AGENDA ITEM NO. 5(5)



# **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:

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

#### Chief Executives Directorate

WorkshopJonesExecutives11/08/20051/1New Deal/Fast ForwardAndrewChief Executives06/12/20052/4New Deal/Fast ForwardAndrewChief Executives03/05/20061/2Catering (Meals on Wheels)Sally FranksChief Executives03/05/20061/2Community RegenerationJan BennettChief Executives21/04/20062/3LegalJackie DaviesChief Executives24/05/20061/1Central Services (Couriers and Mail Room)Mary HuftonChief Executives23/05/20063/3I.T.Wayne TurnerChief Executives22/06/20061/1Llancaiach FawrDiane WalkerChief Executives12/09/2006No FindingsCustomer FirstDave Titley SmartChief Executives24/10/2006Follow-upAll CompletedCleaning SectionChristine SmartChief Executives11/10/2006Follow-upAll CompletedElectoral Services PlanningSheryl AndrewsChief Executives11/10/2007No findingsMeals on WheelsMarcia Lewis AndrewsChief Executives19/01/2007Follow-upAll CompletedIncomes (RentSandraChief Executives15/05/2007Follow-upAll			<u>.</u>			
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## 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/Welfar e, 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 Lloydd	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

Team, Children's ServicesDefinit PantelliSocial Services08/11/20051/3Intake and Assessment Team 1Kay JenkinsSocial Services15/11/20054/5Assessment Team 2Julie DownSocial Services15/11/20054/5Team 2DownSocial Services15/11/20054/5Assessment Care Management, Learning DisabilitiesPeter EvansSocial Services24/11/20051/3Assessment Care Management, Learning DisabilitiesRave Social Services04/11/20052/3Older People Bast, Hawtin Park Older People Bard South WalesDave Social Services22/02/20061/3Older People Bard Colder People Bard Colder People Bard Colder PeopleSocial Services23/02/2006No FindingsPhysical Disabilities, DavesSocial Services03/03/2006No FindingsPhysical Disabilities, Bargoed Locality TeamSocial Services24/03/2006No FindingsChildren with Disabilities, Bargoed Locality TeamSocial Services24/03/2006No FindingsChildren with Disabilities, Bargoed Locality Team 2Social Services24/03/2006No FindingsChildren with Disabilities, Bargoed Locality Team 2Social Services24/03/2006No FindingsCatherine Team 2Social Services06/07/20063/62/3Catherine Team 2Social Services05/05/20062/3						1
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Services     Aug     Social Services     15/11/2005     4/5       Team 1     Jenkins     Services     15/11/2005     4/5       Team 1     Jenkins     Services     15/11/2005     4/5       Team 2     Down     Services     15/11/2005     4/5       Assessment Care Management, Assessment Care Management, Ramagement, Learning     Peter Rowley     Social Services     24/11/2005     1/3       Could Particle Care Disabilities     Dave     Social Services     04/11/2005     2/3       Older People Colder People     Ralph     Social Services     22/02/2006     1/3       Older People South Hawin Park     Careth Powell     Services     23/02/2006     No Findings       Physical Disability/Sensory Impairment     Linda Jones     Services     03/03/2006     No Findings       Children with Disability/Sensory Impairment     Glenice Robinson     Social Services     24/03/2006     1/3       Occupational Disability     Sean     Social Services     06/07/2006     2/5       Community Realment     Ane King Services     06/07/2006     2/3     2/3		-		08/11/2005		1/3
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Assessment Team 1     Jenkins     Services     15/11/2005     4/5       Intake and Assessment Team 2     Julie Down     Social Services     15/11/2005     4/5       Assessment Care Management, Basessment, Basessment, Basessment, Care Management, Learning     Peter Evans     Social Services     24/11/2005     1/3       South Wales     Dave     Social Services     04/11/2005     2/3       South Wales     Dave     Social Services     04/11/2005     2/3       Older People Ralph     Social Social South, Hawtin Powell     Services     16/01/2006     No Findings       Physical Disabilities, Bargoed Locality Desbilities, Bargoed Locality Desbinent     Jason Social Services     03/03/2006     No Findings       Chidren with Disabilities, Bargoed Locality Therapy     Jason O'Brien Services     Social Services     24/03/2006     1/3       Coupational Reabment     Sean Services     Social Services     24/03/2006     No Findings       Chidren with Disabilities, Bargoed Locality Therapy     Sean O'Brien Services     Social Services     24/03/2006     1/3       Coupational Reabment     Sean Services     Social Services     24/03/2006     No Findings <td></td> <td>Kay</td> <td>Social</td> <td></td> <td></td> <td></td>		Kay	Social			
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Blackwood	Zaineb	Social			
Locality Team	Alkhafaji	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	Steven	Social Services	06/02/2007	Follow-up	2/2
Locality Team Children with	Snelgrove Glenice	Social	02/02/2007	Follow-up	1/2
Disabilities Family Support	Robinson Charles	Services Social	25/01/2007	Follow-up	All
Services Intake and Assessment Team 1	Ryder Kay Jenkins	Services Social Services	20/03/2007	Follow-up	Completed 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: Consultees:	Emma Townsend, Health and Safety Manager, Ext 3708 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