

SOUTH HEIGHTON PARISH COUNCIL

Health and Safety Policy

and

Home Working Risk Assessment

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Notes and Background

The Parish Council is committed to achieving good local governance. This means that the Parish Council wants to ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

To help the Parish Council achieve this we aim to follow the six principles of good local governance:

- 1 Focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area;
- 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- 3 Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- 5 Developing the capacity and capability of Members and Officers to be effective;
- 6 Engaging with local people and other interested persons to ensure robust public accountability.

As a first tier of local government the Parish Council is directed and controlled by central government legislation. This document is one of a number, which together, sets out the systems and processes of how the Parish Council works within this framework and, as importantly, our culture and values on the way we work, so that we may fulfil these six principles.

This Health and Safety Policy has been prepared from the model provided by the Sussex and Surrey Association of Local Councils (SSALC) on their website as at 18th January 2018. It has however been adapted to meet the specific circumstances of South Heighton Parish Council and incorporates the Council's Home Working Risk Assessment protocol and checklist.

It should be read in conjunction with the other adopted policies, procedures and protocols of the Parish Council.

The Council is committed to being a responsible employer and the adoption and application of this Policy/Procedure is part of this commitment.

For their part the Parish Clerk is expected to comply with the principles of this Policy/Procedure.

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In the context of this document reference to the “Council” and/or “Parish Council” means South Heighton Parish Council

1. Introduction and duties

1.1 The Health and Safety at Work Act 1974 sets out the general duty of employers, and states the main principle as:

‘it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.’

1.2 The Council recognises and accepts this responsibility, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.

1.3 The Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

1.4 The Health and Safety at Work Act 1974 also sets out the duties of employees while at work.

1.5 Employees have a duty:

‘to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.’

2. Sensible risk management

2.1 The Council will implement a Health and Safety policy to fulfil its responsibilities, and adopt a sensible approach to risk management designed to:

- i. Ensure the Parish Clerk and the public are properly protected
- ii. Ensure that risks that are created are managed responsibly
- iii. Ensure that precautions taken are appropriate to the perceived level of risk
- iv. Establish an audit trail of risk assessment records

2.2 The sensible risk management approach will ensure the Council **does not**:

- i. Use ‘Health and Safety’ as a reason for preventing an activity
- ii. Scare people by exaggerating risks or publicising trivial risks
- iii. Create unrealistic demands prior to agreeing an activity

3. Risk assessments

3.1 The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments.

3.2 A risk assessment should be a practical exercise examining what, in your work, could cause harm to people, and putting in place controls to minimise the identified risks.

3.3 The Health and Safety executive (HSE) promote a risk assessment process which follows the five following steps:

- i. Identify the hazards
- ii. Decide who might be harmed and how
- iii. Evaluate the risks and decide on precautions
- iv. Record the findings and implement them
- v. Review the risk assessment and update if necessary

3.4 The Parish Clerk will conduct an annual home working risk assessment, based on the Council’s currently adopted form(s) and process for this (Appendix A) and report the findings to the Council.

3.5 The Parish Clerk will conduct risk assessments for any event the Council holds and is responsible for, and report the findings to the Council prior to the event.

- 3.6 The Council will arrange for regular, at least quarterly, risk assessments of its playground equipment and a report of the findings will be made to the next appropriate meeting of the Council.
- 3.7 A full record of all risk assessments will be kept by the Parish Clerk, including details of any remedial action taken.
- 3.8 A written record of any accidents, injuries or incidents will be retained by the Parish Clerk and referred to when completing any risk assessment.

4. Inductions, concerns and consultations

- 4.1 The Council will ensure the Parish Clerk is trained in the use of any work items provided to them to fulfil their duties.
- 4.2 The Parish Clerk will actively involve interested parties in the completion of risk assessments and encourage them to raise any health and safety concerns they may have. In the case of the Parish Clerk any concerns should be raised with the Chairman, or in their absence the Vice Chairman, of the Council.
- 4.3 The Council recognise its obligations to consult with the Parish Clerk as their employee as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

5. Other legislation

- 5.1 The Council will be mindful of other legislation which may affect its responsibilities for Health and Safety and take these into account when assessing risks, in particular:
 - i. The Workplace (Health, Safety and Welfare) Regulations 1992
 - ii. The Personal Protective Equipment at Work Regulations 1992
 - iii. The Manual Handling Operations Regulations 1992
 - iv. The Health and Safety (Display Screen Equipment) Regulations 1992
- 5.2 The Council is also aware of other legislation which could affect its future responsibilities for health and safety, in particular:
 - The Health and Safety (First Aid) Regulations 1981
 - The Electricity at Work Regulations 1989
 - The Confined Spaces Regulations 1997
 - The Provision and Use of Work Equipment Regulations 1998
 - The Lifting Operations and Lifting Equipment Regulations 1998
 - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - The Work at Height Regulations 2005
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Control of Asbestos Regulations 2012
 - The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

6. Insurance

- 6.1 The Council will meet its legal obligations to insure against liability or disease to the Parish Clerk arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

South Heighton Parish Council Home Working Risk Assessment for Parish Clerk/RFO

Home working self-assessment checklist

This checklist must be completed by the Parish Clerk/RFO as a home worker to help identify any possible hazards in their home working area. Once completed it must be shared with the Chair and Vice Chair of the Parish Council and any identified hazards addressed. As a home worker the Parish Clerk/RFO must take reasonable care of their own health and safety and that of others who may be affected by their work activities. This should be reviewed annually by the Parish Clerk/RFO as part of their staff appraisal process and/or changes in the circumstance in respect of their home working area/arrangements.

Employee's Name:	
Home Workplace Location:	
	Yes/No
1. Is the designated work room/area free from distractions?	
2. Is there sufficient working space?	
3. Is the work surface large enough for all the necessary equipment?	
4. Are you able to arrange the workstation to carry out work tasks comfortably?	
5. Is there adequate lighting?	
6. Is there sufficient leg room under the work surface?	
7. Is the work chair comfortable?	
8. When seated do your feet rest flat on the floor?	
9. Can the computer screen be adjusted for a comfortable viewing position?	
10. Is the screen free from glare?	
11. Can the screen be placed at arms length?	
12. Can the screen be raised?	
13. Are electric cables in good condition and located safely?	
14. Is the domestic electrical wiring system adequate and safe for work?	
15. Are SHPC owned electrical appliances appropriately tested i.e. portable appliance test and a sticker applied where equipment is over one year old?	
16. Have you received sufficient information and instruction on home working?	
17. Do you take regular breaks from the screen?	
18. Are you suffering from any health issues that could be attributed to, or made worse by, home working?	

COMMENTS / ACTIONS (re above)

Ref No.	COMMENT / ACTION
Continue on reverse if necessary	

COMMENTS / ACTIONS (continued)

Ref No.	COMMENT / ACTION

I confirm that I have undertaken a self assessment of my home environment and, subject to any actions required identified above, it is safe and suitable for the type of work to be undertaken.

Employee’s Signature:

Date:

REMEDIAL ACTION / ADDITIONAL COMMENTS (to address above comments)

Ref No.	REMEDIAL ACTION/COMMENT

Chair Name:.....(please print)

Signature:

Date:

Vice Chair Name:.....(please print)

Signature:

Date:

Remedial action/comments agreed

Employee’s Signature:

Date:

A copy of the completed form should be retained by both the Parish Clerk and by the Chairman on the Parish Clerk’s Personnel File.