

LEINTWARDINE GROUP PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY

- 1.1 The Council is an equal opportunity employer. It is committed to ensuring within the framework of the law that its workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. It has adopted this policy as a means of helping to achieve these aims.
- 1.2 The Protected Characteristics are –
 - 1.2.1 Age
 - 1.2.2 Disability
 - 1.2.3 Gender Reassignment
 - 1.2.4 Race
 - 1.2.5 Religion or Belief
 - 1.2.6 Sex
 - 1.2.7 Sexual Orientation
 - 1.2.8 Marriage and Civil Partnership
 - 1.2.9 Pregnancy and Maternity
- 1.3 The Council aims to ensure that employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

What is unlawful discrimination?

- 1.4 **Direct discrimination** – when someone is treated less favourably than another person because of a Protected Characteristic.
- 1.5 **Associative discrimination or discrimination by association** – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- 1.6 **Discrimination by perception** – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- 1.7 **Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or

nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.

- 1.8 **Harassment** – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.
- 1.9 **Victimisation** – where an individual is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.

Commitment

- 1.10 The Council is committed to ensuring that all of its employees and applicants for employment are protected from unlawful discrimination in employment.
- 1.11 Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- 1.12 Person and job specifications will be limited to requirements considered necessary for the effective performance of the job.
- 1.13 Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.
- 1.14 All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter and will normally be treated as gross misconduct.
- 1.15 Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Council's grievance procedure.

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HEALTH AND SAFETY AT WORK POLICY STATEMENT

- 1.1 The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities.
- 1.2 In order to discharge its responsibilities the Council will:
 - 1.2.1 provide an organisational structure that defines the responsibilities for health and safety
 - 1.2.2 ensure that the systems and procedures relating to this Policy Statement are rigorously applied
 - 1.2.3 provide adequate control of the health and safety risks arising from work activities
 - 1.2.4 consult with employees on matters affecting their health and safety
 - 1.2.5 provide and maintain safe plant and equipment
 - 1.2.6 ensure the safe handling and use of hazardous substances
 - 1.2.7 provide information, instruction and supervision for employees
 - 1.2.8 provide adequate training and ensure that all employees are competent to do their tasks
 - 1.2.9 prevent accidents and cases of work-related ill health
 - 1.2.10 maintain safe and healthy working conditions
 - 1.2.11 satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to health and safety matters
 - 1.2.12 bring this Policy Statement to the attention of all employees and seek their co-operation in supporting the management in its efforts to establish and maintain a safe and healthy working environment.
- 1.3 This Health and Safety Policy Statement will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.
- 1.4 It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for

example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore:

- 1.4.1 Comply with any safety instructions and directions issued by the Council.
 - 1.4.2 Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
 - 1.4.3 Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
 - 1.4.4 Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
 - 1.4.5 Use equipment or protective clothing provided in accordance with the training you have received.
 - 1.4.6 Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- 1.5 Any failure by an employee to comply with any aspect of the Council's health and safety procedures, rules or duties will be treated by the Council as serious or gross misconduct.
- 1.6 You have a responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of the Council's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

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LONE WORKING POLICY

1. Introduction

- 1.1 People who work by themselves, either on a regular, permanent or occasional basis can be at greater risk from assaults and accidents than other workers. This guidance is to assist managers and staff, to reduce the risk of harm occurring to lone workers.
- 1.2 With proper management and control of the risks those who work alone can be as safe as everyone else at work can.

2. Who is a lone worker?

- 2.1 Lone workers are simply those people who work by themselves, without close or direct supervision.
- 2.2 People will generally know when they are working alone, but there are situations where even when an office is normally crowded, people can be working in isolation e.g. in a meeting or interview room.

3. Risk assessment

- 3.1 The need to assess the risks associated with any work activity applies to staff who work alone. The risk assessment process is the responsibility of managers, and this will ensure that the hazards and level of risks are identified, and if necessary action taken to avoid and/or control the risks.
- 3.2 Control measures may include; issuing safe working instructions, training, supervision, issuing personal protective equipment. Managers should ensure that control measures are implemented. The risk assessment should be reviewed regularly to ensure that it is always kept up to date if situations change.
- 3.3 It is important that all staff are consulted on the risk assessment, as they can provide valuable information and advice. Where risk assessments identify that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place.
- 3.4 If a lone worker carries out their work at another employers site, information should be provided about any risks for the manager to carry out the risk assessment and ensure that the right action is taken to ensure the safety of the lone worker.

4. Lone worker advice

- 4.1 It is impossible to identify all of the hazards that a lone worker may face, many may be transient in nature. It is important to protect staff against all known risks and to equip them with adequate training and information to assist them in dealing with any risky situations that they may encounter ranging from dealing with aggressive clients to entering an unsafe building. Specific safe working arrangements should be implemented and developed.
- 4.2 The following may be drawn from for local guidance.

5. Lone working in premises

- 5.1 Ensure that you know relevant emergency procedures and can act Appropriately when an alarm is raised
- 5.2 Be aware of any other procedures intended for your safety and use them.
- 5.3 If dealing with clients/the public find out if there have been problems that may affect your safety and use them – if in doubt, have a second person available.
- 5.4 Know where and how to obtain help if needed, e.g. first aid assistance.
- 5.5 Know the security measures for your workplace and use them correctly.

6. Lone working in the community

- 6.1 Ensure that your line manager knows your intended movements and inform them if they change.
- 6.2 Ensure that any communication device, such as a telephone, or alarm, works and that it is checked regularly.
- 6.3 Do not leave items within clear sight in a vehicle.

7. Visiting other people and unknown premises

- 7.1 Ensure that your line manager/colleague is aware of your intended visit and inform them if there is any problem or changes.
- 7.2 Follow the procedures for maintaining contact with your manager.
- 7.3 If you have doubts about potential risks, from the place or person you are planning to visit, check if it is safe to visit alone.
- 7.4 Try not to visit alone for the first time, and especially not after dark.
- 7.5 Be aware of dogs, other animals or other people at the site.
- 7.6 Suggest that dogs and other animals be kept in a separate room if possible.

- 7.7 If you are in any doubt about your safety, do not enter the premises.
- 7.8 Be aware of your surroundings and look out for unstable or slippery surfaces.
- 7.9 Do not under any circumstances enter confined spaces or dangerous structures.
- 7.10 Report incidents or hazardous conditions.

8. Manual handling

- 8.1 Avoid manual handling, if at all possible, by using mechanical aids
- 8.2 Always assess the situation, and if there is any doubt about the safety of carrying out a manual handling task, do not do it.
- 8.3 Follow good practice handling technique as you have been advised in your training and safe working instructions.
- 8.4 If the task requires more than one person, do not do it until assistance is provided.

9. Working at home

- 9.1 Develop a routine; this will help to avoid stress.
- 9.2 Communicate regularly with your line manager.
- 9.3 Be aware of any hazards around and inside the house.
- 9.4 Know what to do in an emergency situation.
- 9.5 Check that equipment is safe to use.
- 9.6 Follow the good practice as advised in your safe working instructions.

10. Other risks

- 10.1 It is not always possible to be prepared for every eventuality so be aware and judge the risks and take appropriate action. If you are unsure of what to do, talk to your manager. Above all do not put yourself at risk, if there is any danger stop work or leave the location.

11. What to do if an incident occurs

- 11.1 Try to remain calm.
- 11.2 In a potentially violent situation, talk quietly, as your training advises.

- 11.3 Whenever possible, remove yourself from the scene as soon as possible.
 - 11.4 Do not attack an potential assailant, - run away if possible towards a friendly group or busy and well populated area.
 - 11.5 If you witness an incident, try to remember as much as you can to help in any investigation.
 - 11.6 Report the incident immediately to your manager.
 - 11.7 Complete an incident report form and follow your reporting procedures.
 - 11.8 Report the incident to the police, if necessary.
12. Further assistance and advice
- 12.1 The Health and Safety Executive Leaflet - Working Alone In Safety INDG 73, available from www.hse.gov.uk / Tel: 08701 545500

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SICKNESS, INJURY AND SICK PAY

- 1.1 You are expected to be available to work during your normal working hours. You must make every effort to attend work.
- 1.2 If you cannot attend work you must comply with the following rules:-
 - 1.2.1 You must telephone the Chair of the Council within 30 minutes of your scheduled start time on your first day of absence. You should not leave a message. Text messages are not an acceptable form of sickness notification. If you cannot make contact with the Chair you should try to speak to another Councillor. You must state the reason for your absence and the date on which you expect to return to work.
 - 1.2.2 If you are unable to return to work on the date expected you must call the Chair again as outlined above on each day of absence not covered by a medical certificate which has been submitted to the Council.
 - 1.2.3 If your absence lasts for less than 8 calendar days, on your return to work you must complete an Absence Self-Certification.
 - 1.2.4 If your absence lasts for 8 or more consecutive calendar days then you must :-
 - 1.2.4.1 Collect a medical certificate (MED3) from your GP confirming your inability to attend work. This form must be sent to the Chair immediately.
 - 1.2.4.2 If you cannot return to work when your medical certificate expires, you must obtain another medical certificate from your GP and send it to the Chair immediately. Certificates are required to cover the total period of your absence.
 - 1.2.4.3 Telephone the Chair at least one working day before you return to work so that arrangements can be made for your return.
 - 1.2.4.4 If your last medical certificate does not specify a date on which you can resume your duties before you return you must supply the Council with a medical clearance certificate confirming that you are fit to return to work.
- 1.3 In cases where the doctor's statement covers a period exceeding fourteen days or where more than one statement is necessary, the employee must, before returning to work submit to the Council a final statement as to fitness to resume duties.
- 1.4 An employee shall, if required by the Council at any time, submit to a medical examination by a medical practitioner nominated by the authority, subject to

the provisions of the Access to Medical Reports Act 1988 where applicable. Any associated costs will be met by the employing authority. Where it is necessary to obtain a second medical opinion it should be provided by an independent medical referee.

Sickness Scheme

- 1.5 The scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault.
- 1.6 Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.
- 1.7 Employees are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month's full pay and (after completing 4 months service) 2 months half-pay
During 2 nd year of service	2 months' full pay and 2 months half pay
During 3 rd year of service	4 months' full pay and 4 months half pay
During 4 th & 5 th years of service	5 months' full pay and 5 months half pay
After 5 years' service	6 months' full pay and 6 months half pay
- 1.8 The Council shall have discretion to extend the period of sick pay in exceptional cases.
- 1.9 The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.
- 1.10 In the case of full pay periods sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit receivable will secure the equivalent of normal pay.
- 1.11 In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit receivable, so long as the total sum does not exceed normal pay.
- 1.12 Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.
- 1.13 The social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied so far as is possible:
 - The conditions for the reporting of sickness as required by the Council;

- The claiming of benefits
 - The obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.
- 1.14 An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme.
- 1.15 If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended. The Council shall advise the employee of the grounds for suspension and the employee shall have a right of appeal to the appropriate committee of the Council. If the Council decide that the grounds were justified then the employee shall forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.
- 1.16 Where, for the purpose of qualifying for sick pay under the scheme, the Council requires a doctor's statement from an employee, the Council will reimburse the employee the cost of such a statement on the provision of a receipt.
- 1.17 An employee who falls sick during the course of annual leave shall be regarded as being on sick leave from the date of a doctor's statement.
- 1.18 Where an employee is receiving sick pay under the scheme, sick pay should continue if a public or extra statutory holiday falls during such sickness absence. No substitute public or extra statutory holiday should be given.
- 1.19 Widows and married women exercising their right to be excepted from the payment of full rate National Insurance Contributions shall be deemed to be insured in their own right for all National Insurance benefits.
- 1.20 Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.

Fit to Work Notes

- 1.21 Should your GP issue a "may be fit to work note" the Council will take into account any advice / recommendations given by your GP in that note.
- 1.22 The Council will usually request that you attend a meeting to consider the following –
- 1.22.1 the advice that has been given by your GP and whether further advice is required;

- 1.22.2 your ability to return to/remain in your job in view both of your capabilities and the Council's business needs and any adjustments that can reasonably be made to your job.
 - 1.22.3 possible redeployment opportunities and whether any adjustments can reasonably be made to assist you to redeploy;
 - 1.22.4 where you are able to return to your job or a redeployed job, lighter duties; agreeing a return to work programme.
- 1.23 You should at all stages seek to inform the Council as to any duties/roles that you feel that you might be able to still safely undertake despite your ill health.
- 1.24 Where you disagree with the advice given by your GP the Council may at its discretion obtain a further opinion from an alternative medical expert / occupational health advisor or may write to your GP requesting clarification.
- 1.25 The Council cannot guarantee that it will be able to implement any adaptations / adjustments recommended by your GP or any other medical expert / occupational health advisor.
- 1.26 If it is not possible for the Council to implement such adaptations / adjustments it will explain the reasons for this to you. If this is the case, the Council will agree a time-scale for review and/or a further meeting.

2 DENTISTS, DOCTORS, OPTICIANS AND OTHER APPOINTMENTS

- 2.1 Whenever possible such appointments should be made outside of working hours. There is no right to time off for non-emergency check-ups.
- 2.2 Where it is absolutely essential that such appointments are arranged during your working day, disruption must be kept to a minimum by arranging the appointment at the very start of the day or at the end of the day.
- 2.3 Time off for such appointments will be unpaid unless:
- 2.3.1 lost time is made up with the prior authority of the Clerk
 - 2.3.2 you take the time off as holiday in which case you will need to comply with the Council's holiday rules.

Time off for Medical Screening

- 2.4 Necessary paid time off will be granted for the purpose of cancer screening.