

Minutes of a meeting of the **Personnel Committee** of **Bingham Town Council**, held in The Old Court House, Church Street, Bingham, on **Tuesday, 28th February, 2017**, at **7.15 p.m.**

PRESENT:

- Councillor Mrs K Vallance - Chairman
- “ R. Bird
- “ A. Harvey
- “ Mrs. S. Hull
- “ Mrs. E. Hutchison

Also in attendance:

- Councillor F. Purdue Horan
- “ A Shelton

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

An apology for absence and acceptance was received and accepted from Councillor Mrs. J. Costello.

2.00 DECLARATIONS OF INTEREST:

Councillor Mrs.E. Hutchison declared an interest in any items relating to Butt Field.

3.00 MINUTES

The Minutes of the Personnel meeting held on the 24th January, 2017, Folios 8556/8557, were taken as read, approved and signed by the Chairman as a correct record.

4.00 MATTERS ARISING

No matters arising.

5.00 PERSONNEL POLICIES AND PROCEDURES

- (a) Lone Worker Policy (Appendix A, Folios 8582/8584)

RECOMMENDED that the Lone Worker Policy be adopted.

Members requested that the office added a risk assessment to the Policy.

Continued...../

Minutes of a meeting of the **Personnel Committee** of **Bingham Town Council**, held in The Old Court House, Church Street, Bingham, on **Tuesday, 28th February, 2017**, at **7.15 p.m.** continued.....

6.00 STAFF TRAINING

Members were updated that Mrs Riddle was awaiting confirmation of the CiLCA training course dates.

It was discussed that Mr Roberts had requested to attend a Monument Testing Course for the Cemetery.

Members were also updated about a training course in Allotments and once a date had been confirmed this would be offered for all office staff to attend.

RECOMMENDED that Mr Roberts be placed on a Monument Training Course and that all Office Staff be offered the Allotment Training Course once dates had been confirmed.

7.00 CHRISTMAS OPENING HOURS

Members suggested that in addition to notifying Funeral Directors of the contact numbers, that a notice be placed on the office door for any Cemetery enquiries to be directed via the local funeral directors during the office Christmas closures. The Office Staff were to make sure that the arrangements were in place for Christmas 2017.

8.00 GRASS CUTTING AND GROUND STAFF

Members discussed the options of a Full Time Permanent, Full Time Zero Hours and an Apprentice Grounds Staff.

Councillor Hull proposed and Councillor Bird seconded and it was:-

RECOMMENDED that a new Full Time Permanent Grounds Staff be employed with a three month probationary period.

Continued...../

Minutes of a meeting of the **Personnel Committee** of **Bingham Town Council**, held in The Old Court House, Church Street, Bingham, on **Tuesday, 28th February, 2017**, at **7.15 p.m.** continued.....

9.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

“In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting.”

The following matters were discussed:-

- 01 DATA PROTECTION**
- 02 UPDATES ON COMPLAINTS AND GRIEVANCE MATTERS**
- 03 STAFFING ISSUES**

As there was no further business to discuss, the meeting closed at 8.30 p.m.

.....
CHAIRMAN

Date:

LONE WORKER POLICY

1. Statement of Policy

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, employers have a legal obligation to look after the health, safety and welfare of their employees and staff.

Bingham Town Council is committed to providing a safe, healthy and effective environment for all of its employees and Councillors whenever they are required by the nature of their duties to work alone and without direct support and supervision.

Definition of Lone working: Staff and members are alone at work and have little or no direct contact with other employees or members of the Council. They cannot be seen or heard or expect a visit from other employees and members of the Council and assistance is not readily available. The policy applies to all members of staff and council members.

The Council's employees are expected to work alone and for some staff lone working is a day to day occurrence. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff that are required to work alone. The implementation of this policy should help to reduce these risks.

Councillors, Cleaners, Ground staff and Office staff do regularly work alone.

2. Organisation and Arrangements

Bingham Town Council is responsible for:

- The lone working arrangements of employees;
- Determining the contents of this policy;
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Ensuring compliance with the policy and providing resources for putting the policy into practice;
- Ensuring that employees and councillors are aware of this policy;
- Ensuring that appropriate support is given to employees and Councillors involved in any incident.

The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly;
- Reporting annually to the Full Council on any incidents and actions taken in response.

All officers and Councillors engaged in lone working are responsible for: -

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Following all rules and regulations laid down by the Parish Council;
- Reporting all incidents that may affect the health and safety of themselves or others;

- Taking part in training designed to meet the requirements of this policy;
- Reporting any dangers they identify or any concerns they might have;
- Recording full details of their lone working time;
- Recognising and assessing potentially high risk activities before carrying out any work activity and putting in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;
- In addition, and if appropriate, completing a form detailing visits from aggressive or potentially violent people. Any such forms or reports should be provided to the Clerk for appropriate action to be taken.

3. Risk Assessments

A risk assessment should be carried out for and by all employees who are going to be working alone both in the office or remotely.

They should include the following:

- Safe access and entry points;
- Risk of violence;
- Safety of equipment for individual use;
- Channels of communication in case of emergencies – included mobile phones and contacts;
- Site security;
- Security arrangements.

A Risk assessment for workers within the community must include:

- Risk assessment of the sites/premises where applicable;
- Travel between premises;
- Reporting and recording daily activities;
- Personal safety and security.

4. Lone Worker Guidance

Employees and Councillors must:

- Take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken, then they should discuss this with the Clerk.
- Advise their managers if they become aware of an activity or circumstance that foreseeably could give rise to an unacceptable level of risk.
- Plan the visit – designated contact must know time of leaving, where going and estimated time of return and an agreement of reporting these movements must be in place.
- Try to avoid confrontation. If a situation does become heated, try to stay calm. If violence is threatened it is best to withdraw.
- In the event that a member of staff or employee suspects that a violent attack is imminent it may be possible to use a mobile telephone to summon assistance (e.g. 999 for the police). Heated arguments can suddenly escalate to the point at which violence is used and in practice there may be little time to call for help.
- Ensure that they are properly trained and have the skills and knowledge to do their job safely and without risks to health. If they feel that they need extra training, then discuss this with the Clerk.

5. Special Arrangements

Office staff working alone should keep the internal office door locked at all times out of hours and use the hatch to address visitors during opening hours.

Staff should NEVER undertake home visits alone and details of any meeting on private premises must be recorded.

Staff working out of hours whether in the office or out on site should ensure that the designated contact is aware of their anticipated movements including start and finish times and completion of work notification.

To be reviewed.....

Further Guidance can be found in HSE Guide INDG 73 Working Alone