

AMBER HILL PARISH COUNCIL

HEALTH AND SAFETY POLICY

Part One - Introduction

The law says that employers do not have to have a Health and Safety Policy unless they have five or more employees. However, in the case of a Parish Council the members count in the same way as an employee and therefore it is recommended that Councils have a Health and Safety Policy.

Amber Hill Parish Council serve the residents of Amber Hill. Amber Hill Parish Council precept annually and all relevant documentation regarding the running of the Parish can be found on their website or by contacting the Clerk (clerk@amberhillparishcouncil.gov.uk).

Although Amber Hill Parish Council only employ one employee (the Clerk/Responsible Finance Office) the Council can have up to seven serving Councillors (Members) at any one time and the Members count in the same way as an employee. Currently there are seven serving members.

The Clerk/Responsible Finance Officer (RFO) works predominantly from home. The Clerk has the relevant insurance in place for home working. The serving Councillors attend bi-monthly meetings at Hubberts Bridge Community Centre in Hubberts Bridge. Health and Safety notices are displayed at this venue and first aid boxes are available.

It is deemed that the Clerk/RFO would be the most competent person (experienced and capable) person to take responsibility for health and safety issues. The Chairman of the Council would deputise if necessary. The Clerk/RFO presented the policy to the Councillors and decided to review and update annually or straightaway if there is a significant change in the workplace.

Part Two – Responsibility for Health and Safety

Lana MacLennan-James, Clerk and Responsible Finance Office has overall and final responsibility for health and safety and day to day responsibility for ensuring this policy is put into practice. The Clerk/RFO is also responsible to ensure health and safety standards are maintained and improved where necessary.

The Clerk/RFO and Members are also responsible to ensure they take reasonable care of their own health and safety and report any health or safety concern to the Clerk/RFO or the Chairman (if appropriate).

Part 3 – Arrangements for Health and Safety

The Clerk/RFO will complete a relevant risk assessment on an annual basis and take action where necessary. The Clerk/RFO will report that the risk assessment has taken place at the Annual General Meeting of the Parish and report on any matters that have deemed necessary to address after the assessment has taken place. Training will be provided if necessary.