

WEST WRATTING PARISH COUNCIL

HEALTH AND SAFETY POLICY

Approved at a meeting of the Parish Council held on

Statement of Intent

West Wratting Parish Council recognises its responsibility under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety, and welfare of its sole employee, the Clerk and Responsible Financial Officer (RFO), in the performance of their duties.

The Council is committed to providing a safe working environment and will take all reasonable steps to identify and reduce risks to the health and safety of the Clerk, councillors, volunteers, and members of the public engaging with council activities.

Responsibilities

The Parish Council Will:

- Ensure the Clerk's working environment, whether at home, in the community, or in hired premises, is safe and fit for purpose.
- Assess and manage risks arising from the Clerk's duties, particularly lone working and use of display screen equipment (DSE).
- Provide appropriate equipment and resources for safe working.
- Review this policy annually or in response to changes in legislation or working arrangements.

The Clerk will execute these duties on behalf of the Council as required.

The Clerk/RFO Will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow any safety guidance issued by the Council.
- Report hazards, risks, or incidents to the Chair of the Council promptly.
- Cooperate in the implementation of this policy.

Working Environment

- As the Clerk often works from home, the Council will support safe home-working practices, including DSE assessments and appropriate equipment where required.
- Where the Clerk works in public venues (e.g. for meetings or inspections), the Council will ensure venues are assessed for safety and accessibility.

Lone Working

Due to the nature of the role, the Clerk often works alone. The Council recognises the risks associated with lone working and will:

- Ensure the Clerk can be contacted while working (e.g. via mobile phone).
- Agree on appropriate communication procedures when the Clerk is attending external locations or site visits.
- Support the Clerk in refusing to enter unsafe or unfamiliar environments alone.

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Equipment and Display Screen Use

- The Council will provide or approve use of suitable IT and office equipment for the Clerk.
- A basic DSE self-assessment will be carried out annually to identify and mitigate any issues related to posture, eye strain, or repetitive strain injury.

Stress and Wellbeing

- The Council is committed to promoting a healthy work/life balance.
- The Clerk is encouraged to raise concerns about workload, stress, or mental wellbeing in confidence with the Chair.
- Adjustments to hours, duties, or support may be considered where necessary.

Accidents and Reporting

- Any work-related accidents, incidents, or near misses must be reported to the Chair and recorded by the Council.
- The Council will review any incidents to determine whether further risk mitigation is required.

Review and Monitoring

This policy will be reviewed:

- Annually,
- After any accident or significant incident,
- Or if there are changes to the Clerk's duties or working arrangements.