

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974



MALDON DISTRICT
COUNCIL

Version: 6	Date of Issue: September 2025	Review date:
	Reviewed:	September 2026
<i>Updates from version 5</i>	<i>Updates from version 5</i> <ul style="list-style-type: none"> • <i>Revisions of roles and responsibilities, including Chief Exec. and Deputy Chief Exec., addition of monitoring of H&S performance.</i> • <i>Clarity regarding supply of ergonomic workstation equipment.</i> • <i>Revisions to fire marshal and first aider duties</i> • <i>Addition of duties with respect to contractors</i> • <i>Additional duties and clarification for employees</i> 	
Consultation:	<i>Safety Representatives consulted July 2024. Elected Members (safety representatives) consulted April - May 2025 – revisions implemented.</i> <i>Strategy and Resources Committee: 23rd January 2025 & 24th July 2025</i>	

Working Group		
S. Green	H. Wheatley	A. Cardy
C. Hughes	G. Button	M. Winslow
A. Altoft-Shorland		
Lead Officer		
P. Baccarini	<i>P. Baccarini</i>	
Endorsed by:		
D. Wilkinson (Chief Exec.)		
P. Dodson (Deputy Chief Exec.)		
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Health and Safety at Work etc. Act 1974

HEALTH AND SAFETY POLICY STATEMENT

of

MALDON DISTRICT COUNCIL

At Maldon District Council, we are fully committed to ensuring the health, safety, and well-being of all our employees, Members and everyone who may be impacted by our activities. We shall do everything so far as reasonably practicable to create a safe and supportive working environment, both for our staff, our Members and the public. We shall strive to follow the principles of Health and Safety Management set out in the Health and Safety Executive's guidance "Managing for Health and Safety" (HSG 65).

To achieve this, we commit to:

- Assess risks carefully and regularly to identify and address potential hazards.
- Provide and maintain safe equipment, systems of work, and work environments to minimize risks.
- Ensure that all materials and substances used in our operations are handled, stored, and transported safely.
- Offer clear information, training, and guidance to help our employees avoid hazards and play an active role in staying safe.
- Make sure employees are fully trained and competent to do their jobs safely.
- Actively work towards reducing the number of workplace accidents and cases of work-related illness.
- Keep a close eye on any health and safety risks associated with our work and take the necessary steps to control them.
- Maintain a healthy and safe workplace, with appropriate facilities to support our employees' welfare.
- Regularly consult and communicate with our employees and elected Members (or their representatives) on health and safety matters that may affect them.
- Review and update this policy, as well as the arrangements in place, on an annual basis to ensure that it is meeting its objectives and identify areas for continuous improvement.
- Ensure that senior management is actively involved in overseeing health and safety, with regular updates provided to Council Members to maintain transparency and accountability.

We believe that a good health and safety culture is everyone's responsibility, and we are committed to fostering a positive culture for safety and well-being across our organisation.

Signed:

Date:

Chief Executive:

Deputy Chief Executive: Roles & Responsibilities

Every employee and member has a responsibility to look after their own health and safety, as well as the safety of others who may be affected by their actions at work. If anyone notices anything that could be a health and safety concern, whether it's an incident, accident, near miss, or potential hazard, it's important that they report it as soon as possible.

We all need to work together to make sure we meet our legal responsibilities and keep the workplace safe. This means being proactive, following the safety rules, and helping each other stay safe.

While the overall responsibility for health and safety falls to the Corporate Leadership Team, it's the duty of all levels of management to ensure this policy is followed and that it's regularly reviewed. Everyone must help ensure the policy is put into practice, using the supporting documents, such as policies and procedures.

This policy will be shared with all employees, Members and contractors, and it will be made available to anyone who wishes to see it.

Below is an overview of the roles of key groups involved in maintaining health and safety.

Name	Function
Members (functional roles)	<p data-bbox="333 1162 1139 1196"><u>Members of the Council's Strategy and Resources Committee</u></p> <ul data-bbox="381 1240 1406 1397" style="list-style-type: none"> <li data-bbox="381 1240 1406 1319">• To provide member input in supporting the development and implementation to the council corporate Health and Safety Commitments. <li data-bbox="381 1319 1406 1397">• To agree the health and safety policy, statement of intent and overall arrangements set out for health and safety. <p data-bbox="333 1442 1310 1476"><u>Members of the Council's Performance, Governance and Audit Committee</u></p> <ul data-bbox="381 1520 1414 1912" style="list-style-type: none"> <li data-bbox="381 1520 1414 1554">• To review the corporate health and safety improvement plans. <li data-bbox="381 1599 1414 1677">• To receive regular reports on health and safety and consider performance against determined KPI's . <li data-bbox="381 1722 1414 1834">• To ensure adequate resources are allocated when setting budgets and determining capital expenditure in order to secure the health and safety of the workforce and others who may be affected. <li data-bbox="381 1879 1414 1912">• To promote a positive attitude towards health and safety.

Name	Function
Chief Executive and Deputy Chief Executive	<ul style="list-style-type: none"> • To endorse the health and safety policy and statement of intent and ensure its annual review. • To agree the health and safety policy statement of intent and overall arrangements set out for health and safety. • To maintain overall responsibility for health and safety. • To provide effective corporate governance to manage corporate risk. • To ensure effective management structures and arrangements are in place to deliver policy and procedure. • To ensure mechanisms are in place to consult with union and non-union staff representatives on health and safety issues. • To be informed of serious accidents, investigations, potential and actual enforcement including the serving of notices and prosecutions. • To make available adequate resources for health and safety, including budget. • To set and review health and safety performance indicators, including their sufficiency. • To promote a positive attitude towards health and safety, ensuring action is taken where incidents of non-compliance are highlighted.
Assistant Directors	<ul style="list-style-type: none"> • To agree operational policies and procedures required for legal compliance and to support the themes set out in the council's general health and safety policy. • To ensure effective management structures and arrangements are in place to deliver policy and procedure within their area of responsibility. • To ensure that staff within their area of responsibility are aware of their health and safety responsibilities and maintain compliance. • To consider health and safety concerns reported to them by their managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to the Corporate Leadership Team. • To consider health and safety reports presented to the Corporate Leadership Team and agree an appropriate course of action where considered necessary, ensuring compliance with legal requirements.

Name	Function
	<ul style="list-style-type: none"> • To promote a positive attitude towards health and safety. • To ensure budget is allocated year on year to fund health and safety improvements, activities, training and equipment within their service areas.
Service Managers & Heads of Service	<ul style="list-style-type: none"> • To ensure effective management structures and arrangements are in place to deliver policy and procedure within their service areas. • To ensure that staff within their service area are aware of their health and safety responsibilities and of the arrangements for health and safety, maintaining compliance at all times. • To ensure that: risk assessments are undertaken in accordance with corporate procedure; that significant findings are brought to the attention of all employees who may be affected by the work activity; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager. • To ensure that: training requirements specific to their service areas are identified and addressed; employees under their control are capable and competent through adequate information, instruction, training and supervision; and records of such are kept. • To consider health and safety training whilst undertaking personal development plans, ensuring that any training needs are identified and recorded. • To undertake regular monitoring and review of the health and safety arrangements within their services to ensure policy and procedure is being followed. • To consider health and safety concerns reported to them by their line managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to their Assistant Director. • To ensure that all notifiable accidents, diseases and dangerous occurrences are reported to the Health and Safety Executive. • To provide health and safety information to the Council's Corporate Health and Safety Manager on request. • To promote a positive attitude towards health and safety. • To ensure budget is made available to fund health and safety improvements, activities, training and equipment within their service areas, or outside of their service areas, where requested to do so.

Name	Function
	<ul style="list-style-type: none"> • To include Health & Safety considerations and actions within their Service Plan specific to their team's needs and to keep these updated.
Team Managers & Team Leaders	<ul style="list-style-type: none"> • To undertake suitable and sufficient assessments of risk within their areas of responsibility in accordance with corporate procedures. • To ensure that: the significant findings of risk assessments are brought to the attention of all employees who may be affected by the work activity; that copies are readily available to employees; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager. • To document and periodically review departmental guidance relating to health and safety issues, having regard to corporate procedures. • To ensure all employees are aware of corporate and departmental health and safety procedures and guidance: in particular, that all employees, contractors and visitors are aware of the emergency arrangements with regard to the workplace. • To identify and address training requirements within their areas of responsibility; to ensure that employees under their control are capable and competent to undertake the task, receiving adequate information, instruction, training and supervision; and to keep records of such. • To consider health and safety training whilst conducting performance reviews, ensuring that any training needs are identified and recorded. • To act quickly to resolve risks highlighted through the risk assessments or as instructed by the Corporate Health & Safety Manager. • To report any health and safety concerns that cannot be resolved within their area of responsibility to their line manager. • To monitor and review of health and safety arrangements to ensure corporate and service procedures and guidance are being adhered to. • To provide health and safety information to the Council's Corporate Health and Safety Manager on request. • To promote a positive attitude towards health and safety. <p>Where applicable:</p> <ul style="list-style-type: none"> • To co-ordinate health and safety with regard to contractors having regard to the corporate procedure: adopt procedures for the management of vetting and monitoring of health and safety competencies of contractors; to undertake checks on their performance, training and accident records; to

Name	Function
	monitor their performance to ensure the workforce is complying with company procedures and standards defined in their contract specifications.
Asset & Building Services Manager- As per Team Managers and:	<ul style="list-style-type: none"> • To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work. • To implement compliant controls with regards to asbestos containing materials where they are the responsible person; to identify risks through assessment, implementing adequate controls to mitigate the risk, in particular during any refurbishment or maintenance activities. • To implement compliant controls with regard to Legionella where they are the responsible person; to identify risks through assessment and implementing adequate controls to mitigate the risk.
<p>Resources Casework Manager: <i>For the Princes Road Offices</i></p> <p>Countryside & Parks Team Leader: <i>For the Parks Depot</i></p> <p>Asset & Maintenance Team Leader: <i>For the Maintenance Depot</i></p>	<ul style="list-style-type: none"> • To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work. • To ensure that: the physical aspects of the workplace, e.g access, egress, traffic routes, rest facilities, common parts, ventilation, heating, etc., are considered for risks; that regular checks at a pre-determined frequency are undertaken; and records are kept of these checks; to prioritise work according to health and safety risk and to keep records of any remedial work undertaken. • To ensure successful and timely evacuation of the building in the event of an emergency to co-ordinate and maintain the emergency evacuation plans and the security of buildings; to undertake and review the site-specific fire risk assessments and procedures on an annual basis. • If applicable, to ensure the co-ordination and monitoring of the fire marshals: ensuring that nominated officers are capable of carrying out the task; and receive adequate information, instruction, training and supervision commensurate with their role. • To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors. <p>To ensure that responsibilities delegated to personnel in their teams as set out in corporate health and safety procedures / arrangements are fulfilled.</p>

Name	Function
<p>Resources Casework Manager: <i>For the Princes Road Offices</i></p> <p>Head of Assets Countryside and Coast <i>For the Parks Depot & the Maintenance Depot</i></p>	<ul style="list-style-type: none"> • To ensure the appropriate selection, installation and maintenance of workstation equipment to facilitate good ergonomic and safe practices in their use.
Lead Specialist ICT	<ul style="list-style-type: none"> • To ensure the appropriate selection, installation and maintenance of ICT equipment to facilitate good ergonomic and safe practices in their use. • To support the use of equipment and software in administering and maintaining safety measures, appropriate communication, and the security of staff. • To co-ordinate with facilities to ensure that ICT equipment and assets used in the support of ICT systems (including back-up systems) are inspected and tested to ensure safe operation at all times. • To ensure that functions delegated to the IT team as set out in corporate health and safety procedures / arrangements are fulfilled.
Council's Corporate Health and Safety Manager	<ul style="list-style-type: none"> • To give advice on health and safety issues to the Corporate Leadership Team and Assistant Directors, Head of Service and managers on request and to advise them of any known health and safety failings. • To maintain a corporate record of service risk assessments. • To clarify health and safety responsibilities. • To ensure effective means of communication and consultation. • To provide information about the Council's Health and Safety Policy, organisation, procedures and arrangements and to ensure it is readily available to employees and to the HSE on request. • To keep a record of accidents or incidents. • To report notifiable accidents, diseases and dangerous occurrences to the Health and Safety Executive. • To report any health, safety and welfare failings and make recommendations to the Corporate Leadership Team.

Name	Function
	<ul style="list-style-type: none"> • To report regularly to the Performance Governance and Audit Committee on the corporate management of health and safety.
Fire Marshals	<ul style="list-style-type: none"> • To oversee evacuation in line with the Fire Evacuation Procedure in the event of the emergency alarm sounding. • To follow the arrangements set out in the Corporate Fire Evacuation and Bomb Procedures. • To report omissions or issues with the above arrangements to the Corporate Health and Safety Manager
First Aiders	<ul style="list-style-type: none"> • To give first aid assistance on request. • Where applicable, to ensure their allocated first aid kit is adequately stocked with first aid items and to arrange reordering when central stocks are low. • To follow arrangements as set out in the corporate First Aid Procedure. • Facilities Team to ensure the first aid room is kept clean and tidy and there are adequate stocks of first aid items / materials. To ensure that site-based defibrillators remain operational. • Depot team leaders (or nominated first aiders) to ensure that first aid kits and associated consumables are stocked sufficiently and in-date. To ensure that site-based defibrillators remain operational.
All employees	<ul style="list-style-type: none"> • To co-operate with the Council and their line managers on all matters relating to health and safety. • To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk. • To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors. • To make proper use of equipment provided including personal protective equipment (PPE). • NOT to interfere with anything that safeguards their health and safety or the health and safety of others. • To report all health and safety concerns to their line manager or another appropriate person. • To report all accidents, incidents, hazards and near-misses to their line

Name	Function
	<p>manager and follow the arrangements laid out in the corporate 'Accident and Incident' procedure.</p> <ul style="list-style-type: none"> • To complete a 'Unacceptable Behaviour Reporting Form' if subjected to abuse, threats or assault and follow the arrangements laid out in the corporate 'Unacceptable Behaviour at Work' procedure. • To follow corporate and departmental health and safety procedures including any control measures identified through risk assessment.
Employees appointing contractors, or inviting visitors to MDC premises	<ul style="list-style-type: none"> • Where involved in the appointing of contractors via the tender process; to ensure that sufficient precautions are in place to ensure safety throughout the life of the contract and to follow the corporate procedure. • To ensure that risk assessments are submitted in a timely manner and are sufficient with appropriate precautions in place for the tasks being undertaken and in the situations that may arise. • To ensure that contractors and visitors understand MDC health and safety policies or procedures (where appropriate to their work or visit), including emergency procedures. • To ensure that contractors and visitors, for whom they are responsible, comply with the accident and incident reporting requirements of MDC. • To ensure that contractors and/or visitors are trained and/or competent to undertake the tasks or follow the instructions they must follow in terms of ensuring the health and safety of themselves and others. <p>To ensure that contractors are insured to carry out the work they have been engaged to undertake.</p>
Union Health and Safety Representatives	<ul style="list-style-type: none"> • To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation. • To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative. • To participate in the Council's consultation process representing Union Members in matters relating to health and safety. <p>They may (with appropriate support from Maldon District Council):</p> <ul style="list-style-type: none"> • Undertake regular inspections of the workplace. • Investigate potential hazards and examine the causes of accidents in the

Name	Function
	<p>workplace.</p> <ul style="list-style-type: none"> Investigate complaints by a Union member relating to their health, safety and welfare. Represent employees in consultation with HSE inspectors and receive copies of associated reports. Liaise with management on matters relating to health and safety and have access to certain information.
All Members	<ul style="list-style-type: none"> To follow the requirements of the Health and Safety Management plan Sign in and out of council buildings as required by the prescribed method. To co-operate with the Councils requirements that apply on matters relating to health and safety. To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk. To ensure that they are aware of the emergency arrangements with regard to workplaces used for council business ; and to undertake and review the arrangements for out of hours working or visits to residents or outside organisations. NOT to interfere with anything that safeguards their health and safety or the health and safety of others. To report all health and safety concerns to the appropriate officer or member health and safety representatives. To report all accidents, incidents, hazards , near-misses or safety concerns to the appropriate officer or member health and safety representatives and follow the arrangements laid out in the corporate 'Accident and Incident' procedure.
Health and Safety representatives	<ul style="list-style-type: none"> To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation. To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative. To fully participate in the Council's consultation process on matters relating to health and safety. To make representations to the Council on potential hazards and dangerous

Name	Function
	<p>occurrences at the workplace which affect, or could affect, the group of employees they represent.</p> <ul style="list-style-type: none"> • To make representations to the Council on general matters affecting the health and safety at work of the group of employees they represent and on such matters as they are consulted. • To represent the group of employees in consultation with HSE inspectors and received copies of associated reports.

Arrangements for Health and Safety

At Maldon District Council, we manage health and safety through a series of detailed policies and procedures that explain how we make sure everyone stays safe. These documents are designed to implement the Council's health and safety goals and are available to all staff through the Council's SharePoint system (**MDC-HSP-000 Health and Safety Policy Index**).

There are over 30 policies and procedures that cover various aspects of health and safety. Some of these documents are key to our overall approach and deal with essential safety topics. There is a summary of these core documents below, along with a full list in the table further on in the policy.

Risk Assessment

Risk assessments are vital to keeping our staff and everyone involved with the Council safe. They help us make sure that no one is exposed to unacceptable risks. The procedure we follow for risk assessments (**MDC-HSP-023**) ensures that we take a consistent approach to assessing risks in all of our planned activities.

However, in certain specific or technical work areas, we may use alternative methods to carry out risk assessments. To make sure we're addressing the most serious risks, we use a risk matrix and a corporate risk assessment tool that help us identify and manage unacceptable risks.

We're also working towards creating a central database that will link all department-specific risk assessments, making it easier to track and manage them across the Council.

Accident and Incident Reporting

We consider it unacceptable for any incidents of harm to occur to any of our staff, Members or visitors and are committed a journey to eliminate these (as far as possible) from our workplaces. We do recognise that, from time to time, accidents and incidents do happen and we encourage all staff to report them, no matter how small, using the Council's designated reporting tool or by speaking directly to their line manager, corporate health and safety manager or safety representative. While we have a legal responsibility to report specific accidents and incidents, we also believe it's important to track all adverse events. Doing so helps us learn from every situation and improve our safety practices and allows us to put a focus on areas that are causing concern.

We regularly monitor trends in accidents and incidents, and will formally review them quarterly. If any event results in injury, or could have caused serious injury or damage, we conduct a thorough investigation to identify the causal factors and root causes and take the necessary steps to prevent a similar event from happening again.

Unacceptable Behaviour

We understand that our staff, Members and contractors may face difficult situations due to challenging interactions with customers or Members of the public. These interactions can sometimes lead to workplace violence, which not only poses a risk of physical harm but can also have a negative impact on s mental health and well-being.

To address this, we closely monitor and record incidents where staff, Members or directly employed contractors are subjected to unacceptable behaviour. Staff and Members are required to report these events through the Council's reporting tool. We maintain a database of such incidents with the goal of protecting our staff and partners from future harm.

If we identify repeat offenders, we may contact them to warn them about their behaviour or restrict their access to our services. Any form of unacceptable behaviour, whether in person, over the phone, or through electronic communication, will not be tolerated. More serious incidents will be thoroughly investigated and, where appropriate, referred to the relevant authorities.

Consultation

In the UK, it's a legal requirement for employers to consult their employees on matters related to health and safety. We believe that consulting with our employees leads to better decision-making, stronger cooperation, and a greater sense of ownership when it comes to implementing safety measures.

At Maldon District Council, health and safety is a key topic at our monthly Corporate Leadership Team meetings. We also give it special focus in the Senior Managers Health and Safety meetings, which take place every six weeks, and during our quarterly Safety Action Team (SAT) meetings.

The SAT is made up of staff members who act as safety representatives for different departments or areas. They provide a broad perspective, ensuring that health and safety concerns are addressed across the whole organisation. Most members join voluntarily because they have an interest in health and safety, though some are asked to participate by their line managers for professional development or other reasons. If applicable, union representatives are also invited to join, in line with the Safety Representatives and Safety Committees Regulations 1977.

SAT meetings are formally documented through meeting minutes, and the meetings follow a clear 'terms of reference' document. Any staff member is welcome to approach the safety representatives, either directly or by emailing: .

Whilst Members are not classed as employees, we recognise the need to liaise with our Members regarding Health and Safety matters and have put this into our Health and safety plans and arrangements to allow communication and consultation channels to be maintained.

Training

Training is essential for ensuring our staff and Members are competent and confident in their roles, especially when it comes to health and safety. It helps employees identify risks in their work and understand how to manage and control those risks.

Training needs can be identified by anyone within the organisation, but department managers, heads of services, and the Corporate Health and Safety Manager are primarily responsible for making sure all training requirements are met and that we stay compliant with legal obligations. We offer training through a mix of in-house sessions, external specialists, and e-learning modules. Where possible, we choose accredited training courses provided by experienced trainers.

Training may be either corporate-wide or department-specific, depending on the needs of the staff in those areas. To ensure we track everyone's progress, we're developing a corporate health and safety training matrix, which records the training requirements and completion status for each team member.

Emergency Incidents

As an employer, we are required to have clear procedures in place to ensure everyone's safety in the event of serious or immediate danger. At Maldon District Council, we've established procedures for key emergency situations such as fire, first aid, and other foreseeable emergencies (see **MDC-HSP-010 Fire and Evacuation**, **MDC-HSP-011 First Aid**, and **MDC-HSP-004** for more details).

We have trained a sufficient number of staff members to manage evacuations and handle other emergency procedures as needed. These individuals are tracked through our corporate health and safety training matrix. Additionally, we regularly run practice drills to ensure everyone knows what to do in an emergency.

Display Screen Equipment

We understand that many of our employees regularly use display screen equipment (DSE), and we take steps to make sure that this is done in a safe and comfortable way. According to the Health and Safety (Display Screen Equipment) Regulations 1992, staff are required to carry out risk assessments for their workstations each year. To make this process easy, we provide an HSE risk assessment form on the Council's FreshService intranet pages.

To ensure everyone knows how to complete these assessments properly, we've developed a mandatory e-learning module on DSE risk assessments, which all DSE users must complete. If anyone needs extra help, we have trained a group of 'DSE Champions' who can assist with assessments, provide advice, or make recommendations on improvements.

While the Resources Casework Manager and Head of Assets Countryside and Coast are responsible for ensuring ergonomic furniture is available in their areas, individual managers are also encouraged to make reasonable adjustments to suit their staff's needs where necessary.

Manual Handling

At Maldon District Council, we take manual handling seriously because it plays a key role in keeping our workplace safe. Our goal is to ensure that all manual handling tasks are carried out safely, in line with legal requirements and best practices.

We have clear procedures in place to assess and reduce the risks associated with manual handling. These procedures are supported by assessment forms and links to helpful HSE tools. For teams that perform more physically demanding or hazardous tasks, we offer face-to-face practical training to ensure they are properly equipped to handle the risks. For those performing less risky tasks on occasion, we require them to complete a mandatory e-learning course.

Additionally, we may conduct periodic occupational health assessments for relevant staff to monitor their health and well-being, ensuring they're fit for the tasks they undertake.

Mobile and Home Working

We've established clear guidelines for staff who work from home or on the go. These procedures ensure that staff assess their working environment and equipment and maintain regular communication with their managers and colleagues. We also set clear goals for everyone through regular 1-2-1 meetings or development plans, making sure that expectations are clear, and support is always available.

Workplace Transport

The workplace transport procedure outlines the guidelines and responsibilities for employees who drive either council-owned or personal vehicles for work-related purposes. It ensures that employees are safe and legally compliant when operating vehicles as part of their duties.

The council is committed to ensuring that all employees who drive for work are legally allowed to do so. Employees must inform the council of any health conditions or driving endorsements that could affect their ability to drive safely and legally.

Council vehicles are subject to regular inspections to ensure their safety and roadworthiness, and these inspections must be recorded. Employees using their own vehicles for council business must carry out a pre-use check to confirm that their vehicle is in good condition. If any defects are found in council-owned vehicles, managers are responsible for arranging repairs as soon as possible to ensure the vehicle remains safe to use.

If a vehicle requires special training or a particular licence, managers are responsible for ensuring that employees are trained, competent, and fit to operate that vehicle. This may involve consulting with occupational health specialists to ensure the employee is able to perform this task safely.

Employees are prohibited from using hand-held mobile phones while driving a vehicle. Any breach of this rule will result in disciplinary action.

Health and Safety of Members

APPENDIX 2

Whilst elected Members are not classified as 'paid employees' under the Health and Safety at Work etc. act 1974, Maldon District Council acknowledges its responsibility to safeguard their wellbeing as individuals impacted by its activities. The relationship between Members and the authority is unique, and although they do not fall directly under the scope of the authority's health and safety policy, their health and safety remain a priority. To reflect this, Maldon District Council will, where appropriate, outline the specific arrangements for their protection in corporate procedures that are relevant to their role. Those corporate procedures are identified in the table below. This approach, established in consultation with elected Members, ensures that they can carry out their roles effectively, with their safety and wellbeing firmly supported.

Health and Safety Policies

H&S Policy/Procedure Index

Policy Name	Reference	Current Version
H&S Policy*	MDC-HSP-001*	Version 4 April 2018
Accident/Incident Reporting*	MDC-HSP-002*	Version 16 April 2024
Asbestos	MDC-HSP-003	Version 8 Sept. 2021
Bomb Threat/Terrorism*	MDC-HSP-004*	Version 6 March 2019
Consultation	MDC-HSP-005	Version 8 June 2018
Contractors	MDC-HSP-006	Version 8 Sept. 2021
COSHH	MDC-HSP-007	Version 5 Sept. 2021
Display Screen Equipment*	MDC-HSP-008*	Version 9 Oct. 2021
Electrical Safety*	MDC-HSP-009*	Version 1 Sept. 2021
Fire & Evacuation Procedure*	MDC-HSP-010*	Version 16 Oct. 2021
First Aid*	MDC-HSP-011*	Version 23 Sept. 2023
Inspections and Monitoring	MDC-HSP-012	Version 2 Oct. 2021
Ladder Inspection	MDC-HSP-013	Version 1 Sept. 2021
Legionella	MDC-HSP-014	Version 8 Oct. 2021
Lone Working	MDC-HSP-015	Version 11 Oct. 2021
Manual Handling Operations*	MDC-HSP-016*	Version 5 Jan. 2022
PEEP	MDC-HSP-017	Version 1 Aug 2023
Mobile/Home Working	MDC-HSP-018	Version 1 Aug. 2015
New & Expectant Mothers	MDC-HSP-019	Version 6 May 2024
Noise	MDC-HSP-020	Version 1 Jan 2022
PPE	MDC-HSP-021	Version 5 April 2024
Hand Arm Vibration	MDC-HSP-022	Version 1 Feb 2021
Risk Assessment*	MDC-HSP-023*	Version 10 April 2024
Sharps and Needle Stick	MDC-HSP-024	Version 5 Oct. 2021
Slips, Trips and Falls	MDC-HSP-025	Version 6 Sept. 2018
Sun Exposure	MDC-HSP-026	Version 3 May 2018
Unacceptable Behaviour	MDC-HSP-027	Version 17 Oct. 2021

APPENDIX 2

Work at Height Procedure	MDC-HSP-028	Version 1 Jan 2022
Work Equipment	MDC-HSP-029	Version 1 Sept. 2021
Workplace Arrangements	MDC-HSP-030	Version 6 Nov. 2019
Workplace Transport	MDC-HSP-031	Version 12 Dec. 2021
Young Persons	MDC-HSP-032	Version 6 Jan. 2022

****Procedures most relevant to the duties of elected Members***

Review

This policy and statement of intent will be reviewed annually by the Corporate Leadership Team. The review will ensure that the policy stays aligned with current operational needs, best practices, and legal requirements. If any significant changes are made, the updated policy will be presented to the Strategy and Resources Committee for approval.