

# **MIDDLEZOY PARISH COUNCIL**

## **Home Working Policy**

Date Adopted: Tuesday 19<sup>th</sup> January

Date of Review: January 2023

Minute Ref: /21MPC

- 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 that of others affected by what they do.
- 3) It is the clerk's responsibility to report all employment related incidents or hazards to the Parish Council Chair.
- 4) As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the statutory accident book requirement).
- 5) The Parish Council has overall responsibility for ensuring there are arrangements for identifying, evaluating and managing the risk associated with home working. The Parish Council's Risk Assessment requires the clerk to undertake a risk questionnaire relating to the risks arising from the use of his/her home as an office not less than every four years. The result of the questionnaire is to be reported to the parish council and any issues arising from this are to 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 Office Risk Assessment Questionnaire [www.hse.gov.uk/risk/office.htm](http://www.hse.gov.uk/risk/office.htm) is based on the template downloaded from the Health and Safety Executive website and covers:
  - Slips and Trips
  - Manual Handling
  - Health of workers in the office environment
  - Computers, Laptops and similar equipment (including work station)
  - Fire
  - Work Equipment
  - Lone Working
  - Gas Appliances
- 7) The clerk is encouraged to access the free leaflets on the HSE website [www.hse.gov.uk/pubns/leaflets.htm](http://www.hse.gov.uk/pubns/leaflets.htm), in particular relating to Home Working, Manual Handling, Computers/Working with Display Screen Equipment.
- 8) The council recognises the need of the clerk as a home based worker to be 'kept in the loop'. Regular meetings are scheduled with the chair to discuss work progress, issues etc and give feedback on performance. The chair is also approachable by phone and email.
- 9) The Council will ensure measures are in place preventing the Clerk from being isolated from the rest of his/her professional community. Means are in place as part of the job description for membership of the professional body the Society of Local Council Clerks. Attendance at appropriate training and events organised by the Somerset Association of Local Councils is encouraged.