

UP HATHERLEY PARISH COUNCIL

Cheltenham, Gloucestershire



Health and Safety Policy

Adopted: 19/05/2026

Reviewed: 19/05/2026

Next Review Due: May 2027

1. Policy Statement

Up Hatherley Parish Council (the Council) recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and other relevant legislation to ensure, so far as is reasonably practicable, the health, safety, and welfare of its employees, Councillors, contractors, volunteers, and members of the public who may be affected by its activities.

The Council aims not only to meet but, where possible, to exceed statutory requirements. We are committed to:

- Providing a safe and healthy working environment.
- Identifying, assessing, and controlling risks across all Council services, premises, and events.
- Preventing accidents and cases of work-related ill health.
- Consulting with staff and Councillors on health and safety matters.
- Providing training, instruction, and supervision to ensure competence.
- Maintaining safe plant, equipment, and systems of work.
- Minimising waste, preventing pollution, and protecting the environment.
- Reviewing this policy annually and whenever Council activities or legislation change.

2. Organisation and Responsibilities

2.1 Full Council

- Approves this policy and monitors compliance.
- Allocates adequate resources for health and safety.
- Reviews performance reports from the Clerk and ensures corrective action is taken.

2.2 Councillors (Individually)

- Take reasonable care for their own safety and that of others.
- Ensure health and safety is considered in all Council decisions.

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- Report hazards, concerns, or incidents to the Clerk.

2.3 Clerk / Responsible Officer (Health & Safety Lead)

- Acts as the designated Health & Safety Officer.
- Ensures risk assessments are completed and up to date.
- Maintains the Accident Book and reports incidents under RIDDOR where required.
- Coordinates staff and Councillor training.
- Monitors contractors and volunteers for compliance.
- Prepares quarterly health and safety reports for Council.

2.4 Employees

- Follow safe working procedures.
- Report hazards, near-misses, or accidents immediately.
- Use equipment correctly and with any required PPE.

2.5 Contractors

- Must provide their own risk assessments and method statements (RAMS).
- Must comply with all relevant health and safety legislation.
- Provide evidence of insurance and competence before starting work.

2.6 Volunteers

- Will be briefed on safe working practices relevant to their activity.
- Supervised where necessary and supported with equipment and PPE.

3. Arrangements for Health and Safety

3.1 Risk Assessments

- Risk assessments will be carried out for all Council premises, land, activities, and events.
- They will be reviewed annually, or sooner if circumstances change.
- Separate annexes may be maintained for specific issues (e.g. lone working, manual handling, contractors).

3.2 Accident Reporting and Investigation

- All accidents and near-misses will be recorded in the Accident Book.
- Serious incidents will be escalated to the Clerk immediately.

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- RIDDOR reporting will be carried out where required.
- Accidents will be investigated, with outcomes reported to Council.

3.3 Training and Supervision

- All new employees and Councillors will receive health and safety induction.
- Role-specific training (e.g. manual handling, first aid, equipment use) will be provided.
- Training records will be maintained by the Clerk.
- Periodic refresher training will be arranged.

3.4 First Aid and Emergency Procedures

- First aid provision will be maintained at Council premises and events.
- Fire risk assessments will be undertaken and evacuation plans displayed.
- Emergency procedures (e.g. fire, severe weather, pandemic response) will be documented, tested, and updated.

3.5 Equipment and Safe Working

- All Council equipment will be inspected, maintained, and tested.
- PPE will be provided free of charge where required.
- Unsafe equipment must be reported and taken out of use.

3.6 Premises, Facilities, and Land

- Regular inspections of Council property will be undertaken.
- Play equipment: weekly visual checks, quarterly operational inspections, annual independent inspection.
- Trees and open spaces inspected periodically for safety.
- Cemeteries, allotments, and village greens monitored for risks.

3.7 Events

- Risk assessments required for all Council events.
- Adequate stewarding, traffic management, and licensing arrangements must be in place.
- Insurance arrangements checked and confirmed before events proceed.

3.8 Contractors and Volunteers

- Contractors must provide insurance, RAMS, and evidence of competence.
- Volunteers will be given clear guidance and, where appropriate, training and supervision.

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3.9 Welfare and Wellbeing

- Display Screen Equipment (DSE) assessments carried out for office staff.
- Stress and workload risks monitored.
- Lone working policy applied to clerks and Councillors.

3.10 Environmental Standards

- The Council will minimise waste, encourage recycling, reduce energy use, and prevent pollution.
 - Contractors will be expected to adopt sustainable working practices.
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4. Monitoring and Review

- The Clerk will provide annual health and safety reports to Council.
 - The Accident Book, risk assessments, and training records will be checked regularly.
 - An annual audit of health and safety arrangements will be undertaken.
 - This policy will be reviewed annually and updated if legislation or Council activities change.
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5. Approval and Sign-off

This Health and Safety Policy is reviewed annually by Up Hatherley Parish Council at its AGM held in May.