
Hartpury Parish Council Health and Safety Policy

Policy: Health and Safety
Review Date: May 2026
Authorised by: Hartpury Parish Council
Signed:
Updated by: V Roberts, Clerk & RFO



PART 1 - HEALTH & SAFETY POLICY DOCUMENT

The Parish Council notes the provisions of the **Health and Safety at Work, etc Act 1974 (s.3(1))**, which states that it is the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment, but who may be affected by it, are not exposed to risks to their health and safety and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of employees. It believes that the prevention of accidents, injury or loss is essential to efficient operation.

The aim of the Parish Council is "To provide a safe and healthy working environment for staff and visitors."

The arrangements outlined in this statement and the various other safety provisions made by the Parish Council cannot prevent accidents or ensure safe and healthy working conditions, only the adoption of safe methods of work and good practice by every individual can ensure every one's personal health and safety. The Parish Council will however take all reasonable steps to identify and reduce hazards to a minimum, but all staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while working.

In particular the Parish Council are responsible for:

- providing a safe and healthy working environment and ensuring that any Council owned premises are maintained in a safe condition;
- maintaining safe access to and egress from any Council owned premises;
- preventing accidents and work related ill health;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with any employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work where relevant.

In addition to the above commitment, the Parish Council also recognise their obligations to non-employees and visitors to the Village and have made provisions to provide the necessary information, instruction and training to ensure their safety where relevant.

The Parish Council will ensure adequate resources, including finance to implement the Policy.

The Parish Council are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Parish Councils commitment to continuous improvement in health and safety. For the Policy Document to be effectively implemented, the Parish Council requires the full cooperation of employees and others who may use any Council owned premises.

This Policy Statement reviewed annually and revised as and when necessary.

This Policy Statement has been approved by the Parish Council.

Signed:	Signed:
Chairman:	Vice Chairman:
Date:	Proposed review date:

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PURPOSE

<p>PART 2 – ORGANISATION</p> <p>Organisation. In order to achieve compliance with the Parish Council’s Statement of Intent the management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.</p>	
<p>The Duties of the Parish Council The Parish Council has overall responsibility for ensuring compliance with this H&S Policy Document. They will ensure that there are effective and enforceable arrangements for the provision of health and safety, periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>The periodic monitoring and reviewing of the policy will be conducted by the Parish Council.</p>
<p>The Duties of the Clerk The Clerk has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Parish Council, they will ensure that there are effective and enforceable arrangements for the provision of health and safety, periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Parish Council will maintain the profile of health and safety within the Parish by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times. The Clerk has a day-to-day responsibility for ensuring compliance with the Health & Safety Policy Document and taking effective action and/or immediately referring to the Parish Council any health and safety issues brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p>The Clerk has been appointed as the responsible officer covering Health and Safety matters.</p> <p>The Clerk oversees any contractor works on site, reviewing contractor risk assessments and contractor insurance coverage.</p>

PART THREE – GENERAL ARRANGEMENTS Arrangements The following procedures and arrangements have been established within the Parish Council to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
Communication The Parish Council recognises the importance of communicating effectively key messages to staff, visitors and contractors etc:	Parish Council/Clerk	Agenda item at Parish Council meetings when considering any works to be undertaken for works being undertaken on behalf of the Parish Council.
Consultation with Employees The Parish Council recognises the importance of consulting with employees on health and safety matters.	Parish Council / Clerk	Parish Council policies are detailed on the web site@:- www.hartpury-pc.gov.uk
Section 1 - RISK ASSESSMENT		
Risk Assessment The Parish Council uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Parish Council, to ensure that risk assessments are undertaken and recorded. Risk assessments are reviewed periodically or where there is a change in circumstances.	Parish Council/Clerk	Agenda item at Parish Council meetings when considering any works to be undertaken for works being undertaken on behalf of the Parish Council.
Working at Height The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height. The Parish Council discuss and agree arrangements with staff. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	Parish Council/Clerk	Agenda item at Parish Council meetings when considering any works to be undertaken on behalf of the Parish Council via Contractors.

<p>Violence to Staff The Parish Council are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the Parish Council ensure appropriate control measures are put in place. Employees report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded.</p>	<p>Parish Council/Clerk</p>	<p>Incidents are reported to the Clerk for reporting to the Parish Council and Police.</p>
<p>Personal Security/Lone Working The Parish Council ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>Parish Council</p>	<p>The Clerk works from home, risks are managed through regular reviews of the working environment.</p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned.</p>	<p>Parish Council/Clerk /Contractors</p>	<p>The Clerk will</p>
<p>Personal Protective Equipment (PPE) The Parish Council assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held, which includes details of any expiry dates, to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Parish Council / Clerk</p>	<p>PPE is issued to staff for the required purpose dependent on the works being undertaken</p>
<p>Manual Handling (typical loads and handling pupils) Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Parish Council are responsible for assessing the appropriate approach to handling tasks and may seek professional advice as necessary.</p>	<p>Parish Council / Clerk</p>	<p>Staff are trained if necessary on manual handling techniques..</p>

Section 2 – PREMISES		
<p>Mechanical and Electrical (fixed and portable) The Parish Council takes appropriate measures to make sure that all Parish Council owned electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p>	Parish Council/Clerk	
<p>Asbestos To minimise risk from asbestos containing materials on any Parish Council property, the Parish Council maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> ● complying with all regulations concerning the control of known asbestos; ● removing asbestos containing materials where the risk to building users is unacceptable; ● having a named officer who has responsibility for implementing the Asbestos Management Plan. Where necessary communicating to all staff and visitors where asbestos containing materials are located within the Parish. 	Parish Council/Clerk	The parish council does not have responsibility for any buildings only for two grassed areas of land and are not aware of any asbestos issues within these areas.
<p>Cleaning All waste is disposed of according to appropriate health and safety guidelines. The Parish Council ensures general cleanliness, appropriate waste disposal, storage and the checking of the fixtures and fitting in the conveniences. All members of staff adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace in any Council owned buildings</p>	Parish Council/Clerk	Staff are aware of the procedure for reporting defects.

<p>Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice around the Parish. There is suitable storage for salt/grit and a sufficient supply of grit/salt is available.</p>	<p>Parish Council/Clerk</p>	<p>Grit is ordered by the Parish Council and is delivered by Highways and additional stores of grit are provided around the Parish. There is an operative who is the snow plough operator and snow warden who can provide additional grit to bin in areas where is it needed.</p>
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<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Reporting of Accidents, Hazards, Near Misses The clerk report and investigate all accidents, incidents and near misses and adhere to SHE/Pro/4 Accident Reporting and Investigation. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported to the Parish Council.</p>	<p>Parish Council/Clerk</p>	<p>The accident book is held by the Clerk. Serious accidents within the Parish are reported to the current Insurers.</p> <p>A Community Emergency Plan is in place for large accidents in the Village</p>

<p>Section 4 - MONITORING AND REVIEW</p>		
<p>Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety.</p>	<p>Parish Council/Clerk</p>	<p>Annual review, or when changes to the environment take place or new Council owned buildings are constructed.</p>
<p>Inspections Regular safety inspections are carried out, where necessary.</p>	<p>Parish Council/Clerk</p>	
<p>Review The Parish Council monitors and reviews health and safety and carries out regular reviews.</p>	<p>Parish Council/Clerk</p>	<p>The parish council also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures. The Health & Safety Policy Document will be reviewed annually and approved by the council.</p>

Section 5 –TRAINING		
Staff Health & Safety Training/Competence The Parish Council is committed to ensure staff are competent to undertake the roles expected of them. The Parish Council undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered. The training need analysis is reviewed annually or on the introduction of new legislation. The Parish Council address areas of concern with employees.	Parish Council/Clerk	Legal training is delivered to the appropriate staff at the required intervals Other staff training needs are identified by the Parish Council and logged with the clerk and delivered via the appropriate mechanism.
Section 6 - HEALTH AND WELL BEING		
Health and Well Being Including Absence Management The Parish Council endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	Parish Council/Clerk	The Clerk will ensure that any workplace issues are discussed to seek solutions with the .
Section 7 - ENVIRONMENTAL MANAGEMENT		
Disposal of Waste All waste classified as ‘hazardous’ is collected by specialist firms and disposed of in the approved manner.	Parish Council/Clerk/ Contractors	Sita - provide bespoke services on an adhoc basis to deal with specific parish council requirements if required..
Section 9 – HEALTH AND SAFETY ADVICE		
<i>Information</i> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she	Parish Council//Clerk	Utilise SHE guidance and advice.