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## Purpose

This policy sets out the approach for ensuring that the working procedures for Village Council staff are safe, effective and regularly reviewed. It aims to:

- Protect staff, volunteers, and members of the public from harm.
- Ensure compliance with health and safety legislation.
- Provide clear guidance on the safe use of equipment and materials.
- Establish a consistent review process for working practices and associated risk assessments.
- Link these reviews with the annual staff appraisal process to provide a joined-up approach to staff management and safety.

## Scope

This policy applies to:

- The **Clerk/RFO**
- The **Village Hall Cleaner**, responsible for cleaning and maintaining the Hall.
- The **Village Litter Picker**, responsible for collection of litter and emptying of public bins owned by Swillington Village Council.

## Responsibilities

- **Staffing Committee:** Ensure risk assessments are in place, reviewed annually, and updated when circumstances change. Approve any significant changes to working practices.
- **Line Managers:** Oversee safe working procedures, ensure equipment is maintained, and provide training or guidance as required.
- **Postholders:** Follow safe working procedures, report hazards, use equipment correctly, and notify the supervisor of any concerns.

## Review of Working Procedures and Risk Assessments

- All work activities will be reviewed annually at staffing committee meetings, or sooner if:
  - There is a change in equipment, cleaning materials, or tasks.
  - An incident, accident, or near-miss occurs.
  - Feedback from staff suggests a change is needed.
- Reviews will be documented and approved by the Staffing Committee.

## Link with Staff Appraisals

- Prior to the annual staff appraisals (this takes place in May for the Clerk/RFO, and October for other staff) the Staffing Committee will review:
  - Staff job descriptions
  - Job role risk assessments
  - Any other documentation giving instruction on working procedures
  - Refresher training to be required for completion by the employee
  - This policy
- This will then form a section of the staff appraisal meeting. This review will:
  - Ensure staff are aware of and understand current risk assessments.
  - Provide an opportunity for staff to raise concerns or suggest improvements.
  - Confirm whether additional training, equipment, or support is required.
- Outcomes from this review will be recorded separately and retained with the risk assessments.
- While this process is linked to the appraisal process, it is a separate element with a focus on safety and working procedures.

## Employer's Good Practice

Swillington Village Council is committed to maintaining a safe and supportive working environment through the following measures:

- **Equipment & Materials:** Provide only safe and suitable equipment and maintain it in good working order. Staff are required to check equipment before use and to raise any concerns; staff should not use equipment if they are not sure it is safe. Cleaning chemicals are labelled, stored securely, and used in line with manufacturer's instructions and COSHH (Control of Substances Hazardous to Health) requirements.
- **Protective Equipment:** Appropriate Personal Protective Equipment (PPE) is supplied, such as gloves, high-visibility vests, and litter picking tools.
- **Training & Information:** Provide induction training, annual refresher guidance, and additional training where procedures change. Staff also know how to report hazards, accidents and near-misses.
- **Monitoring & Feedback:** Monitor working practices through observation and discussion with staff, record incidents in an accident/incident log, and consider improvements identified through reviews or staff feedback.

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*Approving committee: Staffing Committee*

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