

Radcliffe on Trent Parish Council

Health and Safety Policy

Policy Statement

Radcliffe on Trent Parish Council is committed to ensuring the health, safety, and welfare of its employees, volunteers, and members of the public. This policy outlines our commitment to compliance with relevant UK legislation and the implementation of best practices in health and safety management.

Legal Framework

This policy adheres to the following key pieces of legislation:

- Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Control of Substances Hazardous to Health Regulations (COSHH) 2002
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Objectives

- To provide a safe and healthy environment for all staff, volunteers, and visitors.
 - To assess and manage risks effectively through regular risk assessments.
 - To provide appropriate training and resources to employees to promote health and safety awareness.
 - To comply with all relevant health and safety legislation and best practice guidelines.
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Responsibilities

HR Committee

In addition to general responsibilities for health, safety, and welfare, the HR Committee is specifically responsible for ensuring that:

- Councillors are fully aware of their health, safety, and welfare duties regarding employees, users, and others affected by Council activities.
- The Council is informed about statutory requirements and legislative updates.
- A suitable system is in place for keeping abreast of current health and safety legislation.
- This policy is communicated to all employees and relevant parties.
- Employees are instructed on their responsibilities as imposed by legislation.
- This document is reviewed and updated regularly, or when significant changes occur in legislation, employment conditions, or work processes.
- Sufficient resources and facilities are allocated for the effective implementation of this policy.
- Safe systems of work are established, and employees receive adequate training and supervision.
- Ensure that regular health and safety inspections are carried out where appropriate and that any remedial actions are undertaken in a timely manner.
- The Council's health and safety management performance is reviewed regularly, and corrective actions are taken as needed.
- The HR Committee is appointed as the responsible for Health and Safety, ensuring compliance with health and safety duties.
- The HR Committee is designated to manage day-to-day health and safety arrangements and implement this policy.

Designated Proper Officer for Health and Safety

The Designated Proper Officer is specifically responsible for:

- Keeping the HR Committee and Councillors informed of all relevant health and safety issues.
- Supporting the Health and Safety Coordinator in fulfilling safety-related duties.
- Ensuring that statutory requirements are understood and implemented with adequate resources and support.

- Conducting regular reviews of health and safety performance with the Health and Safety Coordinator and, if necessary, Competent Advisors.
- Facilitating employee awareness of their responsibilities as per legislation and Council requirements.
- Participating in safety consultations and ensuring employee involvement in health and safety discussions.
- Overseeing compliance with all relevant health and safety legislation.
- Implementing safe systems of work and maintaining an ongoing health and safety training program.
- Reporting accidents and near misses, ensuring thorough investigations and implementation of corrective measures.
- Ensuring compliance with statutory health and safety requirements.
- Managing health and safety inspections and audits.
- Facilitating effective communication of health and safety matters to all employees.
- Ensuring all employees are aware of their responsibilities and receive adequate training.
- Conducting risk assessments and ensuring control measures are in place.
- Collaborating with the HR Committee on health and safety performance reviews.

Hall Manager and Ground Staff Team Leader

Management is responsible for:

- Adhering to statutory requirements and supporting the designated Proper Officer in safety duties.
- Ensuring employees are aware of safety rules and receive appropriate training.
- Communicating safety information effectively to all staff.
- Identifying and mitigating hazards in their areas of responsibility.
- Monitoring compliance with safe working practices.
- Ensuring staff training is conducted and kept up to date.

Office-based Staff

Office-based staff must:

- Take regular breaks when using display screen equipment.

- Ensure ergonomic practices are followed for laptop usage.
- Follow any steps implemented through the health and safety policy

Caretaking and Maintenance Staff

Caretaking and maintenance staff must:

- Store personal protective equipment (PPE) appropriately.
- Maintain work equipment according to safety standards.
- Follow safety protocols for high-risk activities.

Groundwork Staff

Groundwork staff must:

- Use PPE properly and adhere to manual handling principles.
- Ensure safety devices on equipment are used and maintained.

Sub-Contractors

Sub-contractors must:

- Comply with health and safety requirements and provide necessary documentation prior to commencing work.
- Maintain a safe working environment and report hazards immediately.

Risk Assessment

The Parish Council will conduct regular risk assessments for all activities and locations, ensuring that potential hazards are identified and control measures are implemented. Risk assessments will be reviewed annually or following significant changes.

Training and Communication

- Health and safety training will be provided during employee induction and through ongoing training programs.
 - The Parish Council HR Committee will ensure that all staff are familiar with this policy and related procedures.
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Incident Reporting

All incidents, including near misses, must be reported to the staff members line manager and to the Chair and Vice Chair of the HR Committee. They will ensure that incidents are investigated, and corrective actions are implemented.

Arrangements for Implementing Policy

Health and Safety Management

We are committed to implementing measures to prevent harm to our employees, users, and others affected by our activities, in compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

We will establish systems to control, monitor, and review our health and safety arrangements, conducting at least an annual comprehensive review of our management systems and related documentation to ensure their continued relevance. Our in-house system will adhere to the Health and Safety Executive's "Plan, Do, Check, Act" (PDCA) approach to effective health and safety management.

If we receive a prohibition or improvement notice from the enforcing authority, or an invoice for a Fees for Intervention (FFI) breach, we will act immediately to resolve the issue within the given timeframe. The HR Committee and relevant staff will be notified promptly to ensure corrective actions and payments are made as necessary.

Health and Safety Policy

All employees will have access to this policy in written or electronic form and will be encouraged to familiarise themselves with its content. We will implement a system for monitoring and reviewing this policy regularly to maintain its relevance to our Council's operations.

Employers Liability Insurance

We will maintain appropriate insurance policies as required by legislation, ensuring employees are informed of the coverage provided. The insurance certificate will be displayed prominently or made available electronically. Records of expired certificates will be retained for 40 years to address any potential claims as per our data retention policy.

Induction and Training Procedure

Training is crucial for achieving employee competence and promoting safe working practices. We will provide comprehensive induction training, with health and safety being a core component. Relevant staff and the HR Committee will oversee this training, ensuring documentation is completed and signed by both the inductor and the inductee.

Job-specific training, including health and safety elements, will also be provided to ensure employees can perform their duties without risk. Ongoing refresher training will be scheduled to maintain competence. More information can be found in our training policy.

Consultation with Employees

We will consult with employees regarding health and safety matters affecting them, as mandated by the Consultation with Employees (Health and Safety) Regulations 1996. The HR Committee and relevant staff will facilitate this communication, encouraging employees to express concerns or suggestions.

Risk Assessments

We will identify workplace hazards and evaluate the risks to employees. Risk assessments will be documented in compliance with the Management of Health and Safety Regulations 1999. The relevant staff members will ensure these assessments are accessible to affected employees and regularly reviewed to account for new hazards, changes in legislation, or best practices.

Additional individual risk assessments will be conducted for young and pregnant workers, as well as for employees working from home. Safe systems of work will be implemented to manage significant risks effectively.

Persons at Potential Additional Risk

We recognise that certain individuals may face heightened risks due to medical conditions, physical limitations, or inexperience. We will carry out individual risk assessments for pregnant workers, young workers, and disabled workers to implement appropriate control measures.

Pregnant Workers: A risk assessment will be conducted as soon as we are informed of a pregnancy to identify necessary protective measures for the employee and their unborn child.

Young Workers: We will assess risks for young workers before they begin employment or work experience, considering their physical and psychological maturity. Individual risk assessments will be shared with their parents or guardians.

Disabled Workers: We will make reasonable adjustments to accommodate disabled employees, ensuring they have equal opportunities and consulting with them before engaging specialists regarding necessary modifications.

Personal Protective Equipment (PPE)

PPE will be a last resort when other control measures cannot adequately mitigate risks. We will provide suitable and appropriate PPE under the Personal Protective Equipment at Work Regulations 1992, ensuring employee involvement in the selection process. PPE will be provided at no cost and replaced as necessary.

Employees will receive guidance on the proper use of PPE, and non-compliance may lead to disciplinary actions. For respiratory protective equipment (RPE), we will involve employees in the selection process, provide training, and conduct face fit testing.

Other at Risk Workers: Any employee has the right to request a specific risk assessment if they feel the need. This will be assessed on an individual basis and completed by relevant staff member(s) or the HR Committee.

Manual Handling

We will assess any manual handling operations that pose a risk of harm, in accordance with the Manual Handling Operations Regulations 1992 (as amended). The first step in managing these risks will be to eliminate manual handling where possible by utilising mechanical aids for lifting.

If elimination is not feasible, we will evaluate various factors, including load weight, shape, size, task execution, working environment, and individual capabilities. Appropriate control measures will be established based on this assessment.

Employees involved in manual handling activities will receive training on manual handling principles and job-specific instructions to minimise the risk of injury. Continuous monitoring and training will ensure adherence to safe practices.

All members of staff will be required to undertake manual handling training before commencement of employment with The Parish Council.

Display Screen Equipment (DSE)

Employees who frequently use display screen equipment (DSE), need to transfer information quickly, are highly dependent on DSE for daily tasks, or have no

alternative means will be classified as 'users.' We will ensure that a competent individual conducts an individual risk assessment of the user's workstation and environment. Relevant information and training will be provided to all users.

Employees using laptops for extended periods, whether in the workplace or elsewhere, will be provided with docking stations or additional equipment to facilitate compliant laptop setups. In situations where docking stations are impractical, employees will adhere to DSE Regulations as closely as possible and limit the duration of their use. Additional information will be provided to support this.

DSE users are entitled to an eyesight test, funded by the Council, at intervals determined by their optician (typically every two years). The Council will also contribute financially for corrective glasses required specifically for DSE use, as outlined in the Health and Safety (Display Screen Equipment) Regulations 1992 (rev 2003). Staff are to contact their line manager or the Chair and Vice Chair of the HR Committee for additional information or support.

Welfare Arrangements

We will maintain health, safety, and welfare facilities on our premises to comply with the Workplace (Health, Safety and Welfare) Regulations 1992, which encompass over 20 areas of welfare requirements.

Relevant staff and the HR Committee will conduct ongoing visual inspections of the workplace, supplemented by scheduled thorough inspections, with recorded findings for reference and remedial action.

Temperature

We will, where practicable, maintain a comfortable working temperature. The recommended minimum working temperature is 16°C in normal conditions and 13°C for physical work. We will strive to achieve these temperatures as closely as possible, implementing control measures to ensure a comfortable environment for all employees.

Ventilation

Our workplace will be adequately ventilated to ensure stale, hot, and humid air is regularly replaced with fresh or purified air. If natural ventilation is insufficient, appropriate mechanical systems will be installed.

Lighting

Lighting levels will be set to enable employees to work safely and comfortably without causing eye strain. Emergency lighting will be provided in areas where sudden light loss could present significant risks.

Room Dimensions and Space

Workrooms will provide sufficient free space for easy access to workstations and unobstructed movement throughout the area.

Sanitary Conveniences

We will provide adequate toilet and washing facilities to prevent unreasonable delays in use. Accessibility provisions will be made for employees with disabilities, ensuring convenience and usability. Washbasins will provide hot and cold running water and sufficient space for washing hands and forearms.

Conditions of Floors, Staircases, and Walkways

All floor surfaces and traffic routes will be soundly constructed, adequately strong, and free from hazards such as holes, slopes, or slippery areas.

Traffic and Pedestrian Routes

We will provide sufficient traffic routes that are wide enough and have adequate headroom to allow safe circulation for pedestrians and vehicles. Where possible, separate routes will be marked for pedestrians, ensuring they remain unobstructed.

Working at Height

Whenever possible, working at height will be eliminated by conducting tasks from ground level or safe existing work locations. If unavoidable, a risk assessment will be conducted, and the activity will be planned and executed by competent personnel per the Working at Height Regulations 2005. This assessment will consider the nature of the work, physical capabilities of the workers, duration, location, and working environment.

Emergency Rescue Procedures

If a risk assessment identifies the need for emergency rescue arrangements, these will be established before commencing the task. Procedures will outline the means of raising alarms, assigned roles for operatives, necessary emergency equipment, and contact methods for external assistance.

Emergency rescue procedures will be documented, included in job method statements, and communicated to all operatives. A site-specific rescue plan will be reviewed before each task, detailing emergency procedures, types of potential rescues, assigned roles, location of rescue kits, and any additional hazards that may affect the rescue.

Workplace and Lifting Equipment

We will consider working conditions and associated risks when selecting equipment, ensuring all provided equipment is suitable, correctly guarded, and maintained by competent individuals. Written risk assessments and safe systems of work will be in place for all equipment, with employees receiving necessary training, instruction, and supervision as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Where feasible, a Planned Preventative Maintenance program will be implemented for workplace equipment. If not, a Breakdown Maintenance program will ensure non-working equipment is removed from use until repaired or replaced. Maintenance personnel will be suitably trained and competent.

When lifting equipment is utilised, it will be safe and suitable for the operation. A thorough risk assessment will precede any lifting activity, and necessary control measures will be implemented per the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting equipment will be examined and certified by a competent person at regular intervals.

Vibration at Work

Where vibrating equipment could expose employees to levels exceeding daily exposure limits, a detailed risk assessment will be conducted in accordance with the Control of Vibration at Work Regulations 2005. This assessment will consider the magnitude, duration, level of exposure, effects on operators, the working environment, and manufacturer-provided information. Appropriate control measures will be implemented to eliminate or minimise exposure.

Control of Substances Hazardous to Health (COSHH)

We will comply with COSHH Regulations 2002 (rev), ensuring the least hazardous substances are used to minimise risks. A COSHH control procedure will maintain awareness of substances used on our premises, identifying hazardous products, assessing risks, and ensuring control measures are effective. All employees will have access to these assessments.

We will adhere to the Control of Asbestos Regulations 2012, assuming materials may contain asbestos unless proven otherwise. A risk assessment will identify locations of asbestos, and a trained competent person will conduct surveys and analyses, leading to a written plan for managing asbestos risks.

Asbestos-containing materials will be maintained in good condition or removed safely by a licensed contractor when necessary.

Control of Asbestos: Working in Locations Where It May Be Present

The Control of Asbestos Regulations 2012 will be followed when working in areas known or suspected to contain asbestos. A visual inspection will be conducted before removing any fly-tipped waste to identify potential asbestos-containing materials.

A detailed risk assessment will precede any work, establishing necessary control measures linked to documented safe working procedures. Employees will be made

aware of these measures before working in environments where asbestos may be present.

We will have a documented emergency procedure for cases where asbestos materials are discovered unexpectedly. Site operatives will be trained on these procedures.

Employees potentially exposed to asbestos fibres will complete mandatory training as required by Regulation 10 of the Control of Asbestos Regulations 2012, with annual refresher training conducted.

First Aid Arrangements

We will adhere to the Health and Safety (First Aid) Regulations 1981 (rev 2013) and associated Approved Code of Practice as a minimum standard. A risk assessment will determine the necessary level of first aid provision. Suitable employees will be selected to undertake certified first aid training through a reputable provider, and refresher training will be conducted at specified intervals.

Details of first aid personnel will be prominently displayed, and new employees will be informed of first aid arrangements during their induction. Changes will be communicated promptly.

First aid supplies will be checked and restocked regularly. First aid boxes will be secured yet accessible in emergencies. Medication will not be provided or stored in these boxes. Arrangements will be made for employees requiring prescribed medication during emergencies.

Employees should inform their line manager or the Chair and Vice Chair of the HR Committee of any pre-existing medical conditions or allergies that may be relevant in emergencies, and such information will be kept confidential.

Accident and Near-Miss Reporting

Accident details will be recorded in the Council accident book in compliance with the Data Protection Act. Once recorded, the entry will be reviewed by the line manager and securely stored for future reference. Additional incident reports will be submitted for significant injuries and near-miss incidents.

We will comply with RIDDOR 2013 regarding reportable accidents, dangerous occurrences, or diseases. In cases of fatal or major injuries, we will notify the RIDDOR Incident Contact Centre immediately. For over-seven-day injuries, we will report within fifteen days. Reports will be completed online, and a copy retained on file.

If a reportable work-related disease is identified by a doctor, we will follow the appropriate reporting procedures. Additionally, we will report any dangerous

occurrences that could have resulted in injury, completing necessary HSE report forms within the required timeframe.

Accident and Near-Miss Investigation

The line manager will be promptly informed of any workplace accidents or will regularly review completed accident book reports and incident report sheets to identify cases requiring further investigation. Upon identifying incidents that warrant scrutiny, the line manager will inform the Chair and Vice Chair of the HR Committee who will conduct thorough investigations to ascertain whether new control measures are necessary to prevent recurrence. All findings from these investigations will be documented comprehensively.

A detailed investigation will be conducted for all incidents resulting in a fatality, employee absence, or instances requiring hospital treatment for either employees or members of the public. Additionally, near-miss incidents of a serious nature will also be investigated. The investigation report will outline the causes of the incident and specify areas requiring remedial action. A copy of this report will be forwarded to Full Council, and where appropriate, to the Council's Insurers and the RIDDOR Incident Centre or the relevant enforcing authority.

Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order 2005, we will implement the requirements outlined in our detailed written fire risk assessment. This assessment will identify fire hazards on the premises, the control measures necessary to mitigate these risks to a level as low as reasonably practicable, and the protocols to follow in the event of a fire. The fire risk assessment will be reviewed at specified intervals, whenever there is a significant change in the premises, or if its validity is questioned. The designated person within Nottinghamshire County Council will oversee these reviews.

The 'responsible person'—whether the employer, occupier, or landlord—will ensure compliance with the Order. In cases where multiple responsible persons exist within shared premises, reasonable steps will be taken to ensure cooperation and coordination of safety arrangements.

New employees will be introduced to the Emergency Action Plan during their induction, including a tour of the premises to highlight fire exits, fire extinguishers, and fire call points. All employees will receive relevant fire safety information and training at their induction and at regular intervals thereafter. Please see the training policy for further guidance.

Any updates to the Emergency Action Plan will be promptly communicated to all relevant personnel, including the display of appropriate fire safety signage. Fire wardens and employees tasked with designated fire safety roles will be selected based on suitability and will receive appropriate training to perform their responsibilities effectively. The identities of our fire wardens will be circulated among employees and prominently displayed throughout the premises for the benefit of all staff and visitors.

Evacuation drills will be conducted at intervals specified in the fire risk assessment and recorded in the fire logbook. Any necessary improvements identified through these drills will be implemented wherever practicable.

Inspections and maintenance of all firefighting and fire warning systems will be conducted by a competent individual at the required intervals. Additional in-house fire safety checks will be carried out by designated employees at scheduled intervals. All inspections, maintenance, and safety checks will be documented in the fire logbook.

Electrical Safety and Gas Safety

All electrical equipment will be maintained to ensure safety for its intended use, as mandated by the Electricity at Work Regulations 1989. The mains electricity supply will undergo inspection and testing at intervals not exceeding five years, conducted by a qualified electrician.

All portable electrical appliances will be inspected and tested by trained and competent personnel according to legislative requirements and best practices. Employees will also receive instruction and information on conducting regular user checks. Whenever feasible, 110-volt equipment, double-insulated devices, or battery-operated alternatives will be utilised.

Cables, plugs, and connections will be organised, inspected, and maintained to minimise risks. Employees will not perform maintenance on electrical equipment or plugs without prior training and permission. Live work on electrical systems will only occur under a permit to work certificate and carried out by a qualified electrician.

We will comply with the Gas Safety (Installation and Use) Regulations 1998 regarding the safe operation of gas systems and appliances. All work on gas appliances or fittings will be conducted by competent personnel registered with the Gas Safe Register, ensuring that all gas systems are maintained to prevent injury from carbon monoxide poisoning or fire hazards.

Safety Signage

Relevant instructional, prohibitive, and warning safety signs will be provided and displayed throughout the workplace to highlight hazards and necessary control measures. These signs will be clear, easily visible, and compliant with current British and European standards.

The Health and Safety law poster (rev 2009) will be prominently displayed, along with relevant health and safety contact information. If the poster is not displayed, each employee will receive a copy of the equivalent Health and Safety Executive leaflet.

Contractors Working on Our Premises

We will ensure that contractors and subcontractors engaged in work on our premises are trained, experienced, and competent to perform their tasks safely. Contractors may be required to complete a Contractor Selection questionnaire and provide relevant health and safety documentation before commencing work. Current SSIP accreditation certificates will be accepted as proof of their health and safety management systems.

Contractors and their staff will be provided with necessary information to ensure safe operations on our premises. They must familiarise themselves with applicable health and safety rules and wear appropriate personal protective equipment as required.

Employees will be informed of any risks to their health and safety or changes to their working environment before contract work begins. They will also be notified of restricted areas during the execution of such work.

For construction projects, we will fulfil our client duties under the Construction (Design and Management) Regulations 2015.

Working Alone

When employees are required to work alone or in isolation, we will ensure that they are not exposed to significantly higher risks than when working in groups. A detailed risk assessment will be conducted, and safe systems of work will be implemented based on the findings. These arrangements will consider potential emergency situations that lone workers may face. Please see our Lone Worker Policy for more information.

Clear procedures and limitations regarding what employees can and cannot do while working alone will be established. Employees will receive instruction and training on these procedures before engaging in solitary work. Failure to adhere to control measures while working alone may result in disciplinary action.

Violence at Work

To safeguard employees in environments with potential for violence or abuse, we will implement measures to minimise risks. Please see our Anti-Bullying and Harassment Policy for more information. Employees will receive training on managing and de-escalating potentially violent situations without endangering themselves or others. Please see our training policy for more information.

A thorough risk assessment will identify significant hazards, leading to the establishment of safe systems of work and protective measures aimed at reducing the likelihood of violent incidents. Training and instruction on these measures will be provided to employees prior to working in potentially hazardous situations.

Employees have a responsibility for their own safety and should avoid entering any environment or situation in which they feel threatened or unsafe.

Visitors and Users on Our Premises

We will ensure a safe environment for non-employees visiting our premises. Visitors and users must remain in public areas and adhere to all safety signage displayed. Children must be supervised by a responsible adult at all times and are not allowed to be left unattended.

Visitors must report to the designated person upon arrival. It is the responsibility of the host to inform visitors of relevant health and safety rules and procedures.

Driving and Vehicle Safety

All employees required to drive for Council business must be familiar with and adhere to the Council's driving policy. This includes compliance with the Highway Code and any additional traffic management protocols established by the Council.

Employees must present their current driving licence before operating a vehicle for Council business and must provide updates when requested to do so. Vehicles used for Council business must be road legal, regularly serviced, and covered by appropriate business insurance. Owner-drivers are responsible for ensuring their vehicles meet these standards.

Employees must inform the Council immediately in case of any accidents, licence endorsements, or driving bans. Driving under the influence of substances that impair ability. Failing to inform the Council of any condition that affects driving capability, may lead to disciplinary action.

Use of handheld mobile phones while driving is prohibited. Hands-free devices may only be used for verbal communication when safe to do so, and not for any activities requiring physical interaction with the device while driving.

Workplace Noise

Workplace noise levels will be monitored to ensure compliance with statutory action values. If necessary, noise measurements will be taken following risk assessments and listening checks.

Control measures will be implemented to reduce noise exposure below statutory limits. Areas exceeding these limits will be designated as noise protection zones, requiring suitable hearing protection for all personnel.

Health surveillance for employees exposed to high noise levels will be conducted by a qualified individual, also extending to those sensitive to noise-induced hearing loss.

Legionella Bacteria

To protect employees and others from Legionnaires' Disease, we will implement control measures identified in our detailed risk assessment, following the guidelines in the Approved Code of Practice for the Control of Legionella Bacteria in Water Systems (L8). Regular water sampling checks will be conducted in high-risk areas.

Water will not be stored between 20°C and 50°C, and regular flushing of pipes and cisterns will be performed to prevent stagnation.

Smoke-Free Policy

A smoke-free policy is enforced across all Council premises and vehicles. Smoking is permitted only in designated outdoor areas. Appropriate signage, as required by the Health Act 2006, will be displayed.

Employees and visitors not complying with this policy may face fines or disciplinary action.

Alcohol and Drug Policy

The misuse of alcohol and drugs can impair safety and performance. Consumption or possession of alcohol and drugs on Council premises is strictly prohibited. Any violations may result in disciplinary action, including possible dismissal.

Employees with addiction issues are encouraged to speak confidentially with their line manager or the Chair and Vice Chair of the HR Committee for support and guidance.

Stress at Work

We foster a positive workplace culture prioritising health, safety, and well-being. Management is trained to recognise signs of stress and will take appropriate action when individuals experience excessive pressure.

Employees feeling overwhelmed should communicate with their line manager or the Chair and Vice Chair of the HR Committee to seek guidance and support.

Working from Home

For employees regularly working from home, an individual risk assessment will be conducted in consultation with the Health and Safety Coordinator. Control measures will be implemented to mitigate risks associated with remote working.

Employees using Display Screen Equipment (DSE) at home are required to complete a DSE self-assessment and submit it to their line manager or the Chair and Vice Chair of the HR Committee for review.

Maintenance and Groundwork on Occupied Locations

All maintenance activities conducted in occupied areas will prioritise the safety of non-employees, as mandated by the Health and Safety at Work Etc Act 1974. A written risk assessment and method statement will be developed for each project, with appropriate control measures implemented prior to work commencement.

Employees must promptly report any hazards encountered during maintenance work to their line manager or the Chair and Vice Chair of the HR Committee and refrain from undertaking any tasks that pose risks to themselves or others. All employees performing work in occupied areas will possess the necessary training and competence for their roles.

Review and Monitoring

This policy will be reviewed regularly or as required by changes in legislation or council activities. Feedback from staff and stakeholders will be incorporated into the review process.

Date	Item	Next Review
Unknown	Document created	Unknown
24.10.2024	Document revised and updated	05.11.2024
05.11.2024	HR consideration and adoption	26.11.2024
26.11.2024	Full Council noting	2026