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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| Emergency PlanningSheryl AndrewsChief Executives19/01/2007No findingsMeals on Wheels Incomes (RentMarcia LewisChief Executives15/05/2007Follow-upAll Completed | | Dah Caraan | Chief | 04/00/0007 | | 0/4 |
| Planning Andrews Executives 19/01/2007 No findings Meals on Wheels Marcia Lewis Chief Executives 15/05/2007 Follow-up All Completed Incomes (Rent Sandra Chief 16/10/2007 Follow-up All | Electoral Services | Bob Screen | Executives | 01/03/2007 | | 0/1 |
| Planning Andrews Executives 19/01/2007 No findings Meals on Wheels Marcia Lewis Chief Executives 15/05/2007 Follow-up All Completed Incomes (Rent Sandra Chief 16/10/2007 Follow-up All | Emergency | Sheryl | Chief | 10/01/2007 | | No findings |
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| Collectors) Pearce Executives 10,10,2007 10,000 up Completed | Collectors) | Pearce | Executives | 16/10/2007 | rollow-up | 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/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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| Assessment Team 1Kay JenkinsSocial Services15/11/20054/5Team 1Julie AssessmentSocial Services15/11/20054/5Intake and Assessment Care Management, Mental HealthPeter EvansSocial Services24/11/20051/3Assessment Care Management, Leaming BanitelliesPeter EvansSocial Services24/11/20053/5Social Leaming DisabilitiesDave ThomasSocial Services04/11/20052/3Older People Bast, Hawtin Park AngelDave ServicesSocial 14/12/20062/3Older People Disability/SensoryGareth PowellSocial Services23/02/20061/3Older People Disability/SensoryLinda JonesSocial Services23/02/2006No FindingsPhysical Disability/SensoryLinda JonesSocial Services24/03/2006No FindingsOccupational CocultionSean DaviesSocial Services24/03/2006No FindingsOrbidon and Permanency PowkServices Services06/07/20062/5Community Adoption and Rebernent Team - Assessment and Hocking Services05/05/20062/3Adoption and ReviewRobert ServicesSocial Services05/05/20062/3Family Placement Team - Assessment and Hocking ServicesSocial Services05/05/20062/3Family Placement TeamCatherine Social Services05/05/20062/3 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<> | | | | | | |
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| Occupational TherapySean O'BrienSocial Services12/6/20062/5Community ReablementJane KingSocial Services6/6/2006No FindingsAdoption and Permanency TeamRobert PookSocial Services06/07/20063/6Family Placement Team - Support and ReviewCatherine WilliamsSocial Services08/05/20062/3Family Placement Team - Assessment and RecruitmentCatherine WilliamsSocial Services05/05/20062/3Lynne Leaving Care TeamSocial HockingSocial Services05/05/20062/3Residential Care TeamJanine EdwardsSocial Services11/04/20062/5Residential Care TeamKelvin Social StokesSocial Services21/04/20062/3Family Support ServicesCharles RyderSocial Services07/06/20062/4Children's ServicesHelen Social Services05/09/20063/6 | | Robinson | Services | 21/00/2000 | | 1/0 |
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| InerapyO'BrienServicesCommunity ReablementJane KingSocial Services6/6/2006No FindingsAdoption and Permanency TeamRobert PookSocial Services06/07/20063/6Family Placement Team - Support and ReviewCatherine WilliamsSocial Services08/05/20062/3Family Placement Team - Assessment and RecruitmentCatherine WilliamsSocial Services05/05/20062/3Family Placement Team - Assessment and RecruitmentLynne HockingSocial Services05/05/20062/3Leaving Care TeamJanine EdwardsSocial Services11/04/20062/5Residential Care TeamKelvin StokesSocial Services07/06/20062/3Family Support ServicesCharles RyderSocial Services07/06/20062/4Children's ServicesHelen Social05/09/20063/6 | Occupational | Sean | Social | 12/6/2006 | | 2/5 |
| Community ReablementJane KingSocial Services6/6/2006No FindingsAdoption and Permanency TeamRobert PookSocial Services06/07/20063/6Family Placement Team - Support and ReviewCatherine WilliamsSocial Services08/05/20062/3Family Placement Team - Assessment and RecruitmentCatherine WilliamsSocial Services08/05/20062/3Family Placement Team - Assessment and RecruitmentLynne HockingSocial Services05/05/20062/3Leaving Care TeamJanine EdwardsSocial Services11/04/20062/5Residential Care TeamKelvin Social StokesSocial Services21/04/20062/3Family Support ServicesCharles RyderSocial Services07/06/20062/4Children's ServicesHelen Social Services05/09/20063/6 | Therapy | O'Brien | Services | 12/0/2000 | | 2/3 |
| ReablementJane KingServices6/6/2006No FindingsAdoption and Permanency TeamRobert PookSocial Services06/07/20063/6Family Placement Team - Support and ReviewCatherine WilliamsSocial Services08/05/20062/3Family Placement Team - Assessment and RecruitmentCatherine WilliamsSocial Services08/05/20062/3Family Placement Team - Assessment and RecruitmentLynne HockingSocial Services05/05/20062/3Leaving Care TeamJanine EdwardsSocial Services11/04/20062/5Residential Care TeamKelvin StokesSocial Services21/04/20062/3Family Support ServicesCharles RyderSocial Services07/06/20062/4Children's ServicesHelen Social Services05/09/20063/6 | | | Social | 0/0/0000 | | |
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| Permanency TeamRobert PookSocial Services06/07/20063/6Family Placement Team – Support and ReviewCatherine WilliamsSocial Services08/05/20062/3Family Placement Team – Assessment and RecruitmentLynne HockingSocial Services05/05/20062/3Leaving Care TeamJanine EdwardsSocial Services05/05/20062/3Residential Care TeamKelvin StokesSocial Services11/04/20062/5Residential Care TeamKelvin StokesSocial Services21/04/20062/3Family Support ServicesCharles RyderSocial Services07/06/20062/4Children's BervicesHelen WestSocial Services05/09/20063/6 | | | | | | |
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| Family Placement Team –LynneSocial Services05/05/20062/3Assessment and RecruitmentHockingServices05/05/20062/3Leaving Care TeamJanine EdwardsSocial Services11/04/20062/5Residential Care TeamKelvin StokesSocial Services21/04/20062/3Residential Care TeamKelvin StokesSocial Services21/04/20062/3Family Support ServicesCharles RyderSocial Services07/06/20062/4Children's ServicesHelen WestSocial Services05/09/20063/6 | | Williams | Services | 06/05/2000 | | 2/3 |
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| TeamStokesServices21/04/20062/3Family SupportCharlesSocial07/06/20062/4ServicesRyderServices07/06/20062/4Children'sHelenSocial05/09/20063/6ServicesWestServicesAll | | | Services | 11/04/2000 | | 2/0 |
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| ServicesRyderServices07/06/20062/4Children'sHelenSocial05/09/20063/6ServicesWestServices05/09/20064// | Team | Stokes | Services | 21/04/2000 | | 2/3 |
| ServicesRyderServices07/06/20062/4Children'sHelenSocial05/09/20063/6ServicesWestServices05/09/20064// | Family Support | Charles | Social | 07/00/0000 | | 0/4 |
| Children's ServicesHelen WestSocial Services05/09/20063/6Bargoed LocalityDemiSocialAll | | | | 07/06/2006 | | 2/4 |
| Services West Services 05/09/2006 3/6 | | | | | | |
| Bargoed Locality Demi Social All | | | | 05/09/2006 | | 3/6 |
| | | | | | | ΔΠ |
| Team Pantelli Services 02/02/2007 Follow-up Completed | | | | 02/02/2007 | Follow-up | |
| | ream | rantelli | OCI VICES | | | Completed |

| 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 |