

SEALAND COMMUNITY COUNCIL

HEALTH AND SAFETY AT WORK POLICY

The requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 are supplemented by many regulations and codes of practice that address specific aspects of health and safety. To that end, every employer must:

- provide and maintain plant, machinery, equipment, tools, appliances and systems of work which are, so far as is reasonably practicable, safe and without risk to health;
- arrange, so far as is reasonably practicable, that employees are not put at risk (or exposed to risk) in connection with the use, handling, storage or transport of dangerous articles and substances (such as chemicals, dusts, noxious fumes or vapours, etc.);
- provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;
- ensure, so far as is reasonably practicable, that buildings, offices, workplaces and other areas or places in which people are employed to work are safe and without risks to health;
- provide and maintain a working environment, including facilities such as toilets, washrooms, rest areas and the like, which, so far as is reasonably practicable, is safe and without risks to health and is adequate in terms of heating, lighting, ventilation and seating, etc.;
- safeguard employees from inappropriate behaviour by others and take reasonable steps to prevent work-related risks arising from such behaviour.

The employer also has a duty of care to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment (contractors, tradesmen, etc.) who may be affected thereby are not exposed to risks to their health or safety. That same general duty extends to other persons, including members of the public, visitors, guests and others who may be affected by the way the Council conducts its activities (Source: Health and Safety at Work etc. Act 1974, Section 3).

RISK ASSESSMENT

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 imposes a duty on every employer to make a 'suitable and sufficient assessment' of the risks to which employees are exposed while they are at work, and of any risks to members of the public who may be affected by the way in which the employer conducts its business or undertaking. This assessment identifies the measures the employer needs to take to comply with health and safety legislation.

Risk assessment and appropriate control measures are required under relevant health and safety legislation, including:

- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992, where applicable

- The Electricity at Work Regulations 1989
- The Construction (Design and Management) Regulations 2015 (CDM 2015), where applicable
- The Control of Substances Hazardous to Health Regulations 2002, where applicable
- The Regulatory Reform (Fire Safety) Order 2005, as amended, where applicable

The Council will also have regard to relevant current legislation and guidance concerning fire safety, workplace welfare, work equipment, lone working, home working, display screen equipment, emergency arrangements and the prevention of work-related stress, where applicable to its activities.

Employers should also consider the requirements of the Personal Protective Equipment at Work Regulations 1992, as amended in 2022, where risk assessment identifies that PPE is required. Where PPE is necessary, suitable PPE will be provided in accordance with relevant legal requirements, and appropriate information, instruction, and training will be provided.

Risk assessment is a systematic examination of working conditions, workplace activities, and environmental factors that enables the employer to identify potential risks inherent in the place or practices. Based on the assessment, the employer should take all practical and necessary steps to reduce or eliminate risks, insofar as is reasonably practicable.

The employer must ensure employees are made aware of the relevant results of risk assessments and any control measures or safe systems of work arising from them.

The Clerk should coordinate risk assessments, report to the Council, and oversee any measures, including training, put in place to ensure compliance with the regulations.

HOME WORKING

The Council has only one staff member, and the Clerk undertakes Council duties from home.

The Council recognises that its health and safety responsibilities apply to the Clerk when undertaking Council work from home in the same way as they apply to work undertaken at other workplaces.

The Council will consider, as appropriate, the health and safety risks associated with home working, including:

- the suitability and safety of the working environment;
- display screen equipment and workstation arrangements;
- electrical equipment and cables;
- slips, trips and other physical hazards;
- emergency arrangements;
- lone working;
- work-related stress, workload and wellbeing; and

The Council will take a proportionate approach, having regard to the nature and level of risk associated with the Clerk's duties. Where a risk assessment identifies that reasonably practicable measures are required, the Council will take appropriate action.

The Council may use appropriate self-assessment, discussion, guidance or other proportionate arrangements to assess and manage home-working risks. A physical inspection of the Clerk's home will not normally be required unless circumstances or the risk assessment indicate it is necessary.

Where display screen equipment is used regularly as part of the Clerk's work, the Council will ensure that the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 are considered and that an appropriate DSE assessment is undertaken where required.

LONE WORKING

The Council recognises that the Clerk may undertake Council duties without direct supervision.

The Council will consider the risks associated with lone working and maintain proportionate arrangements for communication, emergency contact, and reporting accidents, incidents, or concerns.

The Clerk should report any health and safety concerns, accidents, incidents or significant changes in working arrangements to the Council as soon as reasonably practicable.

COUNCIL MEETINGS AND OTHER ACTIVITIES

Council meetings are held at Sealand Primary School. The Council will have regard to the health and safety arrangements applicable to the premises. It will take reasonable steps to ensure that Council activities do not unnecessarily expose Members, employees, contractors or members of the public to health and safety risks.

Where the Council organises or participates in activities involving contractors, members of the public, or other persons, it will consider the risks arising from those activities and implement proportionate control measures where necessary.

RESPONSIBILITIES

The Council, as employer, retains overall responsibility for ensuring that appropriate health and safety arrangements are in place.

The Clerk is responsible for coordinating day-to-day health and safety matters, bringing significant risks or concerns to the Council's attention, maintaining appropriate records, and ensuring relevant risk assessments and control measures are reviewed when circumstances change.

The Clerk must take reasonable care of their own health and safety and that of other persons who may be affected by their work and must cooperate with the Council in fulfilling its health and safety responsibilities.

Councillors, contractors and other persons undertaking work on behalf of the Council are expected to comply with relevant health and safety requirements, instructions and risk controls applicable to the work being undertaken.

This policy will be reviewed annually, or earlier if required by changes in legislation, official guidance, working arrangements or other relevant circumstances.

This policy was reviewed and approved by Sealand Community Council on: 21st September 2026

A Griffiths – Clerk of the Council – September 2026