

5	WELLBEING & SAFEGUARDS

5.1 SICKNESS & CAPABILITY POLICY

Staverton Parish Council takes the health and welfare of its clerk extremely seriously and aims to minimise any absence due to sickness through safe working practices and consistent, open and effective communication.

[Notifying the Council of your Absence](#)

On the first day of sickness, and each working day of absence (until a medical certificate has been provided to cover your absence), please telephone the HR Representative or a member of the Council at the earliest possible opportunity'

Notification is to be made personally, or if you are unable to do so, by a relative, neighbour or friend.

Failure to fulfil your obligations in this respect may result in disciplinary action being taken against you. The Council also reserves the right to withhold sick pay for a failure to comply with Council reporting requirements.

If you are off work on long-term sickness, the HR representative or the chairman may contact you periodically, at mutually agreed times, to ascertain your progress towards recovery and discuss ways in which the Council might be able to help you in this regard.

Evidence of Incapacity for Work

In cases of illness of up to seven days (including Saturdays and Sundays) a self-certification absence form must be completed upon return to work.

If your absence has been for longer than seven days (irrespective of whether they are working days), or you know it will be, you must obtain a certificate from your doctor (a “Statement of Fitness for Work”) stating that you are “not fit for work” and the reasons why. You should send your Statement of Fitness for Work to the HR Representative.

If your doctor gives you a certificate stating that you “may be fit for work” you should inform your the HR Representative or the Chairman immediately. They will discuss with you any additional measures that may be necessary to enable you to return to work, taking account of your doctor’s advice.

As absences can cause administrative problems, it is vital that you keep the Council informed of your progress and your likely return to work. You must therefore comply with all reasonable requests of the Council for information about your progress. You must also supply the Council with consecutive Statement of Fitness for Work Certificates to cover your absence.

Sick Pay

As detailed within the clerks Terms & Conditions.

Long-term Sickness

If you are absent from work on a regular or prolonged basis, the Council may have to consider terminating your employment on the grounds of incapacity. This will be dealt with on a case-by-case basis.

The Employee's Capability

Where capability issues have been identified, the HR representative will discuss their concerns with you during an informal meeting. At the meeting the HR representative will discuss what level of performance is expected from you, and together, you should suggest options where changes could be made to ensure resumption to a high standard of work performance.

Dismissal

Where efforts have been made to assist you in resuming your duties to a high standard and these have not been successful over the agreed period of time, the HR representative will inform you and issue a final written warning. At this point, a further period of time will be agreed within which agreed improvements must be made.

If your performance is still not at the required standard after this second agreed period –and there are no exceptional reasons for this – the Council will move forward with a formal dismissal, giving appropriate notice.

Appeal Procedure

If it has been deemed necessary to terminate your employment, you are entitled to appeal against the decision. You should do this in writing to the HR Representative within five working days, giving details of the grounds on which you feel an appeal is justified.

The appeal procedure will be conducted by someone not previously involved in the decision to dismiss so that they may consider the matter on an independent basis.

You will be notified of the outcome of the appeal in writing, within five working days. If you do not agree with the decision of the appeal, you may take the matter to an industrial tribunal.

5.2 HEALTH & SAFETY POLICY

The Council is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the Council's procedures and systems on health and safety.

While the Council will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is actually the responsibility of each and every employee, which includes employees taking reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person.

If an employee is unsure how to perform a certain task due to insufficient training or instruction, or feels it would be dangerous to perform a specific job or use specific equipment, then it is that person's duty to report this as soon as possible to their line manager, explaining their reasons. Alternatively, an employee may, if they prefer, invoke the Council's formal grievance procedure.

Disciplinary procedures may be taken against any employee who violates the Council's health and safety rules and protocols, or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it could potentially amount to gross misconduct, rendering the employee liable to summary dismissal.

With regard to health and safety, the Council will pay particular attention to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work;
- Providing a safe means of access to, and egress from the workplace;
- The provision and maintenance of equipment and systems of work that are safe;
- Arrangements for ensuring safety of employees in connection with the use, handling, storage and transport of items and substances;
- The provision of such information, instructions, training and supervision to employees as is necessary for them to perform their duties correctly, adequately and paying due regard to their safety and the safety of other persons.

The Council also recognises its duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by the Council's work operations.

Staff Training

Each employee will be trained in safe working practices and procedures relevant to their role. Training includes full instruction on the safe use of any necessary equipment provided.

At-risk Employees

The Council recognises that certain employees may, from time-to-time, be at increased risk of injury or ill-health resulting from work activities.

To ensure the risk to these groups is minimised as much as possible, the Council requires that employees advise the Chairman if they become aware of any change in their personal circumstances which could result in their being at increased risk.

Examples of such changes could be certain medical conditions, permanent or temporary disability, taking medication or becoming pregnant. If any employee is in doubt whether a change arising in their personal circumstances could increase their exposure to risk, they should consult with the Chairman.

First Aid and Reporting Accidents at Work

First aid boxes are located at ???.

Any injury sustained by a person at work, however small, must immediately be reported to the Chairman and recorded in the accident book. The accident book is located in the first aid kit.

Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive.

General Safety Rules

- All employees, temporary workers and contractors should be aware of, and adhere to the Council's rules and procedures on health and safety;
- Any identified unsafe working practices or conditions must be immediately reported to the Chairman. Activities which could potentially jeopardise the health and safety of any person are forbidden;
- Any person who cannot perform their duties due to ill-health or fatigue will not be allowed to work if this might jeopardise the health and safety of any person;
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties;
- All waste materials must be disposed-of carefully in the receptacles provided and in such a way that they do not constitute a hazard to others
- No employee should undertake a job which appears to be unsafe. They must report their findings and reasons to a Manager as soon as possible;
- No employee should undertake a job until they have received adequate safety instructions and they are authorised to carry out the task;
- All injuries must be reported to the Chairman;
- All materials must be properly and safely used and when not in use, properly and safely secured;
- Good safety practices for specific tasks should be well-planned and instructions documented to avoid injuries in the handling of heavy materials and while using equipment;
- Work stations and work areas must be kept clean, tidy and with all spillages cleaned up immediately;
- Employees should:
 - use handrails when ascending or descending stairs;
 - never read while walking;
 - close filing cabinet drawers when not in use;
 - keep all floor areas free from obstructions.