



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Monday 25th September 2017** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.00 pm**, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 10th March 2017
4. LONE WORKER POLICY (Appendix 1)

We have had an informal system in place with regard to the janitorial staff within the community centre but this is a matter that needs to have a formal policy for staff to follow.

It is **RECOMMENDED** that the Sub-Committee approve the Policy **with recommendation to P&R to adopt.**

5. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing)

6. STAFFING MATTERS – Confidential Appendix 1

Helen Symmons
Town Clerk
20th September 2017

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Committee or Town Clerk.

This meeting may only be attended by members of the Sub-Committee



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jane Ward
Vice-Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

LONE WORKING POLICY

Policy Statement

In the interest of staff working alone this policy is committed to ensuring that employees are aware of the risks presented by lone working whilst they are engaged in any activity associated with Leigh Town Council.

Definitions

Lone working includes both members of staff alone in a building and those whose duties involve working outside where there is no close, frequent or regular contact with other colleagues.

Policy Objective

- To ensure Leigh Town Council (LTC) comply with statutory duties with regard to lone working, the Council will through procedures adopted at all levels avoid the need for lone working wherever possible.
- To ensure that employees who are required to work alone are protected from risks to their health, safety and welfare.
- To ensure any potential risks are identified and discussed with the line manager prior to undertaking any lone working.
- To encourage employees to take responsibility for their own safety and understand that they must remove themselves immediately from any such situation. Such action and concerns must be reported immediately to the line manager.

Assessing the Risk

In order to promote a safe environment for employees the following issues should be considered, as and when appropriate:

- The Environment – location, security and access
- The Context – nature of the task, any special circumstances
- The individuals concerned – indicators of potential or actual risk
- History – any previous incidents in similar situations?
- Who to contact in case of an emergency and how? Employees must not assume that having a mobile phone is a sufficient safeguard in itself.
- Any other special circumstances to be aware of

Personal Safety

- Employees must inform their line manager or other identified person when they will be working alone, giving accurate description of their location and following an agreed plan to inform that person when the task is completed.
- If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.

- Be aware of the environment around you. Know what measures are in place – check out alarm systems and procedures, exits and entrances and the location of first aid supplies.
- Employees should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

POLICY ADOPTED:

POLICY REVIEW: