

S40(2)

Reply by email: S40(2)

Telephone: 01636 655216/7

Email: freedom@nsdc.info

Your ref:

Our ref: **RFI-2016-0888**

23 August 2016

Dear S40(2)

Request for information: RFI-2016-0888

Your request for information about lone workers has now been considered. The information held by the Council relevant to your request is set out below:

Q1: Does your local authority issue guidance to those who work on their own?

Yes, included in the H&S Policy.

Q2: Approximately, how many employees of your local authority are now classed as lone workers? As a percentage of total number of employees?

Lone workers 78. Headcount 430; 18% of total number of employees

Q3: Are those employees who undertake lone working provided any form of specialised training, such as conflict avoidance or De-escalation techniques?

No specific training for lone workers. There would however be a risk assessment done by the individual business units where lone working is in operation and guidance given as appropriate.

Q4: Are lone workers issued any PPE safety equipment or means for signalling an emergency (i.e. personal alarms, pagers, mobile phones?)

Mobile phones & personal alarms.

Q5: Does the Local Authority provide this equipment / service or is it outsourced to private sector companies? If so, whom?

Issued by the council.

Q6: How many assaults were reported by staff to the Local Authority in 2015 (if no stats known, then for the year 2014).

None.

Q7: Please provide the name and job titles of the person(s) responsible for the safety of your local authority's lone workers or lone worker policy and lone working risk assessments (health and safety manager?)

Safety & Risk Management Officer is responsible for the H&S Policy, but individual Business Unit Managers write their own risk assessments, to include lone working where necessary.

Q8: Please list the contact details (phone, email) of these person(s) responsible.

Safety & Risk Management Officer Richard.bates@nsdc.info

This request has been handled under the Freedom of Information Act 2000.

This response refers to information held by Newark & Sherwood District Council and does not include information relating to the Council's housing stock or the management of that stock. This information is held by a wholly owned arm's length company, Newark and Sherwood Homes Ltd, which for the purposes of Freedom of Information, is classed as a separate public body. Newark and Sherwood Homes Ltd can be contacted via their website at www.nshomes.co.uk

Where provided, the direct contact details of individual Council officers must not be used for the purposes of direct marketing.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by the Director of Safety or the Deputy Chief Executive who have not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website www.ico.org.uk/

More details of this complaints process are available to view on our website at the following link:

www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/

Yours sincerely

David Clarke

S40(2)

A black rectangular redaction box covers the signature area, with the text 'S40(2)' written in red at the top left corner of the box.

Information Governance Officer