



Health and Safety Policy

1 Introduction

Scarning Parish Council recognises its responsibility to provide a safe and healthy environment for its employees, volunteers, contractors and all those who use its facilities and services. The Council is committed to meeting its responsibilities under the Health and Safety Work Act 1974. Where necessary, the Council will seek specialist technical advice on Health and Safety matters.

The Council will achieve this aim by meeting the following objectives:-

- a. By providing a safe place of work and a safe working environment.
- b. By providing and maintaining safe facilities for the public.
- c. By carrying out annual Risk Assessments of all Council owned assets and facilities.
- d. By offering appropriate training to its employees and volunteers.

2 Implementation

It is the duty of every employee to maintain safe systems of work and to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work. Employees must carry out a Risk Assessment of all activities undertaken in the performance of their tasks and duties.

It is the duty of every volunteer to maintain safe systems of work and to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions in the performance of their tasks. It is the responsibility of the volunteers to use appropriate personal protective clothing, where necessary and to ensure that First Aid materials are available.

Volunteers must carry out a Risk Assessment of all activities undertaken in advance of undertaking those activities and to submit a full report to the Clerk. It is the responsibility of volunteers to ensure that equipment in their charge is properly maintained and correctly used.

Contractors are expected to have their own Health and Safety policy and to carry out a risk assessment prior to the commencement of work. All contractors will be given a copy of the Council's related Notice to Contractors document (see Appendix A).

3 Risk Assessment of the Council's Assets

An annual inspection of the Council's assets is carried out and recorded. Any serious defects/items needing attention are reported to the Council. The Clerk also carries out periodic inspections of the Council's assets. Any serious defects/items needing attention are reported to the Council.

4 Reporting and Recording Accidents

It is the responsibility of individuals to promptly report to the Clerk (or Chair) any accident, damage and dangerous occurrences in which they are involved and any illness, physical disability or other impairment of their health which may effect, either permanently or temporarily, their ability to perform their normal work.

The Clerk (or Chair) must be notified immediately if an accident occurs whilst on Council business. This includes councillors, employees, volunteers, visitors and contractors. A form in the accident book must be completed and returned to the Clerk. The Clerk will ensure that the requirements of RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are complied with. Where required, accidents and near misses will be investigated by the Clerk and remedial actions recommended, where necessary, to the Council.

5 Lone Working Policy

The Council has introduced a Lone Working Policy to accompany this document (see Appendix B).

6 Home Working Policy

The Council has introduced a Home Working Assessment to accompany this document (see Appendix C).

7 Monitoring and Review

The Council is responsible for the monitoring and review of this policy. The policy will be kept up to date, particularly as the Council's activities change in nature and size. In order to ensure this, the policy and the manner in which it is operated will be reviewed annually. Although Risk Assessment is a continuing process, the document shall also form part of the annual review.

Approved: May 2025.
Next review: February 2026

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Appendix A

NOTICE TO CONTRACTORS

For Scarning Parish Council to comply with Health and Safety legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 and relevant statutory provisions.
2. You will be expected to carry out your own Risk Assessment of all works to be undertaken in advance of these works being undertaken and to satisfy yourself that you have taken measures to minimise risk.
3. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or members of the public. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your representative will be notified verbally and will receive confirmation from the Council in writing.
4. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
5. The Council may notify an inspector, appointed under the authority of the Health and Safety at Work Act 1974, of any breach of the regulations.

Appendix B

Scarning Parish Council Lone Working Policy

Policy Statement

Scarning Parish Council recognises that some staff are required to work by themselves in the community without direct or close supervision, sometimes in isolated areas and out of office hours. The following policy has been written in order to minimise risks for staff working alone away from home and on their own at home. It also covers members visiting or attending meetings on their own.

The Council will achieve this aim by meeting the following objectives:-

- Increasing awareness of safety issues relating to lone workers.
- Ensuring that the risk of lone working is assessed as part of a systematic and ongoing process and that safe systems and methods of work are put in place to reduce the risk so far as is practicable.
- Ensuring that support and training is available to all staff and members that equips them to recognise risk and which provides practical advice on safety when working alone.

Legal Background

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision.' Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of the Council to assess risks to lone workers and to take steps to avoid or control risk where necessary.

Risk Assessment

Employees of the Council and members have a responsibility to take reasonable care of themselves and other people affected by their work and to co-operate in meeting their legal obligations.

Risk assessment on all activities must be undertaken and wherever possible will minimise risk to individuals by encouraging working in pairs.

- Where work is undertaken by one person then that person must advise someone of the place of activity and the time of the activity. Persons must always carry a mobile phone with the battery charged.
- Where the environment is isolated and access is difficult the person should always advise someone of where they are going and the time they expect to be there and return.

- Employees working from home should not invite members of the public into their home unless the person is known and the meeting is pre-arranged.

- Where there is potential for difficulty, employees should arrange for another individual - the Chair or a councillor - to attend at the same time. The meeting should not be at the Clerk's home, but in a public building with a telephone.

On completion of a Risk Assessment, consideration will be given to any appropriate action that is required.

Reporting an Incident

In order to maintain an appropriate record of incidents involving lone workers, it is essential that all incidents be reported to the Clerk, who will identify any immediate action. Staff and members should ensure that all incidents where they feel threatened or 'unsafe' are reported. This includes incidents of verbal abuse.

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff and members are encouraged to report violent incidents to the Police and will be supported by the council throughout the process.

Monitoring and Review

The Council is responsible for the monitoring and review of this policy. The policy will be kept up to date and reviewed annually.

Approved: May 2025.
Next review: February 2026.

Scarning Parish Council Home Working Assessment

Introduction

The safety of Clerk's home working environment is the responsibility of the Council via the Council and the Clerk working together. The Clerk will assess the safety of their working environment using a checklist (below).

If any issues are identified any remedial action undertaken will be recorded.

Assessment

The purpose of the assessment is to ensure so far as is reasonably practicable that the Clerk's work environment is comfortable and safe.

The following checklist should be used to assess the suitability of the work environment.

Once the assessment has been undertaken the completed form should be lodged with the Council.

Where any issues are identified these should be discussed with the Staff Committee and appropriate remedial action identified and implemented.

The completed form should be retained by the Council and used as the basis for any future assessments, revisions or reviews.

Home Working Assessment details

Environment

The display screen equipment is in an environment where:

There is enough leg room to allow the user to get comfortable and change position.

Yes ☐ No ☐

Suitable lighting is installed, in use and appropriately maintained.

Yes ☐ No ☐

There aren't any electrical hazards, like worn or improperly connected cables/leads.

Yes ☐ No ☐

There aren't any trip hazards and equipment and furniture is safely positioned so it can't be walked into and/or dislodged.

Yes ☐ No ☐

Screen

The user can:

Read the information on the screen easily; It is stable and free from flicker, regularly cleaned, doesn't get reflective glare (from windows, lights, bright walls, etc.) and windows have appropriate coverings to control light.

Yes ☐ No ☐

Adjust the brightness and contrast.

Yes ☐ No ☐

Easily swivel and tilt the screen.

Yes ☐ No ☐

Adjust the height of the screen to create a comfortable head position.

Yes ☐ No ☐

NB. Prolonged use and exposure to display screen equipment can result in tiredness and fatigue, particularly to the eyes. All staff using screens for any length of time should take adequate breaks to reduce the impact of eye fatigue. This should be not less than 5 minutes break from looking at the screen in any hour.

Keyboard

The keyboard can be adjusted.

Yes ☐ No ☐

The keyboard is separate from the display screen.

Yes ☐ No ☐

There is enough space in front of the user to support their arms during rest periods.

Yes ☐ No ☐

Forearms and wrists are (approximately) horizontal when using the keyboard.

Yes ☐ No ☐

Furniture**Work surface**

There is enough space for the user to arrange their screen, keyboard, documents, etc. to suit their needs.

Yes ☐ No ☐

The workstation is strong enough for the equipment, as well as load from any additional tasks that the user may undertake at it.

Yes ☐ No ☐

Chair

The chair:

Is adjustable for height.

Yes ☐ No ☐

Is stable.

Yes ☐ No ☐

Has a back that can be adjusted for height and tilt.

Yes ☐ No ☐

Can be used with a footrest (if one is requested by the user).

Yes ☐ No ☐

Date of assessment:

Carried out by: