



Employers have general duties under the Health & Safety legislation for all their employees. The general duty is qualified by the principle of as far as is reasonably practicable. Employees also have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. It is the employees' responsibility to report all employment related hazards related to their own or others' health.

1.The business of the Parish Clerk is conducted primarily from home. The law requires employers to consider carefully and deal with any of the Health and Safety risks for employees working from home. The Health and Safety Executive considers office work to be a low-risk type of work

2.As an employee the clerk has responsibility to take reasonable care of his/her own Health and Safety and the Health and Safety of others affected by what they may do.

3.It is the clerk's responsibility to report all employment related incidents or hazards to the Parish Council.

4.As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences and record accidents involving personal injury.

5.The Parish Council will ensure a Risk Assessment is undertaken not less than every four years. Any issues arising from this assessment will be reviewed and actioned. If deemed necessary, an inspection will be undertaken by a councillor with prior notification and agreement with the Clerk.

6.The clerk is encouraged to access to the free leaflets on the HSE website in particular relating to Home Working, Manual Handling, Computers / Working with Display Screen Equipment.

## **General:**

### **Equipment**

Rockhampton Parish Council will provide such equipment and maintenance as is necessary to carry out the functions of the work. The Council is responsible for supplying whatever technical support is necessary and for upgrading equipment in line with the requirements of the job function. The home-based worker must undertake to take good care of the equipment and not to abuse its use

### **Personal Security**

The personal safety of the home-based worker is of particular relevance in the case of Clerks to Councils. There is a requirement for access to the Proper Officer by any member of the Electorate. In general, any meeting to look at documents should be by appointment when someone else (Councillor) can be present, or the meeting should take place in a public building.

### **Organisation of Work**

Home-based working takes place in isolation which can impose particular stress on the individual. A mechanism for the delivery of feedback on performance is a core responsibility of the employer and the clerk will receive an annual appraisal. The Council will ensure measures are in place preventing the home-based Clerk to the Council from being isolated from the rest of his/her professional community and should ensure that the means are in place for such contact as Membership of the Society of Local Council Clerks; attendance at county meetings of Clerks to Councils', attendance at relevant training sessions provided by the Society or county association of NALC, attendance at the annual conference of the Society etc.

### **Data Access**

The Clerk to the Council will ensure that other household members do not have access to personal data as defined in the Data Protection Act 1998. Appropriate security measures must be considered and put in place to satisfy the requirements of the Act. This extends to security of electronic files, disposal of confidential waste and the locking of the office computer. Passwords should be known to the Clerk to the Council and the Chair of Council only. The Council should ensure that they provide the latest anti-virus software to protect information.

**ROCKHAMPTON PARISH COUNCIL**  
**RISK ASSESSMENT: Home office used by parish clerk**

| Risk  | What actions are you taking?  | Any other controls | Actioned |
|---|---|--------------------|----------|
| Trips or falls  | <input type="checkbox"/> Keep floor space clear of obstructions<br><input type="checkbox"/> Keep filing cabinet closed<br><input type="checkbox"/> Ensure cables are properly secured and do not prevent trip hazard  | On-going           | Clerk    |
| Risk to posture problems and pain, discomfort or injuries                           | <input type="checkbox"/> Assess workstations to reduce risks<br><input type="checkbox"/> Access information and training as required.<br><input type="checkbox"/> Review assessment upon changing equipment.<br><input type="checkbox"/> Work planned to include change of activity or regular breaks.  | At least annually  | Clerk    |
| Strains   | <input type="checkbox"/> Reduce the amount of twisting, stooping and reaching<br><input type="checkbox"/> Avoid lifting from floor level or above shoulder height, especially heavy loads<br><input type="checkbox"/> Adjust storage areas to minimise the need to carry out such movements<br><input type="checkbox"/> Minimise carrying distances   |                    | Clerk    |
| Headaches or sore eyes  | <input type="checkbox"/> Ensure adequate lighting.<br><input type="checkbox"/> Regular eye tests<br><input type="checkbox"/> Complete display screen equipment assessment   | On-going           | Clerk    |
| Work equipment - electrical shocks or burns from using faulty electrical equipment. | <input type="checkbox"/> All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.<br><input type="checkbox"/> Assess for any defective plugs, discoloured sockets or damaged cable/equipment and replace.<br><input type="checkbox"/> Defective equipment taken out of use safely and promptly replaced.<br><input type="checkbox"/> Portable appliance testing | Annually           | Clerk    |
| IT  | <input type="checkbox"/> Password protected computer<br><input type="checkbox"/> Electronic files are copied regularly to Google Drive<br><input type="checkbox"/> All parish documents and papers are kept in a filing cabinet.<br><input type="checkbox"/> Security/anti-virus software kept up to date   | Annually           | Clerk    |
|   |   | On-going           | Clerk    |

The workplace's ventilation, temperature, lighting, space, chair, desk, and computer are suitable for the tasks the homeworker undertakes.

Separate display screen equipment risk assessment undertaken annually.

Signed:

Approved:

Date:

Based on the ACAS homeworking a guide for employers and employees.