

SMALLEY PARISH COUNCIL
HEALTH AND SAFETY WORK STATION POLICY

Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc Act and Regulations made under the Occupiers Liability Act is that of Smalley Parish Council.

Clerks Office (Home)

1 Heating, Lighting and Ventilation

Office Lighting. Desks should be placed to gain the maximum of light. Free standing desk lights should be avoided or placed to minimise the danger of trailing electric leads.

2 Electrical Equipment

Mains must not be overloaded. It is important to use the correct socket outlet and plug is used for each item of electrical equipment.

Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.

Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3 Furniture, fittings and equipment

All heavy equipment and storage units should preferably be placed against the wall across several floor joists.

Heavy equipment and furniture must not be moved by individuals.

Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

High shelves should only be reached through the use of steps provided for that purpose.

Health and Safety Workplace Policy
24th January 2024