

Batheaston Parish Council – HR Committee
Report on Health and Safety



Summary

This report informs the Committee of Health and Safety matters, including any known risks and associated mitigations.

There have been **no Incidents** in the past year.

Assessment of Staff Roles

- All staff have been briefed on the Council's [Health and Safety Policy](#)
 - Clerk to carry out refresher session with each.
- Two staff work principally from home – the Clerk/RFO and Finance Administrator.
 - Recommendation that both undertake a Display Screen Equipment self-evaluation
- The Handyman works on-street
 - He has been advised of safety measures
 - Recommend that the Clerk undertake a refresher meeting with him, to ensure compliance
- The Cleaner often works alone in the Rhymes Pavilion
 - She has been made aware in particular of the [Lone Working Policy](#)

Recommendation

The Committee **is asked to approve** the proposed plan of action.

Richard Maccabee,
Parish Clerk and Responsible Finance Officer
15th September 2026