

HARTINGTON UPPER QUARTER PARISH COUNCIL

Health & Safety Policy

Part 1: Statement of intent

This is the Health & Safety policy statement of Hartington Upper Quarter Parish Council:

Our health and safety policy is to:

- **maintain safe and healthy working conditions**
- **prevent accidents and cases of work-related ill health**
- **reduce health & safety risks under our control to as low as reasonably practicable**
- **provide clear instructions and information and adequate training, to ensure councillors and staff are competent to do their tasks safely**
- **provide and maintain safe plant and equipment**
- **provide personal protective equipment as necessary**
- **consult with our employees on matters affecting their health & safety**
- **develop suitable emergency procedures in case of a significant incident**
- **review and revise this Policy at least annually.**

Signed



Clerk to the Council, 4 March 2026

Part 2: Responsibilities for health and safety

The person with overall and final responsibility for health and safety is the Clerk to the Council.

To ensure health & safety standards are maintained/improved, the Clerk to the Council's responsibilities include:

- ensuring adequate risk-assessments, and that actions arising are carried out
- provision of information and staff consultation on health & safety matters
- accident investigation & prevention
- ill-health prevention
- provision of first-aid facilities
- emergency procedures, including well-maintained, safe evacuation routes
- adequate maintenance of equipment
- provision of suitable training (including safety induction for contractors)
- regular review of the Council's health & safety arrangements

All employees and councillors must:

- co-operate with the Clerk to the Council on health & safety matters;
- take reasonable care of their own health & safety; and
- report all health & safety concerns to the Clerk to the Council.

(End)

Version: 1

Adopted: March 2026

Review: March 2027