

# **Abertillery and Llanhilleth Community Council**

## **Staff Health and Safety Policy**

Adopted by Council: 29 October 2025

Date for Review: October 2026

### **General**

Abertillery and Llanhilleth Community Council is committed to providing a safe working environment for its staff, and the health and safety of staff is a priority for the Council.

The Council employs three officers who are based in offices at the Council Offices, Mitre Street, Abertillery. The officers are the only occupants of the building. Blaenau Gwent County Borough Council use the building for storage, so some staff have access.

The employer has a general duty under section 2(1) of the Health and Safety Act 1974 to “ensure so far as reasonably practicable the health, safety and welfare at work of employees”. Further “The Management of Health and Safety at Work Regulations 1999” requires that all work activities are risk assessed.

Section 7 of the Health and Safety Act 1974 also states that “it is the responsibility of employees to take reasonable care of their own health and safety at work.”

### **Fire Arrangements**

Fire assessments, PAT testing and building maintenance are undertaken by Blaenau Gwent County Borough Council. Weekly fire alarm and emergency lighting tests are also performed by the officers.

At least one officer must be in attendance during Council meetings held in the offices, to fulfil the duties of Fire Officers.

All officers are aware of the General Emergency Evacuation Plan and meeting point, which is outside of The Metropole Theatre, Abertillery.

Personal Emergency Evacuation Plans will be conducted for staff if needed, such as where there are accessibility concerns.

All three members of staff are Evac-Chair trained.

### **Working Arrangements**

The current working patterns of the officers are as follows:

- Two Deputy Clerks, each working 30 hours per week at the office.
- One Clerk, working 30 hours per week at the office.

Instances of lone working are rare and are typically for singular days rather than long periods.

Officers may occasionally work from home as needed.

One of the Deputy Clerks and the Clerk have Emergency First Aid at Work certification, and a New First Aid kit has been purchased and is in the Clerk's Office.

The three officers have also been trained on the use of the EVAC chair

**Risks:**

An ergonomics risk assessment has been conducted for all staff and mitigating actions taken.

The Human Resources Committee receives an annual Health and Safety at Work report, and takes appropriate action based on this to ensure the health and safety of the Council's employees.

The Human Resources Committee conducts an annual review of staff health and safety arrangements.

An ergonomic assessment will be undertaken by each member of staff annually, and actions may be taken to make improvements to the office if needed.

Abertillery and Llanhilleth Community Council has an eye testing policy in place to support the optical health of its staff.