

Stowe by Chartley Parish Council

Work Station policy.

The Council has a duty of care to ensure that its employees work in a safe environment. The Council's insurance provider expects consideration to be given to the suitability of a workspace (usually a completed risk assessment) and any subsequent requirements addressed and managed effectively.

Working from home risk assessment.

a) Potential hazards will be identified following Health and Safety at Work guidance and Display Screen risk assessment.

This will include:

(i) Electrical equipment: Visually check for any damage to sockets, plugs or leads used in connection with their work. Give advice on the hazards of overloaded extension cables.

(ii) Slips and trips: Advice should be provided on how to minimise the risks of slips and trips by keeping work area clear of obstructions, spillages and trailing wires.

b) Persons who may be harmed by any potential hazard will be identified.

c) Once a hazard has been identified the Council will decide, promptly, on an appropriate course of action and conclude any requirements in a timely manner. Consultation will take place in order to avoid introducing new hazards.

d) The findings will be recorded.

e) The risk assessment will be reviewed and updated when equipment or the office environment is altered.

Emergencies: Ensure workers know what to do in an emergency. Emergency procedures should include guidance on how and when the home worker should contact you, including details of any emergency contact numbers. Consider how to get in contact with the home worker, such as holding emergency contact details.

Reporting accidents for home workers: Not every incident in a person's home will be reportable. An incident may be reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) if it occurred as a result of:

- the work activity being done
- the equipment you have provided to carry out that work

Review on change of equipment, office or Clerk.

Adopted Sept 2022