

## 1 INTRODUCTION

This policy seeks to protect the health and safety of

- employees of Claife Parish Council (“the Council”)
- members of the Council whenever they are acting in their capacity as a councillor
- members of the public when they attend meetings of the Council.

Overall and final responsibility for health and safety rests with the Council. Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Clerk.

This policy takes account of the fact that the Council currently has one employee (the Clerk), whose workplace is at her own home, and that the Council may meet in various village halls and other premises which have their own health, safety and insurance arrangements.

## 2 RISKS AND THEIR MANAGEMENT

Policy Objective	Controls
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ensure workstation set up is properly assessed by clerk and requests for equipment to maintain healthy working systems are responded to in a timely fashion
To prevent risks arising from manual handling & carrying of equipment	Councillors to assist in room set up and with moving equipment if required and deemed safe to do so. Clerk aware of need to lift and carry safely
To reduce risk from slips and trips	Clerk to allow sufficient time when travelling around parish for inspections or attending to notice boards and be aware of wet or slippery surfaces
To reduce risk associated with Fire and ensure emergency evacuation procedures in place	Clerk to familiarise herself with emergency evacuation procedures of all village halls used
To provide adequate training to ensure the Clerk is competent to do her work	Review training requirements at annual appraisal
To engage and consult with Clerk on day-to-day health and safety conditions and provide advice and supervision on occupational health	Consult with Clerk at appraisal and performance reviews – including a review of any requirements due to disabilities
To ensure personal safety/prevent lone working when appropriate	Meeting with members of the public to take place in a public place or at a village hall in the presence of a Councillor
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage	To review equipment/storage facilities annually

Provision of First Aid equipment/accident book	Clerk to maintain accident book and record any accidents occurring at work Clerk to confirm provision of first aid equipment at home and in car
To ensure contractors are appropriately selected (including Community Payback workers)	Any contractor engaged to have suitable H & S policy and Insurance. Appropriate liaison with Community Payback supervisors
To ensure regular review of risks	This policy to be reviewed annually
To protect the Clerk against bullying and harassment by any party	Regular review of the Bullying and Harassment Policy
To minimise the risk to the Clerk, members of the Council and members of the public of infection by Covid-19 or other potentially serious infections	Be aware of and adhere to up-to-date guidance from the UK Government and other appropriate bodies (such as NALC and CALC). Facilitate remote ways of working where permissible and feasible.
To minimise risk to the Clerk or councillors when they represent the Council on external bodies.	Require that the relevant external body provides a satisfactory risk assessment.

**Approved: 28 October 2025**

**Review: Not later than October 2026**