



EMPLOYMENT COMMITTEE

30 JUNE 2016

LONE WORKING AND PERSONAL SAFETY CAMPAIGN

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to inform the Employment Committee of the work that the Health, Safety and Wellbeing Service are undertaking to improve the safety of staff whilst working alone.

Background

2. Many staff in a range of occupations regularly work alone. This can present a range of hazards and have implications to personal safety. Lone working has therefore been identified in the Health, Safety and Wellbeing Strategy as a 'risk priority for action'. Health and Safety Action Plans have been produced for all Departments for 2016/17, with an aim to launch a campaign to educate and protect lone workers. The following specific objectives have been set:-

- (i). Produce '10 Steps to Safety' leaflet and poster for distribution throughout the Council. The poster is attached as Appendix 1;
- (ii). Ensure that key messages are consistently given out in the personal safety training;
- (iii). Update the Lone Working Policy, which will be submitted for approval to a future meeting of the Committee;
- (iv). Raise awareness using a range of internal communications channels;
- (v). Work with each Department to review their emergency code word (used by members of staff who are in an emergency situation, and who require assistance);
- (vi). Monitor records of physical assault on the Council's accident and incident reporting system and undertake investigations where required.

Implementation

4. The following campaign plan is to be implemented between April 2016 and March 2017:-
 - (i). The review of Lone Working Policy - currently underway, and will be brought to the next meeting of the Committee for approval;

- (ii). The '10 Steps to Safety' booklets have been reviewed and printed. The Health, Safety and Wellbeing Service will distribute them to services throughout the year;
- (iii). The '10 Steps to Safety' poster has been reviewed and will feature on all corporate noticeboards. Schools will also be emailed a copy of the poster;
- (iv). Awareness of Lone Working and Personal Safety will be raised in a variety of ways online. Work is currently in progress to create a new webpage for the Lone Working and Personal Safety Campaign. This will feature the poster, leaflet, policy, risk assessments and useful documents for managers with an article in Staff Matters for those who do not have access to information online;
- (v). The June edition of Manager's Digest will feature an article on the '10 Steps to Safety'. An article will be published each quarter on different lone working topics;
- (vi). A Lone Working and Personal Safety Event will take place on 5th October - National Personal Safety Day. The event is planned to take place at the County Hall, and at three other locations across the County. Members of the Health, Safety and Wellbeing Service will attend all the venues with a stall providing information and advice. A representative from the Suzy Lamplugh Trust will attend the event at County Hall to provide two briefing sessions, aimed at managers and covering a variety of personal safety issues and suitable control measures. It is planned that this event will be available for staff at the other venues via video link. The Learning and Development Service will have representatives at all locations to provide a one hour briefing to staff (non-management) on personal safety based on the Suzy Lamplugh presentation.

Recommendations

5. The Committee is asked to note the report and to support the rollout of the campaign.

Officers to Contact

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List of Appendices

Appendix A – Operational Policy and Guidance. Lone Working.

Appendix B – "10 Steps to Safety" Poster.

Equalities and Human Rights Implications

An Equality and Human Rights Assessment will be carried out on the revised policy.