

## GOSFIELD PARISH COUNCIL – MANAGEMENT OF HEALTH & SAFETY

### Home Working and Loan Working.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Personal Injury	Employees of the Parish Council	<p><b>Employer Responsibilities</b></p> <p>The Parish Council as an employer shall consider the following:</p> <ul style="list-style-type: none"> <li>• How to keep in touch with employees?</li> <li>• How often to ‘touch base’ with employees?</li> <li>• What activities the employees are carrying out?</li> <li>• What potential health &amp; safety risks might an employee encounter?</li> <li>• As an employer, is there anything that can be done to reduce the risk of harm to an employee?</li> </ul> <p>The Parish Council will ensure that regular contact is made with an employee that is working from home.</p> <p>The Parish Council will maintain on ‘open-door’ policy for all employees to encourage disclosure of any possible or potential problems.</p> <p>The Parish Council will also ensure that any home workers or loan workers are able to contact someone in an emergency.</p>	<p>The Parish Council will be mindful that employees working on their own with little or no contact may feel isolated, disconnected or even stressed.</p> <p>NB. The emergency point of contact does not necessarily have to be a member or employee of the Parish Council.</p>			

		<p><b>Working with display screen equipment</b></p> <p>For employees that are working from home on a long-term basis, the risks associated with using display screen equipment must be controlled.</p> <p>An employee regularly using (&amp;/or for long periods of time) must carry out their own 'risk assessment' based on their work station.</p> <p>The following simple steps can help reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• Take regular short breaks (approx.. 5 mins every hour) or change activity</li> <li>• Avoid awkward, static postures by changing position</li> <li>• Get up/move/stretching exercises</li> <li>• Avoid eye fatigue by changing focus or blinking from time to time.</li> </ul>	<p>The Parish Council should be mindful of looking out for signs that an employee might be harmed. Any suspicions/evidence must be reported to ensure that any harm is being prevented. The following may be signs of harm:</p> <ul style="list-style-type: none"> <li>• Aches, pains or discomfort</li> <li>• Isolation or withdrawal</li> <li>• Working more hours than expected or contracted to</li> <li>• Possible signs of stress</li> </ul> <p>If an employee needs help to carry out a workstation risk assessment, the Parish Council must provide support.</p> <p>The Parish Council will also take reasonable action in helping prevent harm to employees (e.g. where necessary providing equipment that may help prevent harm).</p>			
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Re-Adopted

Date 20<sup>th</sup> May 2024

Item 24/088 P

Signed .....Chairman

Review Date: May 2025