

Helmdon Parish Council

Health and Safety Councillor Role Description

Core Purpose

To provide leadership, oversight, and advocacy for health and safety matters within the Parish Council's activities, ensuring compliance with the Health and Safety at Work etc. Act 1974 and all other relevant H&S legislation.

The Health & Safety Lead Councillor acts as the designated point of contact among the councillors to drive the H&S agenda, support the Parish Clerk in their operational duties, and ensure the council meets its legal obligations to provide a safe and healthy environment for employees, contractors, volunteers, and the public.

Key Responsibilities and Duties

Area	Description of Duties
Policy & Strategy	- Champion the council's commitment to H&S and set a personal example in all related matters. - Lead the annual review of the Health & Safety Policy and related risk assessments for presentation and adoption by the full council. - Ensure the H&S Policy and associated procedures are communicated to all employees, volunteers, and contractors.
Monitoring & Review	- Monitor the council's activities to ensure the objectives of the H&S Policy are being complied with. - Review accident/incident data and reports to identify trends and appropriate remedial action.
Risk Management	- Ensure risk assessments for all significant work activities and premises are conducted, documented, and regularly reviewed with the Parish Clerk/Safety Officer. - Identify training needs through the risk assessment process.
Liaison & Reporting	- Act as the primary liaison between the full Council and the Parish Clerk on H&S matters. - Serve as a point of contact for the Health and Safety Executive (HSE) or Local Authority inspectors if required. - Ensure contractors provide evidence of competence, appropriate insurance, and necessary method statements before commencing high-risk works.

**General
Councillor
Duties**

- Fulfill all general responsibilities of a parish councillor as defined in the council's Code of Conduct and Standing Orders (e.g., attending meetings, representing the community, adhering to the Nolan Principles of Public Life)

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