

## **HEALTH & SAFETY INFORMATION**

**(Via Staffordshire County Council as WME's host employer)**

The Council's intranet service gives staff access to all the information they need in relation to Health, Wellbeing and Safety in the workplace. If you do not know how to access the intranet speak to your line manager.

### **Completing individual work based risk assessments**

Please ensure that you complete an individual risk assessment if you are a new employee and if you have changing health conditions or if you are pregnant (guidance notes available). This will help WME to understand your needs and put measures into the workplace to help you. You can access all H&S forms via the SCC intranet.

### **DSE Assessment**

It is good practice for all staff to complete the (intranet based) DSE user checklist and carry out the DSE powerpoint training on an annual basis. It is important that staff take personal responsibility to alter their workstations to suit themselves and in accordance with H&S guidance.

### **Support Services for Staff**

The County Council offers CTC physiotherapy and the ThinkWell Services including counselling to help support staff. Details of how to access these services are available on the intranet. WME also has access to the Council's Occupational Health Services to support staff and improve health and wellbeing.

### **H&S Duty Line**

The Council operates a H&S duty line during office hours on 01785 355777.