

NEATISHEAD PARISH COUNCIL

HEALTH & SAFETY POLICY(INC HOME WORKING)

Neatishead Parish Council recognises that under the Health and Safety Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of all its employees. It is also keen to ensure, as far as is reasonably practicable, that members of the public who use Council facilities do so in the safest way possible.

The Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees and volunteers (including councillors), paying particular attention to the provision and maintenance of:

- 1) Plant, equipment and systems of work designed and maintained to operate and function safely.
- 2) Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- 3) To promote safety awareness among all employees and members of the public.
- 4) To provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some Council facilities.
- 5) The wearing of Personal Protective Equipment and the compliance of Council safety procedures.
- 6) Any contractors engaged by the Council will adhere to such health and safety issues as the Council may deem compulsory.
- 7) Risk Assessments will be carried out as necessary and retained on record.
- 8) Electrical Portable Appliance Testing of Parish Council equipment will be conducted annually to conform to current legislation.

The Clerk to the Parish Council assumes the day-to-day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by the Council

Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.

Employees and volunteers should:

- a) Seek advice on safety and health matters from the Clerk, and follow advice given.
- b) Comply with the instructions and procedures for safe working at all times.

c) Use, in a correct and safe manner, all equipment including machinery, tools, guarding and Personal Protective equipment.

d) Report immediately to the Clerk, or Chairperson, any defects in plant, structures, equipment or safety procedures which come to their notice.

e) Report promptly to the Clerk, or Chairperson, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents. To record any such accidents in an Accident Book, to be held electronically by the Clerk.

A copy of this statement will be issued to all Council employees, volunteers and councillors. It will be revised, added to or modified when required and reviewed annually.

Health & Safety for Home Working

Applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

Safe working environment

An assessment of the working area should be made to identify any possible hazards. Measures may need to be taken to control any risks identified. An assessment should be completed annually, or more frequently if there are any changes to take into consideration.

Some of the most important considerations include: -

- If possible, an area should be set aside designated to work
- A home working area should have enough space to work safely and comfortably
- A desk should be large enough to accommodate equipment and paperwork
- Adequate storage should be available and the area well organised
- The work area should be well lit, with natural lighting if possible
- Equipment and sockets should be situated to avoid potential trip hazards
- Visual checks of cables of any electronic equipment supplied should be made regularly

Facilities and equipment

The council will provide the following equipment and will maintain and replace these items when necessary:

- Filing cabinet (which will be lockable for those staff who hold personal data)
- Printer/scanner
- Laptop computer

It is an employee's duty to ensure that proper care is taken of the equipment provided and the Council must be informed of any need to maintain or replace the equipment.

All equipment provided by the Council for council work purposes only.

All equipment will belong to the Council and will be returned when the employment ends.

Data protection

Home workers are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use
- Set up and use a unique password for the laptop computer
- Ensure that documents are saved to the server rather than the laptop computer's hard drive

Telephone conversation where confidential work matters are discussed should be taken in privacy to avoid inadvertent breach of confidentiality.

Visits to work premises

On occasions will may need to attend council offices for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

Insurance, mortgage or rental agreements

Whilst the Council Employer's Liability Insurance extends to home-based staff and any council equipment, employees should ensure that any agreement with landlords or mortgage lenders allows working from home.

Adopted: 20th March 2025

Review Date: 20th March 2028