PULHAM MARKET PARISH COUNCIL
HEALTH & SAFETY POLICY

1.0 Overview

Pulham Market Parish Council recognises and accepts its responsibilities to ensure, so far as is reasonably practicable, the health and safety of all workers, contractors, visitors and members of the public who may be affected by the Councils work activities.

The Council will meet its responsibilities under the Health and Safety at Work etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2.0 Aims of the Health and Safety at Work Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3.0 Arrangements and responsibilities for carrying out the Health and Safety Policy at Work

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant Health and Safety policy legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.

- Make effective arrangements to implement the Health and Safety at Work Policy.
- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments, summarised in the Minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

3.1 All employees, contractors and voluntary helpers will:

- Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- Take care for their own Health and Safety, including use of appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- Take care for the Health and Safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
- Report any accidents or hazardous incidents to the Clerk immediately using the form in Appendix A.
- Ensure that risk assessments are carried out when required by the Parish Council.
- Ensure relevant insurance is in place in line with Parish Council policy.

This policy was approved at the meeting of Pulham Market Parish Council on the 9th March 2026 and is due for review before March 2027.

Appendix A

Pulham Market Parish Council
Accident report form

Person who had the accident			
Name			
Address			
		Postcode	
Email address		Phone number	

Person reporting the accident (if not the one who had the accident)			
Name			
Address			
		Postcode	
Email address		Phone number	

Details of the accident *(please continue overleaf or on a second page if necessary)*				
When did it happen?	Date		Time	
Where did it happen?				
What happened?				
What do you think was the cause?				
If the person was injured, please give details.				
If the person needed treatment, please give details				

Signature		Date	