

HOME WORKING POLICY

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 their own Health and Safety and the Health and Safety of others affected by what they may do.
3. It is the Clerk's responsibility to report all employment related incidents or hazards to the Chair of Caister on Sea Parish Council.
4. As an employer Caister on Sea Parish Council has a duty to report and keep a record of all accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury in the Statutory Accident Book.
5. Caister on Sea Parish Council has overall responsibility for ensuring that there are arrangements for identifying, evaluating and managing the risk associated with home working. Caister on Sea Parish Council's Risk Assessment requires the Clerk to undertake a risk questionnaire relating to the risks arising of the use of their home as an office not less than every four years. The result of the questionnaire is to be reported to the Chair of Caister on Sea Parish Council and any issues arising from this are to be reviewed and auctioned. If deemed necessary an inspection will be undertaken by a Councillor with prior notification and agreement with the Clerk.
6. The Clerk is encouraged to access the free leaflets on the HSE website:
<http://www.hse.gov.uk/pubns/leaflets.htm> (in particular relating to Home Working)
7. The Office Risk Assessment Questionnaire is based on the template downloaded from the Health and Safety Executive website and covers:
 - 7.1 Slips and Trips
 - 7.2 Manual Handling
 - 7.3 Health of workers in the office environment

7.4 Computers, laptops and similar equipment, including work station assessment

7.5 Fire

7.6 Of the work equipment used at home, as an employer Caister on Sea Parish Council is only responsible for the equipment it supplies, however the questionnaire covers all office equipment used in the course of the Clerk's work.

7.7 Lone working.

7.8 Gas appliances.

7.9 Manual Handling, Computers/working with Display Screen Equipment

8. Caister on Sea Parish 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 contactable by phone and email.

9. Caister on Sea Parish Council are to ensure measures are in place to prevent the Clerk from becoming isolated from the rest of their professional community. Attendance at appropriate training events is to be encouraged by the Chair.

SignedK Wood.....Chair

Date13.11.2023.....

To be reviewed annually