

**TO: EMPLOYMENT COMMITTEE – 18<sup>th</sup> DECEMBER 2006**

**SUBJECT: HEALTH AND SAFETY PROCEDURES IN RELATION TO WORKING AWAY FROM THE OFFICE.**

**FROM: ENVIRONMENTAL HEALTH**

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**1. PURPOSE OF REPORT**

To inform members of new health & safety procedures, in relation to employees working away from the office and to request their support for its implementation.

**2. BACKGROUND**

**STAFF ALERT LIST**

- 2.1 As an employer Warwick District Council has a general duty of care towards employees when they conduct visits away from the office. There may be a risk in visiting some premises because the occupiers could be aggressive or violent etc. As far as possible it is therefore important to share information about people and/or premises which are known to present a risk, so that this can be managed.
- 2.2 In the past this authority had a system, referred to as the SIP list (Sharing of Information Protocol) through which such information was made available to staff. For a number of reasons this system is no longer viable and there has been a period of time when alternatives have been researched. We now have a database of information which can be accessed by all staff and members, via the Intranet. It is known as the Staff Alert List.
- 2.3 The system takes account of information supplied by the Police and other relevant authorities and helps us in sharing information about people our own staff consider to be of concern. In setting up the system the need to ensure that we comply with both the Data Protection and Freedom of Information legislation has been fully recognised.
- 2.4 The Staff Alert List can now be accessed via the Council's homepage. Guidance on how this is done and the procedure for using the list is attached to this report.

**LONE WORKING / OUT OF OFFICE WORKING**

- 2.5 Once members of staff leave the office the employer's duty of care extends to the need to have in place procedures for tracking where they go and to implement actions to respond, should problems arise whilst they are out on site. Some of the issues in relation to this were highlighted by the Suzy Lamplugh case many years ago and the principles coming out of the inquiry into that case hold good today.
- 2.6 A procedure has therefore been agreed for staff to follow which sets out a reasonable and practical approach to manage this risk. A copy of this procedure is also attached to this report. The procedure is also available via the Council's homepage on the intranet.
- 2.7 Members may want to consider the principles of this procedure for their own circumstances and ensure that they keep others informed of their whereabouts when they visit an unknown premises or person. Should further advice be required members can contact the Council's Safety Adviser.

**OUT OF HOURS WORK**

- 2.8 It is accepted that the Lone Working Procedure as attached is largely relevant to working during normal office hours. Options are still being considered to address providing a reasonable level of cover for people working outside normal office hours and the results of this will be reported in due course.

### **3. POLICY AND BUDGET FRAMEWORK**

There are no budgetary implications.

The need to comply with Health & Safety at work legislation is the driver behind the need to implement these procedures. However, the Community Plan has as one of its priorities 'we want a safe community where people can go about their daily lives feeling safe and confident'.

### **4. OUTCOME REQUIRED**

That the Committee supports the introduction of the Staff Alert List and Lone Working procedures as set out in this report.

**Richard Hall**  
**Head of Environmental Health**

## **BACKGROUND PAPERS**

**Areas in District Affected:** None

**Executive Portfolio Area and Holder:** Environment – Cllr Mrs Begg

#### **For further information about this report please contact:**

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