WERRINGTON
Neighbourhood Council
50 YEARS SERVING THE RESIDENTS OF WERRINGTON

HEALTH AND SAFETY POLICY

1. INTRODUCTION

1..1 This policy outlines the principles Werrington Neighbourhood Council ('the Council') will follow to meet health and safety legislation for activities under its responsibility.

1..2 All Council members and volunteers must understand these health and safety statements and the arrangements for implementing them.

2. SAFETY POLICY STATEMENT

a. The Council accepts its duty under applicable health and safety legislation to provide safe, healthy conditions for members and protect volunteers and contractors working on its behalf.
b. The Council will take reasonable steps to comply with health, safety and welfare law and relevant regulations, approved codes of practice and guidance.
c. The Council will provide safe working conditions, equipment and systems, together with the information, instruction, training and supervision members and volunteers need.
d. The Council will provide safe facilities for visitors and contractors working on its behalf.
e. The Council will review this policy, its operation and related risk assessments annually, and update them when its activities change.
f. The Council will comply, where required, with the rules commencing April 2026 for evacuation plans in relation to vulnerable visitors
g. For any events organised by 'the Council' review and prepare for tighter security threat assessments etc as required by Martyn's Law. .

3. RESPONSIBILITIES

3..1 The Secretary, or Chairperson if that post is vacant, is responsible for maintaining safety under this policy. Members and volunteers must work safely, avoid endangering others and take reasonable care of themselves and others.

3.2 'The Council' will take reasonable steps to ensure:

a) That information, instruction, training, supervision, equipment, and facilities necessary to achieve safe working are provided.
b) That its work, in all its forms, is done in ways that people who are not members, Volunteers or Contractors are not put at risk.
c) Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
d) That this policy is brought to the attention of all members.
e) That, when necessary, there is consultation and negotiation with members on health, safety, and welfare at work to ensure continuing improvement.
f) Equipment purchased / owned and used by 'The Council' will be maintained by its members and will be checked annually and prior to each use to ensure it remains safe and fit for use/

3.3 Whenever a member or volunteer notices a health or safety problem which they are not able to put right, they must inform the Secretary at the first reasonable opportunity, who will then take steps to rectify the situation.

4. RISK ASSESSMENTS

a) 'The Council' will conduct risk assessment of its activities as and when necessary and review these annually.

b) 'The Council' will set up, monitor policies, procedures to reduce any identified risks.

c) 'The Council' requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any works on its behalf.

5. LIFTING AND HANDLING

Advice to Members and any employees is attached as appendix 1.

6. EMPLOYMENT OF CONTRACTORS

The notes to be given to contractors are attached as appendix 2.

7. REPORTING AND RECORDING ACCIDENTS

All accidents, no matter how small, must be reported to the Secretary and details recorded in the minutes of the next meeting. Thereafter, all such accidents will be brought to the attention of 'The Council' at the next Neighbourhood Council meeting. In the event of a significant injury or dangerous occurrence, the Chairperson, or in his absence the Vice Chairperson should be informed immediately.

Reviewed:	24th October 2026	**Adopted:**	16th November 2026	**Next Review:**	October 2027

SIGNED:	V Moon	SIGNED:	Sweald
PRINT:	V. S. MOON	PRINT:	SWEALD
DATED:	16/11/2026	DATED:	16/11/2026
POSITION:	CHAIR	POSITION:	Acting Secretary

APPENDIX 1

LIFTING AND HANDLING

1. The Manual Handling Operations Regulation 1992 (MHOR), apply to lifting, pushing, pulling, carrying, and moving by hand or by bodily force. More work injuries are caused through handling goods' than any other single action.
   Manual lifting is including in this, and an incorrect technique can cause hernia, torn back muscles, 'slipped disc,' cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents

   Never attempt to lift anything beyond your capability.

   If an object is to be lifted manually:

   a) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
   b) Bend the knee and crouch to the object.
   c) Get a firm grip using the whole hand and not the fingertips.
   d) Keep the back straight.
   e) Tuck the chin in.
   f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
   g) Avoid pinching the fingers when releasing the object.

APPENDIX 2

NOTICE TO CONTRACTORS

For Werrington Neighbourhood Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions. Including undertaking the required risk assessment for the works to be conducted and providing evidence of this to the Werrington Neighbourhood Council.

2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

3. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.

4. The Council may notify an inspector, appointed under the Authority of the act, of any breach of the Regulations.