

**LLANTWIT FARDRE COMMUNITY COUNCIL**  
**CYNGOR CYMUNED LLANILLTUD FAERDREF**



**FINANCE AND POLICY COMMITTEE MEETING**

**16<sup>th</sup> March 2026**

**REPORT OF THE CLERK AND EXECUTIVE OFFICER**

**HEALTH AND SAFETY POLICY**

**1. Purpose of the Report**

1.1 The purpose of this report is to present the Community Council Health and Safety Policy for consideration and formal adoption by the Council. The policy sets out the Council's commitment to ensuring the health, safety and welfare of councillors, employees, contractors, volunteers and members of the public who may be affected by its activities.

1.2 This policy has been reviewed to ensure it remains consistent with the current guidelines provided by One Voice Wales and Society of Local Council Clerks (SLCC).

**2. Background**

2.1 The Community Council have a duty to ensure, so far as reasonably practicable, that their activities are carried out in a safe manner.

2.2 The Health and Safety Policy outline how the Council will meet its responsibilities, including the identification and management of risks

associated with its operations such as meetings, maintenance of assets, events, and contractor work.

2.3 The policy provides clear guidance on roles, responsibilities, and procedures to ensure compliance with relevant health and safety legislation and best practice.

2.4 The Health and Safety Policy include

- A statement of the Council's commitment to health and safety.
- Defined responsibilities for councillors, the Clerk, employees, and contractors
- Procedures for risk assessment and hazard identification.
- Arrangements for reporting incidents and accidents
- Guidance relating to public events, use of Council facilities, and contractor management.

### **3. Review and Monitoring**

The policy will be reviewed periodically to ensure it remains up to date with legislative requirements and reflects the Council's activities. It is recommended that the policy is reviewed annually or sooner if there are significant changes in legislation or Council operations.

### **4. Financial Implications**

There are no direct financial implications associated with the adoption of the policy. However, compliance may require appropriate risk management measures where necessary which may incur cost which will be presented to the Finance and Policy Committee before proceeding

### **5. Recommendation**

Members are asked to:

1. Consider the Community Council Health and Safety Policy presented.
2. Approve and adopt the policy for use by the Council.
3. Agree that the policy be reviewed annually or when required.