

**CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH JUNE 2008**

**SUBJECT: LONE WORKING HEALTH AND SAFETY AUDITS**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

**1. PURPOSE OF REPORT**

1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of health and safety audits carried out on lone working activities since January 2005.

**2. SUMMARY**

2.1 Auditing is part of the remit of the Corporate Health and Safety Unit and is necessary to ensure that the Authority is meeting its obligations under health and safety law.

2.2 Lone working is a particular risk facing many of the Authority's staff. Lone working is defined in HSE guidance as working alone or without close or direct supervision. Employees work alone across all service areas and this is perfectly acceptable as long as the risks have been properly assessed and are properly controlled.

2.3 The Authority has in place a Lone Working Policy (currently under review), offers health screening for those who work alone in high risk areas (or with health conditions) and has also issued a generic risk assessment on lone working activities which helps Managers to assess and control the risks in their work areas.

2.4 Due to the risks associated with lone working, lone working activities have formed part of the Corporate Health and Safety Unit auditing programme particularly following the launch of the Lone Working Policy in September 2005. The areas to be audited and follow up audit areas are agreed following consultation with the Directorate Health and Safety Officers.

2.5 The following lone working audits have been completed by the Corporate Health and Safety Unit since January 2005:

**Chief Executives Directorate**

Premise	Manager	Directorate	Audit Date	Initial Audit/Follow-up	Red Rated Issues
Customer First, Blackwood Town Centre	Dave Titley	Chief Executives	17/08/2005		0/2
Cwmcarn Visitors Centre	Martin Green	Chief Executives	30/08/2005		1/1
Incomes (Rent Collectors)	Sandra Pearce	Chief Executives	23/08/2005		3/3

IT Micro Repair Workshop	Gareth Jones	Chief Executives	11/08/2005		1/1
New Deal/Fast Forward	Andrew Whitcombe	Chief Executives	06/12/2005		2/4
Catering (Meals on Wheels)	Sally Franks	Chief Executives	03/05/2006		1/2
Community Regeneration	Jan Bennett	Chief Executives	21/04/2006		2/3
Legal	Jackie Davies	Chief Executives	24/05/2006		1/1
Central Services (Couriers and Mail Room)	Mary Hufton	Chief Executives	23/05/2006		3/3
I.T.	Wayne Turner	Chief Executives	22/06/2006		1/1
Llancaiach Fawr	Diane Walker	Chief Executives	12/09/2006		No Findings
Customer First	Dave Titley	Chief Executives	24/10/2006	Follow-up	All Completed
Cleaning Section	Christine Smart	Chief Executives	11/10/2006	Follow-up	All Completed
Electoral Services	Bob Screen	Chief Executives	01/03/2007		0/1
Emergency Planning	Sheryl Andrews	Chief Executives	19/01/2007		No findings
Meals on Wheels	Marcia Lewis	Chief Executives	15/05/2007	Follow-up	All Completed
Incomes (Rent Collectors)	Sandra Pearce	Chief Executives	16/10/2007	Follow-up	All Completed

### Education/Leisure Directorate

Premise	Manager	Directorate	Audit Date	Initial Audit/Follow-up	Red Rated Issues
Ynys-y-Hywel	Bob Keep	Education/Leisure	16/05/2006		1/1
DLO Penallta (Park Services)	Roger Moore	Education/Leisure	31/05/2006		2/3
DLO Abercarn (Park Services)	Steve Henry	Education/Leisure	09/05/2006		3/3
Education/Welfare, The Octagon,	Viv Norris	Education/Leisure	10/05/2006		3/4
DLO (Abercarn)	Steve Henry	Education/Leisure	24/01/2007	Follow-up	2/2
DLO (Penallta)	Roger Moore	Education/Leisure	01/02/2007	Follow-up	1/2
Ynys Hywel	Bob Keep	Education/Leisure	08/06/2007	Follow-up	All Completed
Education/Welfare Service	Viv Norris	Education/Leisure	31/07/2007	Follow-up	3/3

## Environment Directorate

Premise	Manager	Directorate	Audit Date	Initial Audit/Follow-up	Red Rated Issues
Building Services Depot, Rhymney	Norman Simpkins/G Richards	Environment	12/09/2005		2/2
Countryside Office	Phil Jayne	Environment	12/09/2005		1/1
Engineering Consultancy	Marcus Lloyd	Environment	19/09/2005		1/1
Building Services, Tir y berth	Alan Edmonds	Environment	07/11/2005		2/2
Public Services – Refuse and Cleansing	Tony White	Environment	04/12/2005		2/3
Wages Office, Penmaen	Dave Regan	Environment	10/05/2006		1/1
Neighbourhood Housing Office, Graig y Rhacca	Ros Payne	Environment	15/05/2006		3/4
Landlord Services, Hawtin Park	Graham North	Environment	21/04/2006		2/3
Countryside Office	Phil Jayne	Environment	24/10/2006	Follow-up	1/1
Trading Standards	Ken Long	Environment	05/03/2007		No Findings
Community Safety	Carl Nesling	Environment	05/03/2007		1/3
Countryside	Phil Jayne	Environment	20/09/2007	Follow-up	1/3

## Social Services Directorate

Premise	Manager	Directorate	Audit Date	Initial Audit/Follow-up	Red Rated Issues
Blackwood Locality Team, Children's Services	Evelyn Williams	Social Services	01/11/2005		3/5
Rhymney Locality Team, Children's Services	Zaineb Alkahafaji	Social Services	09/12/2005		3/5
Risca Locality Team, Children's Services	Barbara Jones	Social Services	26/10/2005		1/2
Caerphilly East Locality Team, Children's Services	Stephen Snelgrove	Social Services	01/11/2005		1/3
Caerphilly West Locality Team, Children's Services	Tina Blake	Social Services	16/11/2005		3/5

Bargoed Locality Team, Children's Services	Demi Pantelli	Social Services	08/11/2005		1/3
Intake and Assessment Team 1	Kay Jenkins	Social Services	15/11/2005		4/5
Intake and Assessment Team 2	Julie Down	Social Services	15/11/2005		4/5
Assessment Care Management, Mental Health	Peter Evans	Social Services	24/11/2005		1/3
Assessment Care Management, Learning Disabilities	Karen Rowley	Social Services	04/11/2005		3/5
South Wales Emergency Duty	Dave Thomas	Social Services	14/12/2005		2/3
Older People East, Hawtin Park	Ralph Angel	Social Services	22/02/2006		1/3
Older People South, Hawtin Park	Gareth Powell	Social Services	16/01/2006		No Findings
Physical Disability/Sensory Impairment	Linda Jones	Social Services	23/02/2006		1/4
Bargoed Locality Office, ASDIT	Jason Davies	Social Services	03/03/2006		No Findings
Children with Disabilities, Bargoed Locality Team	Glenice Robinson	Social Services	24/03/2006		1/3
Occupational Therapy	Sean O'Brien	Social Services	12/6/2006		2/5
Community Reablement	Jane King	Social Services	6/6/2006		No Findings
Adoption and Permanency Team	Robert Pook	Social Services	06/07/2006		3/6
Family Placement Team – Support and Review	Catherine Williams	Social Services	08/05/2006		2/3
Family Placement Team – Assessment and Recruitment	Lynne Hocking	Social Services	05/05/2006		2/3
Leaving Care Team	Janine Edwards	Social Services	11/04/2006		2/5
Residential Care Team	Kelvin Stokes	Social Services	21/04/2006		2/3
Family Support Services	Charles Ryder	Social Services	07/06/2006		2/4
Children's Services	Helen West	Social Services	05/09/2006		3/6
Bargoed Locality Team	Demi Pantelli	Social Services	02/02/2007	Follow-up	All Completed

Blackwood Locality Team	Zaineb Alkhafaji	Social Services	15/02/2007	Follow-up	3/5
Caerphilly West Locality Team	Tina Blake	Social Services	30/01/2007	Follow-up	All Completed
Caerphilly East Locality Team	Steven Snelgrove	Social Services	06/02/2007	Follow-up	2/2
Children with Disabilities	Glenice Robinson	Social Services	02/02/2007	Follow-up	1/2
Family Support Services	Charles Ryder	Social Services	25/01/2007	Follow-up	All Completed
Intake and Assessment Team 1	Kay Jenkins	Social Services	20/03/2007	Follow-up	2/3
Intake and Assessment Team 2	Julie Down	Social Services	20/02/2007	Follow-up	1/2
Leaving Care Team	Janine Edwards	Social Services	06/02/2007	Follow-up	All Completed
Rhymney Locality Team	Carol Bowen	Social Services	25/01/2007	Follow-up	3/5
Risca Locality Team	Barbara Jones	Social Services	30/01/2007	Follow-up	2/2
South Wales Emergency Duty	Dave Thomas	Social Services	26/01/2007	Follow-up	All Completed
Youth Offending Team	Michaela Rogers	Social Services	28/02/2007		1/2
YOT – ISST	Vivienne Sanders	Social Services	05/02/2007		1/2
Domiciliary Care North and East	Sue Bull and Ann Gray	Social Services	18/06/2007		1/4
Domiciliary Care South	Barbara Smith	Social Services	08/05/2007		1/4
Adoption and Permanency	Robert Pook	Social Services	26/09/2007	Follow-up	3/6
Assessment and Care Management, Mental Health	Peter Evans	Social Services	19/10/2007	Follow-up	All Completed
Family Placement – Assessment and Recruitment Team	Lynne Hocking	Social Services	18/10/2007	Follow-up	All Completed
Occupational therapy	Sean O'Brien	Social Services	27/11/2007	Follow-up	2/2
Pentrebane Centre	Janet Thomas	Social Services	16/10/2007		0/2
Disability Learning, ACM	Viv Daye	Social Services	28/02/2008		0/1

### 3. RECOMMENDATION

3.1 That the contents of the report be noted.

Author: Emma Townsend, Health and Safety Manager, Ext 3708  
Consultees: Nigel Barnett, Director of Corporate Services  
Gareth Hardacre, Head of People Management and Development  
Councillor Allan Pritchard, Cabinet Member for Human Resources and  
Constitutional Affairs