incidents
- Take corrective action
- Report notifiable incidents to the **Health and Safety Executive (HSE)** under **RIDDOR 2013**

7. Fire Safety

The Council will:

- Maintain fire safety equipment where applicable
- Ensure evacuation procedures are in place for meetings and events
- Carry out fire risk assessments for relevant premises

8. Training

The Council will provide appropriate training, including:

- Induction training for new employees
- DSE and manual handling training
- Lone working guidance
- Event safety training where relevant

Training records will be maintained by the Clerk.

9. Monitoring and Review

The Council will:

- Review this policy every **two years** or sooner if legislation or operations change
- Monitor compliance through inspections, incident reviews, and staff feedback