Dunchurch Parish Council
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Dunchurch Parish Council

Health & Safety Policy

Introduction

Dunchurch Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employees, contractors, voluntary helpers, and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and will provide, as far as it is reasonablypracticable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working condition.

1. Aims of the Health & Safety at Work Policy

The Council will provide as far as reasonably practicable:

1.1. A safe place of work and a safe working environment with adequate facilities for welfare at work.

1.2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.

1.3. Systems of work that are safe and without risk to health.

1.4. Safe arrangements for the use, handling, storage and transport of articles and substances.

1.5. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.

1.6. Sufficient information, instruction and training of employees, contractors and voluntary helpers to carry out their work safely.

1.7. With regards to training courses, for Employees of the Council or Council Members, the Council shall cover the costs forsuch courses as necessary.

1.8. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

1.9. Safe places of work and safe access to them.

1.10. Safe public areas, where these are under Parish Council control.

1.11. Ensure that all contractors employed by the Parish Council embrace the same standards which the council sets foritself.

1.12. Co-operate with all relevant authorities.

1.13. Ensure that no new machinery or process is introduced without adequate guidance for any person who may be required to use such machinery or process.

1.14. The Council shall assist the Clerk of the parish council to carry out audits and reviews of all operations to ensure compliance with the above.

1.15. All Employees, Councillors and Volunteers of the Council with, at the Council's expense, any appropriate PPE in carrying out their duties for the Council. The Employee/Councillor/Volunteer is responsible for ensuring the PPE is used, in date (where necessary) and in good condition, they shall inform the Chairman if they require replacement PPE.

1.16. The Council, at its expense, shall replace Employee/Councillor/Volunteer PPE as and when necessary.

1.17. The Council shall provide, at its expense, appropriate firefighting and first aid facilities.

1.18. The Council shall ensure, at its expense, that all firefighting equipment and first aid facilities are appropriatelymaintained, serviced and replaced as necessary.

1.19. All Statutory tests deemed to be required by the Council will be carried out at specified intervals and records kept.

2. Responsibilities

All employees, contractors, Councillors and Voluntary Helpers will:

2.1. Take reasonable car for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.

2.2. Take reasonable care for the Health and Safety of other people who may be affected by their activities.

2.3. Not intentionally interfere with or remove guards, safety devices or other equipment provided for health and Safety.

2.4. Co-operate fully with the aims and requirements of this Health and Safety at Work Policy.

2.5. Read and fully comply with the Council's Health and Safety Risk Assessment

2.6. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety

2.7. Report any accidents or hazardous incidents to the Clerk and Chairman.

2.8. Report any 'near misses' to the Clerk and Chairman.

2.9. Any Contractors, Sub-Contractors or Voluntary Helpers of the council carrying out work of any kind shall ensure that their undertakings meet the health and safety requirements of the Parish Council and of any current Health and SafetyLaws and

Regulations in all aspects.

2.10. All Contractors and Sub-Contractors shall ensure they use, wear and maintain appropriate personal protective equipment (PPE) in carrying out their duties for the council. This shall be at the Contractor/Sub-Contractors expense.

2.11. All Contractors & Sub-Contractors should carry a form of personal Identification whilst undertaking their duties for thecouncil.

2.12. No one shall work for the council under the influence of alcohol or drugs.

2.13. Smoking shall only be undertaken by individuals outside, during their breaks and in a designated area away from their working area. This shall also be away from the breathing space of anyone who does not wish to inhale passive smoke.

2.14. Ensure that they take regular rest and comfort breaks in their duties, complying with any statutory laws regarding such breaks.

2.15. Employees shall ensure they take full opportunity of holiday entitlement away from their work as laid down by statutory law in co-operation with the Council.

2.16. Employees shall ensure the Chairman and/or Clerk is made aware of their holiday dates.

The Clerk has the responsibility for determine the Council's Health, Safety and Welfare policies and procedures; they must ensure they comply with all current legislation. The Clerk will:

2.17. Seek assistance from the Chairman, other members of the Council and from external specialists and sources asrequired.

2.18. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities regards health & safety.

2.19. Make effective arrangements to implement the Health and Safety at Work Policy.

2.20. Ask Council members to ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council when relevant and required.

2.21. Work with Council members to ensure that regular risk assessments are carried out of working practices, withsubsequent consideration and review of any necessary corrective/protective measures.

2.22. all contractors shall either supply a written method statement and risk assessment (RAMS) prior to starting work or carry out an 'on-the job' set on RAMS they complete themselves on the day the commence work.

2.23. Ensure that all Contractors have relevant Employers Liability and Public Liability Insurance in place prior to starting work

2.24. Keep on file (electronic if possible) any current copies of contractor's insurance, RAMS.

2.25. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with allreasonable Health and Safety at Work requirements.

2.26. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

2.27. Give all contractors will a copy of the Council's Health and Safety Policy.

2.28. Maintain a Health and Safety Accident Book (may be an electronic file) of any notified Accidents, Incidents and Near Misses.

2.29. If an accident or hazardous incident occurs, the Clerk will take immediate action to prevent a recurrence of further accident and provide full details in the 'Accident Book'

2.30. If an 'near miss's occurs, the Clerk (with assistance from Council members if necessary) will investigate the matter as soon as practically possible, they will then take any appropriate steps to reduce the risk of it occurring again. Full details will be recorded in the Accident Book.

2.31. Shall act the contact and liaison point for the Health and Safety Inspectorate.

2.32. Shall provide a report to the Council at the next meeting of the Council following any accident, incident, and near miss, detailing the facts of the matter which has occurred, and any subsequent steps taken place to ensure the matter does not occur again or has reduced the risk as far as practically possible.

2.33. Shall carry out a vigorous vetting of all who tender for the work on behalf of the Council to ensure that they have a similar regard for Health, Safety and Welfare as the Council.

2.34. Shall ensure that risk assessment(s) for all work activities are in place.

2.35. Shall ensure that the work methods listed in risk assessments are designed to reduce the risks associated with the activities.

2.36. Shall ensure that all information, instructions and training will be made available for all employees, volunteers and councillors regarding any machinery and process used by them on behalf of the Council.

2.37. Will ensure that regular reviews and audits of health and safety documentation, policies, rules and procedures take place as and when necessary. This shall also apply to health and safety documentation, policies, rules and procedures of all contractors and sub-contractors.

3. Supporting Information:

The Health and Safety Executive (HSE) advises that over 200 people lose their lives at work in the UK each year. Additionally, about 150,000 non-fatal injuries are reported and an estimated 2 million suffer from ill health caused or made worse by their work. Local councils are made up of over 80,000 councillors and employ over 25,000 staff and have a legal responsibility to ensure the safety of itsemployees and others.

The Health and Safety at Work Act 1974 imposes duties on employers, the self-employed and employees to protect health and safety.

The duty is set out in clear language in section 2 of the Health and Safety at Work etc Act 1974 which states:

"(1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

(2) Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty

extends include in particular:

- *the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*
- *arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*
- *the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;*
- *so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;*
- *the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."*

Notably, the Employers' Health and Safety Policy Statements (Exception) Regulations 1975/1584 confirms that employers with fewerthan 5 employees are exempt from the s.2(3) duty. Although many local councils will have fewer than 5 employees, NALC strongly recommends, as a matter of good practice, that **all** councils should have a written policies in place.

Duties to Non-Employees (including contractors)

Sections 3(1) and 3(3) of the Act states as follows:

*"It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, **that persons not in his/her employment** who may be affected thereby are not thereby exposed to risks to their healthor safety."*

"In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his/her employees) who may be affected by the way in

which he/she conducts his/her undertaking the prescribed information about such aspects of the way in which he/she conducts his/her undertaking as might affect their health or safety."

A "self-employed person" is defined as an individual who works for gain or reward or otherwise than under a contract of employment,whether he employs himself.

Local councils commonly enter into contracts for the provision of services (e.g. the execution of repairs and improvements)and should ensure that they (i) do not expose contractors to risks to their health and safety and (ii) such contractors do notexpose non-employees (e.g. visitors/public) to risks to their health and safety. On a practical level, local councils should ensure all their independent contractors are competent to undertake the work and request that they have public liability insurance cover.

Section 4 of the Act confers additional duties on local councils by:-

1. Imposing on persons duties in relation to those who—

   (a) Are not their employees; but

   (b) use non-domestic premises made available to them as a place of work or as a place where they may use plant orsubstances provided for their use there, and applies to premises so made available and other non-domestic premisesused in connection with them.

2. It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means of access thereto or egress therefrom or of any plant or substance in such premises to take such measures as itis reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress therefrom available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health.

Non domestic premises' are premises not occupied as a private dwelling (including garden, yard, garage and outhouse).

Local Councils regularly employ people to provide services (e.g. catering, repair work, grass cutting) to them in land or premises which they own or manage (e.g. recreational facilities,

parks, and burial grounds) and should take note of the effect of section 4 above.

Duty of Employees

1. Section 7 of the Act states that it shall be the duty of every employee while at work:
   (i) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
   (ii) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Regulations and Codes of Practice

The 1974 Act is supplemented by a number of Regulations and Codes of Practice. A brief outline (only) is provided below. Councils who believe that Regulations or Codes apply to them should seek further information from the HSE.

1 Management of Health and Safety at Work Regulations 1999 (as amended)

Regulation 3 (of the above) requires employers to carry out "Risk Assessments". A Risk Assessment has been described as "nothing more than a careful examination of what, in your work, could cause harm to people. Risk assessment should be a practical exercise, aimed at getting the right controls in place." Further information is provided in a leaflet published by the HSE called 'Five Steps to Risk Assessment'. To demonstrate how straightforward this exercise can be, the 5 steps are summarized as follows:-

Step 1 - Identify the hazards
Step 2 - Decide who might be harmed and how
Step 3 - Evaluate the risks
and decide on
precautionsStep 4 -
Record the findings and
implement them
Step 5 - Review the risk assessment and update if necessary

Regulation 7 requires employers to appoint one of more competent persons (who may or may not be in the council's employment) to assist them in undertaking the measures they need to take to comply with statutory requirements imposed upon them. Employers should ensure that the number of persons so appointed, the time

available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

2 The Workplace (Health, Safety and Welfare) Regulations 1992

These Regulations cover a number of diverse issues including:

(iii) ventilation;

(iv) temperatures in indoor workplaces;

(v) work in hot or cold environments;

(vi) lighting;

(vii) cleanliness and waste materials;

(viii) room dimensions and space;

(ix) workstations and seating;

(x) maintenance;

(xi) falls into dangerous substances;

(xii) transparent or translucent doors, gates or walls and windows;

(xiii) windows doors and gates;

(xiv) escalators and moving walkways;

(xv) sanitary conveniences and washing facilities;

(xvi) drinking water;

(xvii) accommodation for clothing and facilities for changing; and

(xviii) facilities for rest and to eat meals.

Further information can be found in the HSE publication 'Workplace health, safety and welfare - A short guide for managers'.

3 Personal Protective Equipment at Work Regulations 1992

Personal Protective Equipment's is defined by the Regulations as:

> *"all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety."*

The main requirement of the regulations is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Further information in respect of these Regulations can be found in a leaflet published by the HSE called 'A short guide to the Personal Protective Equipment at Work Regulations 1992'.

4 Manual Handling Operations Regulations 1992

Manual handling is transporting or supporting loads by hand or using bodily force. The HSE advises that manual handling causes more than a third of all over-three-day injuries reported each year to HSE and local authorities.

The regulations require employers to:

i. avoid the need for hazardous manual handling, so far as is reasonably practicable;
ii. assess the risk of injury from any hazardous manual handling that cannot be avoided; and
iii. reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The HSE has published a leaflet called 'Getting to Grips with Manual Handling'.

There are a number of other Regulations which may be relevant to local councils. These include:

(xix) The Work at Height Regulations 2005;

(xx) The Electricity at Work Regulations 1989;

(xxi) The Provision and Use of Work Equipment Regulations 1998;

(xxii) The Lifting Operations and Lifting Equipment Regulations 1998;

(xxiii) The Confined Spaces Regulations 1997;

(xxiv) The Health and Safety (First Aid) Regulations 1981;

(xxv) The Regulatory Reform (Fire Safety) Order 2005; and

(xxvi) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Consultation with Employees and Safety Representatives

Two sets of Regulations govern how and when employers should consult with their employees. These are:

i. The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996; and
ii. The Safety Representatives and Safety Committees Regulations (SRSCR) 1977.

Further details can be found in the HSE publication 'Consulting Employees on Health and Safety Law'.

Health and Safety Enforcement

Inspectors from the Health and Safety Executive (HSE) or local authorities enforce Health and Safety law. Inspectors have broad powers and:

(xix) have powers of entry;

(xx) can serve improvement notices;

(xxi) can serve prohibition notices;

(xxii) can serve a notice requiring information; and

can commence criminal proceedings for breaches of the duties and obligations set out in the Act or the regulations (as set out above).

Insurance

Local councils are required by the law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details of the Act are set out in the HSE's publication 'Employers' Liability (Compulsory Insurance) Act 1969 - A guide for employers'.

Home working

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This section describes the working arrangements and expectations that will apply if you work from home.

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis. If you are considering whether to request home-based working, please refer to the Flexible Working Policy.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

You must complete and submit a 'Home Based Workers Risk Assessment' to the Clerk. This is a checklist for you to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to your arrangements such as new equipment or changes to your home-office space.

You must complete and submit a workstation risk assessment and ensure that this remains up-to-date. If you have any questions about the risk assessment, or if you identify any potential risks when carrying out the assessment, you should refer these to the Clerk in the first instance.

Some of the most important considerations include: -

- If possible, an area should be set aside form the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,

- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

Facilities and equipment

The council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- Printer/scanner
- Laptop computer
- Photocopier
- Mobile telephone

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Clerk know of any need to maintain or replace the equipment. Should the risk assessment identify any further equipment that is necessary, please discuss this with the Clerk.

All equipment provided by the council is for you to work safely and effectively at home and cannot be used for personal use by you or your family.

All equipment will belong to the council and you will be required to return it to us promptly should you leave our employment. If we are unable to make suitable arrangements, we may collect the equipment and any documents before your last day.

Hours of work

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

Potential conflicts of interest

During your hours of work, the council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk (see the Dependant Leave Policy).

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and,
- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

Furthermore, the laptop computer and other equipment provided by us must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Visits to work premises

On occasions will may need to attend council offices for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

Insurance, mortgage or rental agreements

Whilst our Employer's Liability Insurance extends to home based staff, and any council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

Home working

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated loan working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This policy was adopted at a meeting on 12th May 2025, minute reference xxxxx, and will be reviewed annually or sooner should legislation dictate.

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This policy was adopted at a meeting on 19th May 2025, minute reference 25.015(j), and will be reviewed in two years or sooner should legislation dictate.