

## ***FRAMPTON PARISH COUNCIL***

### ***HEALTH AND SAFETY POLICY***

#### **Part One - Introduction**

The law says that employers do not have to have a Health and Saety Policy unless their 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.

Frampton Parish Council serve the residents of Frampton. Frampton 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 ([Framptonparishcouncil@yahoo.com](mailto:Framptonparishcouncil@yahoo.com)).

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

The Clerk/Responsible Finance Officer (RFO) works predominantly from home. The Clerks has the relevant insurance in place for home working. The serving Councillors attend monthly meetings at either Church House Village Hall in Frampton or Hubberts Bridge Community Centre in Hubberts Bridge. Health and Safety notices are displayed at both these venues and first aid boxes are displayed.

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**

Alison Clarke, Parish 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.