

Necton Parish Council

Health & Safety Policy



Document Control

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Necton Parish Council recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all our workers, contractors, visitors and members of the public who may be affected by our work activities.

Health and Safety is a key element and contributor in the overall success of the Council. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment.

Any decisions made by Necton Parish Council will take full account of any Health and Safety implications for all our workers and those under our control. It will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with workers and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for workers;
- Providing information for visiting members of the public;
- Ensuring all workers are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as "everyone's responsibility". To achieve a high standard of health and safety, the active co-operation of all workers is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy. This policy will be publicised on our website system and available to third parties on request.

Management Responsibilities

The Council recognises and acknowledge that it has a duty to ensure the health and safety of everyone who reports to it and anyone else who may be affected by its work activities.

In practical terms prime responsibility for the prevention of accidents and ill health lies with the Council. In practice this means the Clerk.

Overall and final responsibility for health and safety is jointly that of the Council and Clerk.

Responsibilities for health & safety include;

- Defining the Health and Safety Strategy
- Setting the health & safety policy and procedures;
- Consulting with the Council and Clerk on matters affecting health & safety;
- Appointing competent assistance for health & safety;
- Allocating sufficient resources for health & safety;
- Ensuring legally required documentation is written and kept up to date;
- To ensure safety is reviewed and monitored on a regular basis;
- Ensuring Risk Assessments are reviewed and updated;
- ensuring all health and safety incidents are reported and investigated;
- Taking appropriate action for non-compliance;
- The effective management of work-related sickness absence.

Responsibilities of all Workers

All workers have a legal responsibility to take reasonable care for the health and safety of themselves and anybody else that may be affected by what they do or fail to do at work. All workers must co-operate with the Council and Clerk to achieve a healthy and safe workplace.

In particular, they must:

- carry out their duties in a safe and proper manner;
- follow the health and safety rules and procedures;
- co-operate, so far as is necessary, to enable any relevant legal duty or requirement to be complied with; .
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare;
- display constant vigilance in the identification and control of risks.
- Any health or safety problem which cannot be put right must be notified immediately to management.

Risk Assessments

Necton Parish Council recognises that it has a duty to assess the risks to the health and safety of anyone who may be affected by its activities. It is our policy to ensure no-one is put at risk from our activities so far as is reasonably practicable.

Risk assessments will be undertaken by The Clerk in consultation with The Council. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable.

- The Clerk will review all risk assessments as they are carried out and ensure that all reasonable steps are taken to mitigate threats to health and safety.
- The Clerk will bring the key information from risk assessments to the attention of the Council and all relevant workers.
- Action required to remove or control the risks will be approved by Council, although such approval will not prevent remedial action immediately necessary to remove or control imminent risks.
- The Clerk and Council will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.
- Assessments will be reviewed regularly (e.g. annually) or when work activities change, whichever is soonest.
- Specific risk assessments for vulnerable groups / individuals will be undertaken by the Clerk.

Home Working

The safety of staff's home working environment is the responsibility of Necton Parish Council via the Clerk and the individual members of staff working together.

Before commencing working from home all members of staff shall risk assess the safety of their planned home working environment using a checklist designed to assess the space against the requirements of the Display Screen Equipment Regulations (see Appendix A).

If the member of staff does not feel able to check the safety of their work environment or has any queries, this shall be raised with the Council who will as soon as practicable make alternative arrangements, for example assessment by a 3rd party, or via Zoom or Teams.

If any issues are identified any remedial action undertaken will be recorded and the records retained by the Council.

It shall be the responsibility of Necton Parish Council to provide any and all special equipment which might be reasonably required to make a member of staff's home working space healthy and safe.

Necton Parish Council recognises that the health and safety of colleagues working from home includes their mental health and wellbeing. This issue will be included in all discussions as part of One to Ones and Annual Appraisals. It is expected that any issues raised will be treated sympathetically and with the best interests of the mental health and wellbeing of the member of staff paramount. It is further expected that members of staff will openly discuss any issues with their line manager in a timely fashion.

Working at other locations

Where Necton Parish Council organises meetings or other work events at locations other than staff's normal place of work it shall be the responsibility of the meeting organiser to identify and communicate any unusual health and safety issues. This shall include but not be limited to fire and associated safety measures and evacuation routes and protocols in the event of an emergency. This responsibility shall be discharged in cooperation with the venue owners.

When working at locations other than their normal place of work all members of staff shall acquaint themselves with any health and safety requirements of the premises on which they will be working. In particular, they should ascertain evacuation routes and methods and if there are any particular hazards associated with where they will be working.

Lone Working

Lone working does present particular issues which are acknowledged.

The Clerk will ensure that all workers who carry out lone or remote working receive suitable information and training and identify any activities which may not be undertaken by one person alone.

Before undertaking work at a lone location away from their normal place of work each member of staff shall record the details in Appendix B and store them in a place where they can be recovered by their line manager. This may be achieved by storing such information in an electronic calendar or similar means.

Workers must notify the Clerk or member of Council of any health issues that may limit lone or remote working.

The Council will provide adequate systems of communication and ensure that a system of escalating emergency response is in place.

Portable Appliance Testing (PAT)

Necton Parish Council recognises that it has a responsibility to ensure that all electrical equipment supplied to staff and other users is safe to use.

The Clerk will ensure that all electrical equipment supplied and used by Necton Parish Council complies with relevant British safety standards, and that all such equipment is regularly retested not less than 2 years after it was first supplied/last tested.

It will be the responsibility of all users of electrical equipment supplied by Necton Parish Council to make sure that any such equipment is made available for retesting when requested to do so.

All users of electrical equipment supplied by Necton Parish Council shall inform the Council if they have any concerns about the safety of such equipment. They will further stop using any such equipment until the time the safety of the equipment has been checked.

First Aid [The Health and Safety (First Aid) Regulations]

The provision of First Aid advice and equipment will be kept under review by the Clerk.

A first aid box will be held by the Clerk

It is important that these are inspected on a regular basis and at least 6 monthly to ensure that all expected provisions are maintained in accordance with First Aid regulations.

Accident Reporting [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations: RIDDOR]

Necton Parish Council will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSE or local council).

Incidents, ill-health and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. Workers are required to report any incidents they are involved in or witness to their line manager.

All accidents are to be recorded in the accident book kept securely by the Clerk. Workers are encouraged to report all accidents, incidents, work-related ill health and near misses to the Clerk as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

The Council via the Clerk is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Incidents will be reported here : <https://www.hse.gov.uk/riddor/report.htm>

The Council, with support of the Clerk, is responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.

The Council is responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

Appendix A Homeworking Assessment

Introduction

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

The following checklist should be used to assess the suitability of the work environment; this would normally be undertaken by the member of staff in the first instance.

Once the assessment has been undertaken the completed form should be given to the line manager who will record their comments and observation, either in the appropriate box or alongside the individual item in question.

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

The final section on reported symptoms and outcomes should be completed by the line manager in consultation with the member of staff.

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

N.B

An answer of no to any of the questions **does not** indicate that a work area is unsuitable or unsafe, it merely highlights things that need to be adjusted or kept under review.

If at any time you begin to experience discomfort while working that you think might be associated with your work environment, inform your line manager immediately.

Home Working Assessment details

Assessment reference:

Assessed for (user):

Assessed by:

Date of this assessment:

Period for reassessment:

Extra 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 is appropriate ventilation that doesn't cause uncomfortable draughts.

Yes ☐ No ☐

the temperature and humidity levels are comfortable to work in,

Yes ☐ No ☐

noise is controlled (including irritating noises that may not be loud, e.g., buzzing from equipment and water running through pipework).

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 ☐

Comments/Actions

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 ☐

Comments/Actions

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. All staff are entitled to request an eye test and single lens prescription glasses which will be at the expense of Norfolk ALC.

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 ☐

The keyboard's surface is non-reflective/matt.

Yes ☐ No ☐

The key symbols are easy to read.

Yes ☐ No ☐

Comments/Actions

NB

Laptops may not be suitable for prolonged use. Staff may request from Council separate keyboards, keyboard stands, monitors, mice and other input devices if these would better meet their needs

Software

Programs are easy to use and are suitable for the user's needs and the job.

Yes ☐ No ☐

Comments/Actions

Furniture

Work surface

There is enough space for the user to arrange their screen, keyboard, documents, etc. to suit their needs (especially for additional tasks).

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 ☐

If appropriate, a stable, adjustable document holder that can be arranged in a position that is comfortable to use (at the same distance and height as the screen) has been provided.

Yes ☐ No ☐

Comments/Actions

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 ☐

Has a back that gives lumbar support.

Yes ☐ No ☐

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

Yes ☐ No ☐

Comments/Actions

NB

Guidance on a suitable posture to adopt while working on display screen equipment can be found here:

Video on posture: <https://youtu.be/40YgrnKvI84>

Training

The user:

Has been trained, and confirmed they feel confident, on how to use the equipment, furniture and software, and is able to make adjustments to suit their personal needs.

Yes ☐ No ☐

Knows who to contact if they have difficulties or need advice.

Yes ☐ No ☐

Has been trained to recognise symptoms of fatigue due to the use of the equipment.

Yes ☐ No ☐

Is free from symptoms that may be the result of using the equipment.

Yes ☐ No ☐

Comments/Actions

Reported symptoms and outcome

If the user has reported symptoms that may be the result of using the equipment:

(Skip this section if the answer to the last question was 'Yes'.)

The user has reported their symptoms.

Yes ☐ No ☐

Something has been done about the cause of their symptoms.

Yes ☐ No ☐

The use feels comfortable with the workstation.

Yes ☐ No ☐

The user has been asked for comments and recommendations.

Yes ☐ No ☐

Comments/Actions

Appendix B Lone Working

Lone Working details:

Name of Meeting	
Organiser	
Location	
Date	
Time/duration	
Person(s) attending	
Contact telephone number(s)	
Other relevant information	

If a member of staff is at all unsure about the safety of attending a meeting on their own or at an unknown location, they should speak to the Chair.