



Upton Magna Parish Council – Health and Safety Policy – April 2026

Document Revision History

Revision	Date	By	Remarks
00	08-10-20	A. Utting	
01	11-03-23	A. Utting	
02	09-05-24	J. Turner	
03	09-04-26	K. Smith-Wells	

Introduction

Upton Magna Parish Council recognises its responsibilities as an employer to ensure, so far as is reasonably practicable, a healthy and safe environment for its employee (the Parish Clerk), Councillors and any others who may be affected by its activities as a local authority.

The Parish Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and, if appropriate, the Parish Council will seek expert technical advice.

Measures

The Parish Council will take all reasonable and practicable measures to meet this responsibility, paying particular attention to the provision and maintenance of:

- Systems of work that are safe
- Equipment is safe, properly maintained and correctly used
- Safe arrangements for the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable employees to identify and avoid hazards, and to be able to contribute positively to their own safety and health at work, and that of others.

Arrangements and responsibilities for carrying out health and safety policy at work

The Parish Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Parish Council accordingly
- Make effective arrangements to implement the Health and Safety at Work Policy
- Ensure that matters of Health and Safety that arise are discussed at meetings of the Parish Council
- Ensure that annual risk assessments of working practices and assets are carried out, and maintain a record of risk assessments
- Inform contractors who are temporarily employed to carry out work for the Parish Council, that they must have their own Health and Safety Policy, and that they should have a Risk Assessment and Method Statement in place prior to the commencement of work, and that the Parish Council is not responsible for this
- Inform any organisation who is awarded a grant towards work, that they must have their own Health and Safety Policy, and that they should have a Risk Assessment and Method Statement in place prior to the commencement of work, and that the Parish Council is not responsible for this
- Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public
- Maintain a central record of notified accidents
- When an accident or hazardous incident occurs, (that is the responsibility of the Parish Council) take immediate action to prevent a recurrence or further accident, and to complete the necessary accident reporting procedures.

KMSW 09/04/26

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