



## LONDON COLNEY PARISH COUNCIL

To: Councillor H Pakenham (Chair), K Gardner, M MacMillan, and L Winstone

26 August 2022

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 13 SEPTEMBER 2022, 6.00 PM, SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY AL2 1JW**

**Emma Payne**  
Clerk

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### AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**  
To receive members declarations of interest in items on the agenda.
3. **MINUTES**  
To approve the minutes of the meeting held on 12 July 2022
4. **REPORTS TO COMMITTEE**
  - 4.1 **Review of Staff Contracts**  
To receive a verbal report on the HR consultant's review of the staff contracts.
  - 4.2 **Update on Ancillary Staff Reorganisation**  
To receive a verbal update on the reorganisation of the ancillary staff.
  - 4.3 **HR Budget**
    - a) To receive a report on the National Pay Offer 2022/23
    - b) To consider the HR budget for 2023/24.
5. **WORK PROGRAMME**  
To receive this committee's Work Programme



**6. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

- 6.1 To receive a report on progress recommendation 7 and 10 of the Staff Review

**7. DATE OF NEXT MEETING**

8 November 2022

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
TUESDAY 12 JULY 2022, 6.00PM  
SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON  
COLNEY AL2 1JW**

**PRESENT:** Councillors H Pakenham, K Gardner, M MacMillan & L Winstone

**IN ATTENDANCE:** Emma Payne, Clerk

**1. APOLOGIES**

All present.

**2. DECLARATIONS OF INTEREST**

Cllr Pakenham declared a personal non-pecuniary interest in item 6.2, as the Bar Manager is a family member. Cllr Gardner will chair the meeting for this item.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 17 May 2022 were adopted as a true record of the meeting and would be signed at a later date.

Cllr Gardner asked to record her thanks to the Clerk for the background information provided at the start of the municipal year to support her in this committee.

**4. REPORTS TO COMMITTEES**

**4.1 HR Consultant**

Members received an updated report on the appointment of an HR consultant with more details on the funding of this item. Members asked whether the advice was finite and were advised that it was unlimited advice. The consultant had been asked during year 1 of the contract, to undertake a review of all employees' contracts of employment and the staff handbook. This itself, would probably have cost £1500 in consultant fees alone. Members were reminded by the Chair that advice would be crucial in implementing some of the recommendations in the staff review. It was **RESOLVED** to:

***Appoint Council HR and Governance Support as the Parish Council's HR provider on a fixed rate three-year contract at £1550 per annum.***

**4.2 Staff Appraisals**

Members were advised that the Clerk's appraisal had been undertaken and it would now cascade down through the remaining staff with any training needs identified to be reported to a future meeting. The Clerk advised Members that she undertook the appraisal for the Grounds Maintenance Manager and admin staff. The Grounds Maintenance Manager undertook the appraisal of his staff including the support staff. Members were advised that staff appraisals would be linked to the parish council's adopted strategic plan with all targets set as SMART.

Members asked what the Clerk's objectives are and were advised that they are:

- a) Local Council Award Scheme by January 2023

- b) Land registry for all parish council owned sites
- c) Sports Booking in-house by September 2022
- d) Lowbell Lake Project between October 2022-March 2023
- e) Progress approved actions from the Staff Review by December 2022

Members felt this information was important to share so that they can support the Clerk in achieving these objectives.

#### **4.3 Staffing Matters**

Members were advised that the appointment of Facilities Officer is in hand.

### **5. WORK PROGRAMME**

Members noted the work programme. Members noted the referral of the Grounds Maintenance Specification to F&GP. Members commented that the staff handbook and the health and safety policy scheduled for review in September were quite weighty documents and asked if they could be provided prior to the meeting. The Clerk explained that all adopted parish council policies are available on the parish council's website. The staff handbook may not be available for this meeting, as it will be reviewed by the HR consultant.

### **6. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

#### **6.1 Update on Staff Review**

Members noted the progress to date on the implementation of the staff review and asked for a further update in January 2023.

#### **6.2 Resourcing the Bar at the Caledon Community Centre**

***Cllr Pakenham declared a personal, non-pecuniary interest in this item and Cllr Gardner chaired the meeting.***

Members received a verbal report on the current staffing levels for the bar at the community centre. A proposal to reduce the hours of the Bar Manager was discussed and this will be raised with the member of staff. Members also discussed a reward scheme based on turnover for the Bar Manager and the Clerk will take advice from the HR consultant on this item. In the meantime, the Clerk will investigate how many hours the bar is operated and report this to the next meeting.

#### **6.3 Staffing Matters**

Members were updated on the implementation of the staff changes required in relation to the Facilities Officers.

### **7. DATE OF NEXT MEETING**

13 September 2022.

The meeting closed at 1840.

Signed: ..... Date: .....

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:** HUMAN RESOURCES  
**DATE:** 13 SEPTEMBER 2022  
**REPORT BY:** EMMA PAYNE, CLERK  
**SUBJECT:** NATIONAL PAY OFFER 2022-23

### **1. SUMMARY**

- 1.1 The National Employers have considered the matter and agreed on an offer to put to the NJC trade unions for their consideration.
- 1.2 A two year pay deal was seriously considered by the prevailing political situation and the pressure of the cost of living means that this was decided against at this time.

### **2. RECOMMENDATION**

Members are asked to note the report.

### **3. BACKGROUND**

- 3.1 There has been an across the board pay offer made of an annual increase of £1,925 from 1 April 2022 made by the employers. This would equate to a 10.5% increase for the lowest paid members of staff on spinal column point 1 who currently earn £18,333 a year. By comparison, a member of staff of salary scale point 22 would see an increase from £27,514 to 29,439 would be a 7% increase.
- 3.2 The pay offer will cover all employees in the Parish and Town Council sector employed in accordance with the Green Book which is contained under a clause in the 2004 National Agreement
- 3.3 This offer will affect approximately 1.5m employees across the whole local government sector. Local government unions have been seeking a pay rise of whichever was the greater of £2,000 or RPI inflation which currently sits at 12.3%,
- 3.4 This offer is similar to other recent public sector offers whereby the lowest paid employees receive the biggest percentage increase in salary rather than the traditional method of awarding all employees the same percentage increase, this is seen as an attempt to address the cost-of-living crisis for the lowest paid employees first.

### **4. FINANCE**

- 4.1 The parish council budgeted for a 2% pay rise increase for 2022-23.
- 4.2 If this pay rise is implemented, it will mean an increase on the HR budget by approximately £14,500. Some of this can be mitigated by the change to the ancillary staff and a levy on the surgery for the service charge to maintain the car park.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Would exceed budget and have to be met from General Reserves
Resources (including workforce)	National Awarded Payrise affecting all employees
Risk Management	Failure to comply with nationally agreed pay award would mean the council would be in breach of contract.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: HUMAN RESOURCES**

**DATE: 13 SEPTEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REVIEW OF HEALTH AND SAFETY POLICY**

### **1. SUMMARY**

- 1.1 The law says that every business must have a policy to manage health and safety. This should set out your general approach to health and safety; saying how and who does what. If an employer has five or more employees, then you must write your policy down.
- 1.2 It should then be shared with all employees and any other interested parties. It is often a requirement of grant application to supply a policy.

### **2. RECOMMENDATION**

Members are asked to note the policy. There are no amendments from the previous policy.

### **3. BACKGROUND**

- 3.1 Westminster Compliance undertook a review of the parish council's operation in July 2020. They produced this health and safety policy, along with a health and safety inspection report for the sites at Caledon Community Centre, Napsbury and Morris Recreation Ground. In addition, they also produced a fire risk assessment for these three sites.
- 3.2 The actions from the health and inspection reports have been reviewed and implemented during a phased programme. This includes:
- Removal of equipment at high level
  - Competency in using ladders
  - Display screen equipment review
  - Manual handling training
  - COSHH risk assessment
  - Lone working risk assessment in place
  - Health and safety poster displayed
- 3.3 The community centre still needs to have an asbestos inspection undertaken and this will be added as a new budget item for 2023/24. All sites need an independent legionella risk assessment undertaken by a competent person and this has also been added as a new budget item.
- 3.4 In April 2022, all the sites have had portable appliance tests undertaken and electrical installation condition reports. These latter items required remedial works to be undertaken and these have been approved by the Finance & General Purposes Committee.

3.4 The Council is required to maintain an accident logbook and for the period of 2021-22 there were three accidents logged, which all required a visit to hospital and were therefore notifiable under RIDDOR:

- Flying object hit staff member in face
- Medical incident with MOP at lunch club
- Fall with cut to face

#### 4. FINANCE

4.1 The asbestos and legionella assessments have been added to the H&S budget as new budget items for 2023-24.

#### 5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Safe working environment for staff and visitors
Risk Management	Adherence to legislation reduces risk to the council






# Health and Safety Policy

for

## LONDON COLNEY PARISH COUNCIL

Prepared by

**WESTMINSTER COMPLIANCE LLP**

<b>This is the current Health and Safety Policy of London Colney Parish Council</b>	
<b>Signed:</b>	
<b>Name:</b>	CLlr Malcolm MacMillan
<b>Position:</b>	Chair of the Council
<b>Date:</b>	4 February 2022

Issue number:

**1**



Policy issue number	Reason for amendment	Page(s)	Date



## CONTENTS

Item	Page
Health and Safety Policy Statement ... ..	4
Activities ... ..	5
Responsibilities ... ..	5
Risk Assessments ... ..	6
Cooperation in the workplace ... ..	7
Consultation with employees and volunteers ... ..	8
Safe plant and equipment ... ..	9
Driver safety ... ..	10
Manual Handling ... ..	11
Safe handling and use of substances... ..	12
Information, instruction and supervision ... ..	13
Competence for tasks and training ... ..	14
DSE assessments ... ..	15
Events/venue hire ... ..	16
Accidents, first aid and work-related health... ..	17
Monitoring ... ..	19
Emergency procedures ... ..	20
Working alone ... ..	22
Infectious diseases ... ..	23



## HEALTH AND SAFETY POLICY STATEMENT


This Health and Safety Policy sets out our arrangements for ensuring good health and safety practice in the workplace in line with the Health and Safety at Work etc Act 1974 and all other relevant legislation

This is the Health and Safety Policy Statement of

### London Colney Parish Council

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities
- To consult with employees and volunteers on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees and volunteers
- To ensure all employees and volunteers are competent to undertake their work
- To provide employees and volunteers with adequate training
- To prevent accidents and causes of work-related ill health as far as is reasonably practicable
- To maintain safe and healthy working conditions
- To ensure sufficient funds are available to implement this Policy
- To review and revise this Policy at regular intervals and when there is a major change in circumstances e.g. expansion of London Colney Parish Council's operations, purchase of new equipment etc

<b>Signed:</b>	
<b>Name:</b>	Cllr Malcolm MacMillan
<b>Position:</b>	Chair of the Council
<b>Date:</b>	25 August 2022



## ACTIVITIES

London Colney Parish Council is a statutory body set up to serve the residents of the Parish, with nine Councillors elected by local residents. The Council manages community facilities including recreation grounds, play areas, a fishing lake, three sports pavilions and a community centre.

## RESPONSIBILITIES

Overall and final responsibility for Health and Safety at **London Colney Parish Council** is that of the Councillors.

Day to day responsibility for ensuring this policy is put into practice is delegated to the nominated **Competent Person: Leigh Casling, Grounds Maintenance Manager**. He is required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation. **Leigh Casling** is responsible for the implementation and carrying out of this policy under the guidance of **Westminster Compliance LLP** (*subject to contract*).

If **Leigh Casling** is absent **Emma Payne, Clerk to the Council**, will deputise.

### All employees and volunteers must:

- co-operate with the **Grounds Maintenance Manager** and/or the **Clerk to the Council** on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of his or her own health and safety
- report all health and safety concerns to an appropriate person i.e. any of those named above: (**Grounds Maintenance Manager** or the **Clerk to the Council**)



## RISK ASSESSMENTS

All work activities undertaken by **London Colney Parish Council** are subject to a Risk Assessment. These are undertaken by the relevant officer, then approved by **Leigh Casling**, and the findings are reported to all employees and volunteers.

Actions required to remove and/or control risks will be approved by **Leigh Casling** who will ensure that these actions are implemented. At present, due to the relatively small number of employees and volunteers, communicating the findings of Risk Assessments and implementation of the resultant actions is straightforward: **Leigh Casling** and employees meet on a daily basis and are updated on Health and Safety matters. Volunteers are briefed on relevant health and safety issues before each session. These methods of communicating will be reviewed if the organisation increases in size, or if another layer of supervision is introduced.

All employees and volunteers have a responsibility to report any concerns about the effectiveness of Risk Assessment findings and are encouraged to inform **Leigh Casling** or his deputy of any improvements or corrections they think could be made.

**All Risk Assessments will be reviewed every twelve months or when work activities change in any way. The Register of Risk Assessments is kept in the Health and Safety file in the office and is available to all employees and volunteers at all times.**



## COOPERATION IN THE WORKPLACE

**London Colney Parish Council** shares the Community Centre with London Colney Library. **Leigh Casling** is responsible for ensuring that all persons occupying the premises co-operate with each other to comply with all health and safety obligations.

**Leigh Casling** is responsible for ensuring continual, clear communications are formally established between all parties using the premises.

Each organisation provides information about the risks their work activities could present to all other users of the premises. An appointed representative of each organisation identifies and implements any identified control measures to eliminate or minimise possible harm.

**Leigh Casling** ensures the organisations sharing the premises are provided with all necessary information to ensure appropriate action is taken in the event of emergency.



## CONSULTATION WITH EMPLOYEES AND VOLUNTEERS

**London Colney Parish Council** consults with all its employees and volunteers on matters of Health and Safety.

Consultation is provided by **Leigh Casling** who ensures all employees and volunteers receive full and relevant information. He listens to and takes into account what employees and volunteers have to say before taking any Health and Safety decisions.

Health and Safety is a standing agenda item at **monthly** meetings; the grounds maintenance team receives “toolbox talks” at the start of each working day from either **Leigh Casling** or **Emma Payne**. Employees and volunteers are encouraged to raise any issues concerning Health and Safety at any of these meetings.

At present, due to the relatively small number of employees and volunteers, consulting on Health and Safety matters is straightforward and there is no need for employees and volunteers to nominate representatives. However, this position will be reviewed if the company increases in size, or another layer of supervision is introduced.





## SAFE PLANT AND EQUIPMENT

Overall responsibility for the provision of safe plant and equipment lies with **Leigh Casling**. All employees and volunteers are responsible for reporting any faults, breakages or other concerns with the plant and equipment they use.

The procedure for selection, usage, inspection and maintenance of plant and equipment is as follows:

1. Each work operation is assessed separately, and the safest method of working selected prior to commencement of the work. Items of plant and equipment are compared and selection of which to use is made based on suitability and safety.
2. All **London Colney Parish Council** plant and equipment is inspected regularly. In addition, employees and volunteers undertake checks of all items immediately before and after usage and any faults are reported straightaway. Faulty plant and equipment is removed and repaired at the workshop. This ensures that all plant and equipment is safe to use.
3. All plant and equipment is regularly maintained. Items with particular technical requirements are maintained by a suitably qualified person. Should any faults occur, the item will be immediately taken out of commission until repaired and checked.
4. Some items of plant and equipment are operated only by employees with relevant experience and qualifications e.g., spraying pesticides. This rule is strictly always observed.
5. All employees are trained in the safe use of plant and equipment and **London Colney Parish Council** always follows the manufacturer's instructions for each individual item.
6. All plant and equipment is stored safely when not in use, either in locked vehicles or at **London Colney Parish Council's** own secure premises.
7. All portable electrical equipment e.g., computers, printers, kettle etc is subject to regular Portable Appliance Testing by a suitably qualified electrician. Records of these tests are kept in the office. **Leigh Casling** is responsible for arranging these tests, acting on their findings and for keeping the records.



## DRIVER SAFETY

**London Colney Parish Council** takes all reasonably practicable steps to protect drivers, other road users and pedestrians who could be affected by the actions of its drivers and the performance of the vehicles used by the Company in the course of its work.

**London Colney Parish Council** aims to minimise the risk presented by its drivers and vehicles by addressing the following five key areas:

1. Managing occupational road risk.
2. Driver compliance checks.
3. Vehicle compliance checks.
4. Identifying high risk drivers.

The findings of the Risk Assessment are passed on to all drivers during induction and annual refresher training, at team meetings, in e-mails and one-to-one meetings.



## MANUAL HANDLING

**London Colney Parish Council** employees and volunteers undertake work in the office, community centre and on all sites. This work involves lifting, carrying and moving heavy and/or bulky items. All employees and volunteers receive training in correct manual handling techniques as part of their induction and ongoing Health and Safety training.

The Council is careful to ensure that employees and volunteers do not carry out manual handling if the task can be carried out by mechanical or other means. However, there are occasions where this is unavoidable.

All work involving manual handling is subject to full and regular Risk Assessments (see page 6 of this Policy).



## SAFE HANDLING AND USE OF SUBSTANCES

'Substances' refers to any chemicals used by **London Colney Parish Council**. This page also refers to any dust, fumes, spray or bacteria which may be produced as a result of work activities.

**Leigh Casling** is responsible for:

- identifying all substances which require a COSHH Assessment (i.e. substances which have the potential to be hazardous to health of **London Colney Parish Council's** employees and volunteers, suppliers, customers or to members of the public);
- undertaking COSHH Assessments and ensuring that all identified actions are implemented;
- ensuring that all employees and volunteers are informed about the COSHH Assessments, the findings and resultant actions;
- checking that all substances can be used safely before they are purchased or generated.

The suppliers provide Health and Safety Datasheets for every substance purchased. **Leigh Casling** ensures that the Company always has the most up-to-date version of all Datasheets. Copies of these are kept in the office Health and Safety file and are always available to all employees and volunteers.

**COSHH Assessments are reviewed every twelve months or when work activities change in any way. A Register of CoSHH Assessments is kept in the Health and Safety file in the office and is always available to all employees and volunteers.**

### **Personal Protective Equipment (PPE)**

All employees and volunteers are either trained in the safe usage of any substances with which they work or provide **Leigh Casling** with proof that they have been trained in their safe usage. Personal Protective Equipment (PPE) is issued where necessary. All PPE is regularly inspected for faults or damage and withdrawn from use if it is found to be below standard in any way. All PPE is properly stored and maintained. All **employees and volunteers** are responsible for their own PPE and must report any faults or damage immediately.



## INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at **London Colney Parish Council's** premises.

Health and Safety advice is available from **Leigh Casling** or his **Deputy, Emma Payne**.

This Health and Safety Policy and associated documentation is available to all employees and volunteers at any time unless deemed confidential e.g., a Risk Assessment specific to a named employee.

All employees and volunteers receive Health and Safety Induction training before taking up work at **London Colney Parish Council** and annual refresher training thereafter.

New employees and volunteers are closely monitored, by either **Leigh Casling** or **Emma Payne**, until they have completed their initial trial work period (the length of which depends upon experience and references). **Leigh Casling** or **Emma Payne** must be satisfied that the new employees and/or volunteers are competent to undertake the tasks assigned to them.

See also page 14 which details the Company's policy for employee training.



## COMPETENCE FOR TASKS AND TRAINING

All employees and volunteers receive annual Health and Safety refresher training and additional Health and Safety training if circumstances change e.g.

- new equipment is purchased;
- the Council expands its operations;
- the Council changes its organisational structure.

This list is not exhaustive.

Job-specific training is provided by **Leigh Casling** or **Emma Payne**.

Specific operations requiring specific training include:

- safety in the use of abrasive wheels
- manual handling of heavy, bulky and awkward loads
- working at height
- spraying pesticides
- safe use of display screen equipment and workstations
- food hygiene safety

and only suitably trained employees and volunteers undertake any such work.

Employees and volunteers are encouraged to request additional Health and Safety training if they feel it is necessary for them to undertake their work safely.

Training records for all employees and volunteers are kept by **Emma Payne**. **Leigh Casling** is responsible for identifying, arranging and monitoring all training.



## DSE ASSESSMENTS

All employees and volunteers who sit at a workstation and use display screen equipment for an hour or more at a time must complete a DSE Assessment before starting work. This includes employees and volunteers who work from home, who hot-desk and mobile workers. These assessments are undertaken annually and the findings are acted upon by **Emma Payne**.

The following categories of employees and volunteers must undertake DSE Assessments more frequently:

- DSE users who are pregnant or who have given birth within the preceding 12 months;
- DSE users who are breastfeeding;
- DSE users with disabilities;
- DSE users who have suffered an injury, whether at work or outside working hours.

The frequency of the assessment is agreed between **Emma Payne** and the employee or volunteer. Medical advice is sought when deemed necessary.

DSE Assessments are also to be undertaken when any change is made to existing workstations or when the layout of the office is changed.

**London Colney Parish Council** ensures that all workstations are correctly set up and that appropriate desks, chairs and computer equipment are provided.

The Council will arrange an eye test for DSE users if requested and will pay for glasses if the eye test shows that special glasses, prescribed for the distance at which the screen is viewed, are needed. If an ordinary prescription is suitable, the Company will not pay for the glasses.



## EVENTS/VENUE HIRE

In addition to hiring out its facilities for private occasions **London Colney Parish Council** also runs a number of events throughout the year. These include a Christmas Fair, a fireworks display, a weekly lunch club and summer events.

The Council is responsible for maintaining its premises in a safe condition. Health and safety at private functions is the responsibility of the hirer as stipulated in the terms and conditions of hire.

Council-run events are planned, managed and monitored by **Leigh Casling** and **Emma Payne**. A risk assessment and safety plan is prepared for each event in consultation with all those involved.

All relevant employees and volunteers are trained in the requirements of the safety plan.





## ACCIDENTS, FIRST AID AND WORK-RELATED HEALTH

### Health Surveillance

Health surveillance for employees and volunteers is not generally required as none of the work undertaken by **London Colney Parish Council** is especially hazardous according to the Risk or COSHH Assessments. However, should any of the work activities change, or the Company undertake any work which could potentially cause harm, **Leigh Casling** will inform the employees and volunteers of the need for instituting appropriate health surveillance. **Emma Payne** will keep copies of the health surveillance records at the Company's office.

### Accidents and First Aid

All vehicles carry a first aid box which is kept fully stocked and is replenished when necessary.

Appropriately-stocked First Aid boxes are kept at each of the Company premises. The locations of the boxes are clearly signed. **Leigh Casling** is responsible for ensuring that the First Aid boxes are well-stocked and replenished when stock is out of date or has been used.

**Leigh Casling** has been trained in basic First Aid and is the company's Appointed Person for first aid. Two additional first aiders required.

All accidents, dangerous occurrences and cases of work-related ill health are recorded on the Accident and Near Miss Report form and analysed using the associated Investigation Form. All records are retained by **Emma Payne**. These forms record details of the incident, the remedial measures taken at the time and the implementation of any training or other identified actions which may be required as a result.

### RIDDOR

Serious accidents, those resulting in absence from work for more than seven consecutive days, cases of work-related ill-health and serious 'near misses' must be reported to the HSE in line with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Such incidents must be reported online: go to <http://www.hse.gov.uk/riddor/report.htm>.

Fatal and specified injuries ONLY can be reported by calling the Incident Contact Centre (ICC) on **0345 300 9923** on Monday to Friday 8:30am to 5:00pm.



Specified injuries are:

- fractures (other than to thumbs, fingers and toes)
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Out of hours reporting is only required:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as the evacuation of people, closure of roads, large numbers of people going to hospital etc.

If an incident occurs which fits these descriptions **Leigh Casling** or **Emma Payne** will ring the duty officer on **0151 922 9235**.



## MONITORING

To check **London Colney Parish Council's** working conditions and ensure that safe working practices are being adhered to, the following monitoring procedures are undertaken:

- unannounced spot checks;
- analysis of accident reports to determine whether there are any trends, patterns or failures in training, instructions etc;
- employees and volunteers informed of any failure in health and safety procedures and steps put in place to prevent a recurrence e.g. re-training, amending the Health and Safety policy or any other appropriate action;
- a full annual Health and Safety audit.

**Leigh Casling** is responsible for investigating, or arranging the investigation of, accidents, dangerous occurrences and work-related causes of absence. He is responsible for acting upon the findings of any investigations in order to prevent a recurrence.

**London Colney Parish Council** ensures it keeps abreast of any relevant changes to Health and Safety legislation and amends this Policy and other relevant documentation accordingly. **Leigh Casling** disseminates this information and training to the rest of the Company.

Changes to the Health and Safety Policy are recorded on page 2.



## EMERGENCY PROCEDURES

### Emergency Procedures

As part of the Company's commitment to providing a safe place of work, **Leigh Casling** has identified the types of emergencies that could potentially arise and drawn up Emergency Procedures to be followed.

**Leigh Casling** is responsible for:

- ensuring that a plan is in place for dealing with emergencies that could arise. This includes serious injuries, explosion, flood, fire, electrocution, chemical spills etc. This list is not exhaustive;
- ensuring all employees and volunteers and anyone sharing the workplace are trained in the Emergency Procedures so that everyone understands what actions to take should an emergency arise;
- reviewing all Emergency Procedures annually, after a drill, after an emergency and when there are any changes to the premises or to work operations.

### Fire safety

**Leigh Casling** is responsible for ensuring that a fire risk assessment is undertaken on all **London Colney Parish Council's** work activities.

Smoking is not permitted at any time *on any* site.

All vehicles are equipped with correctly maintained fire extinguishers and employees and volunteers are trained in their use.

**London Colney Parish Council's** premises are used on a daily basis and visited by employees and volunteers throughout each working day. Properly maintained fire extinguishers are available at all times. All materials are stored correctly and the premises are secured at all times whenever staff are not present.

The premises are equipped with correctly maintained fire extinguishers and employees and volunteers are trained in their use. **Amthal Fire and Security Ltd** is responsible for the provision and maintenance of fire prevention and protection measures.



**Leigh Casling** is responsible for:

- ensuring that the premises are kept tidy to avoid the build-up of combustible materials; at the Community Centre this task is delegated to Emma Payne ;
- arranging the testing of all fire alarms, fire escapes, fire doors and smoke detectors on a regular basis;
- undertaking fire drills every six months; the **Fire Warden** records the results of the drill, identifies any problems and takes steps to rectify these problems.

Records of all tests, emergency drills etc are kept in the company Fire Safety Log Book by the **Fire Warden**.



## WORKING ALONE

Employees and volunteers work alone on occasions. This may include first thing in the morning, last thing in the evening, weekend working and travelling between sites. A Lone Working Risk Assessment is in place and all employees and volunteers who work by themselves are instructed in how to ensure their own personal safety.

All employees and volunteers who work alone carry a charged mobile phone.

The following arrangements are in place to minimise the risks associated with working alone:

- when working alone in the office, no one is allowed entry to the office unless the employee knows or is expecting the visitor and is comfortable to allow them to enter;
- employees and volunteers who work alone must advise their Manager of the time they expect to finish work;
- employees and volunteers who work alone must text their manager when they are leaving;
- employees and volunteers who are not medically fit for lone working (e.g. due to an illness such as epilepsy or diabetes, or if they need to take regular medication) must not work alone under any circumstances;
- employees and volunteers must report any illness or medical condition that may affect their ability to work alone.

In addition, **Leigh Casling** may also:

- agree regular contact (e.g. by mobile phone) at agreed intervals to check on the safety of the employee.

If an agreed contact is missed, **Leigh Casling** will raise the alarm.



## INFECTIOUS DISEASES

In the event of an outbreak of an infectious disease globally, nationally, or locally, **Leigh Casling** will draw up and implement an emergency response plan.

### **Working Group**

**Leigh Casling** will establish a Working Group of employees and/or volunteers who will monitor and co-ordinate activities to control the outbreak.

An appropriate number of employees and/or volunteers are assigned the role of Working Group Member (WGM) each year. “Appropriate number” is defined as a sufficient number of people relevant to the size of the workforce and the duties required. A WGM must be able to carry out their emergency duties in addition to their usual work role.

**Leigh Casling** will appoint dutyholders to take charge of specific tasks e.g. communication, PPE, cleaning, workplace rules etc, as appropriate to the Council’s premises and working conditions.

If the outbreak is at national or global level, the Working Group will adhere to Government and HSE (Health and Safety Executive) guidelines. The Infectious Diseases Risk Assessment will be reviewed and amended according to the type of outbreak, the nature of the disease and official recommendations. All employees and volunteers will be trained in the findings of the updated risk assessment.

### **Communication**

**Leigh Casling** will establish regular and frequent two-way communications with all employees and volunteers throughout the outbreak. This will ensure all staff are kept up to date with how the Council is managing the situation and provide reassurance that risk is being controlled. Employees and volunteers are encouraged to provide feedback on the control measures in place and to make suggestions about how they could be improved.

### **Personal Protective Equipment**

A stock of appropriate Personal Protective Equipment (PPE) is held at the Council’s offices. This includes, but is not limited to:

- disposable items e.g. masks, gloves, tissues etc;
- non-disposable items e.g. visors;
- hand sanitiser;
- disinfectant sprays (of the recommended strength).



If the amended Infectious Diseases Risk Assessment identifies additional PPE requirements, these items will be purchased immediately and added to the stock.

**Leigh Casling** ensures that all PPE is regularly checked and replaced as required e.g. if items have been used or if use by dates have expired.

### **Cleaning**

An enhanced cleaning regime will be designed and implemented in line with official guidelines. Additional cleaning and disinfecting duties will be drawn up and a timetable agreed with the cleaners. These duties will include the cleaning procedure to follow if someone becomes ill at work.

**Leigh Casling** will ensure stocks of appropriate cleaning supplies are available, either by purchasing them or by ensuring cleaning providers have correct and sufficient supplies in place.

**Leigh Casling** will ensure cleaners wear appropriate PPE, either supplied by themselves or from access to the Council's stock.

### **Workplace rules**

**Leigh Casling** will, with the Working Group, agree the rules to be followed in the workplace throughout an outbreak of disease. The rules will be specific to the type of disease and the official guidelines for dealing with it. These rules could include:

- Travelling to and from work;
- Staggering arrival and departure times;
- Staggering lunch breaks and tea breaks;
- Protecting those with whom employees and volunteers share their home;
- Movement within the workplace;
- Safe use of welfare facilities;
- Preventing infection e.g. social distancing, not sharing items (including office equipment, restricting staff numbers etc);
- What to do if someone becomes ill at work.

This list is not exhaustive.

### **Home working**

If employees and volunteers are required to work from home during an outbreak of disease, **Leigh Casling** will ensure the regular two-way communications regime includes all home workers.





**Emma Payne** will provide home workers with advice on lone working without supervision, require them to undertake a DSE assessment (if applicable) and advise them on the signs of stress. He will instruct all managers on how to recognise signs of stress in their team members and also in themselves and what steps to take to remedy such a situation.

**Emma Payne** will ensure that all home workers are contacted regularly to check for signs of stress or of harm to mental health. She will conduct an operational risk assessment before home workers return to the workplace.

### **Monitoring**

**Leigh Casling** will monitor employees and volunteers' behaviour to ensure the emergency response plan is being followed. Any person who breaches the rules will be subject immediately to the Company's Disciplinary and Grievance Procedure.

The Working Group will be stood down when the outbreak is confirmed as being over and that it is safe to return to normal working conditions. This decision will be taken in line with guidance from the Government (in the case of global and national outbreaks) or the Local Health Authority (in the case of localised outbreaks).

### **Closure of premises**

If the Council premises are closed for a period during an outbreak of disease, **Leigh Casling** and the Working Group must ensure the workplace is maintained during the closure if possible. If maintenance schedules have to be suspended during this time **Leigh Casling** will keep a record of the inspections and servicing that are missed.

### **Re-opening of premises**

When a date for re-opening premises has been agreed, **Leigh Casling** must make sure the building is safe to return to. Competent advice will be sought about using any items and equipment which may have become unsafe due to lack of use e.g. water system. The Working Group will not allow anyone back into the workplace until competent advice is obtained to ensure that it is safe to do so.

## Human Resources Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
<b>13/09/2022</b>	Health and Safety Policy	Clerk/GM Manager	To review the parish council's health and safety policy	Review of policies
	HR Budget 2023-24	Clerk	To review the parish council's staff budget for 2023-24	Budget setting
	Staff Review Recommendations	Clerk	To receive a report on recommendations 7 and 10	Update from previous meeting.
<b>08/11/2022</b>	Christmas Opening Hours	Clerk	To review the hours of operation during Christmas holidays	
	Staff Appraisals	Clerk	To receive an update on staff appraisals and review any training needs	
	Staff Handbook	Clerk	To receive an update on the review of the staff handbook by the HR consultant	Review of policies
<b>10/01/2023</b>				
<b>14/03/2023</b>	Training and Development Policy	Clerk	To review the parish council's training and development policy	Review of policies
	Unreasonable Complainant Behaviour Policy	Clerk	To review the parish council's Unreasonable Complainant Behaviour Policy	Review of policies