



Abertillery and Llanhilleth Community Council

Health and Safety Report

Author: Steve Edwards

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For HR Committee

**Background:**

The last Health and Safety report was written in 2018 and there have been changes since.

The Community Council employs three officers who are based in offices at the Council Offices, Mitre Street, Abertillery. As from July 2017, when Communities First vacated the building, the officers are the only two occupants of the entire building. Blaenau Gwent County Borough Council do use the building for record storage so some staff have access to the building.

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.

In saying all of that there is also Section 7 of the Health and Safety Act 1974 which means “it is the responsibility of employees to take reasonable care of their own health and safety at work”

There has been a recent Fire Risk Assessment, and any actions arising are the responsibility of BGCBC

Council had agreed at its meeting on 7<sup>th</sup> March 2018 that only the officers will fulfil the duties of Fire Officers, so they need to be in the building when any meetings are held. Since that time the number of meetings held by other organisations has increased, where staff do not attend. This does not impact on the Health and Safety of staff.

**Current Position:**

The current working patterns of the Deputy Clerks are 30 hours a week and Clerk on 30 hours a week. The increase to three members of staff means the occurrences of lone working are now few and far between and are usually for single days only

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.

**Actions:**

- The HR Committee should conduct an annual review of the staff Health and Safety arrangements.

- Personal Evacuation plans for Ben Owen Jones to completed for use of the Evac Chair.
- Investigate compulsory eye testing for staff
- Confirm the Councillors visiting the office arrangements, as agreed by HR Committee 24 October 2018.