

CYNGOR TREF GORSEINON
GORSEINON TOWN COUNCIL

Minutes of the Meeting of Gorseinon Town Council held at Ty Newydd Community Centre,
on Wednesday November 5th at 6pm.

Attendees:	Councillors; Cllrs. (Chairman) J Curtice, A. Stevens, K Jones, M. Curtice, P Griffiths, N. Matthews, M. Phillips, P. Eyres, Town Clerk,
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Main Meeting Discussion Points:

GTC1125-97	<p>MAYORS ANNOUNCEMENTS</p> <p>Attended</p> <p>The mayor attended the 100th Birthday of Mr. Emlyn Llewelyn. The surprise party took place at The Lodge on Thur. Oct 2nd at 1.30pm. Our mayor presented Emlyn with one of our Welsh Dragons on a plaque and a bottle of Welsh whiskey on this milestone Birthday.</p> <p>Mayor attended Pembroke St. Michaelmas Fair at 5.30pm on Thursday 9th Oct. with Cllr. J. Clayfield and Clerk.</p> <p>Our mayor attended The Garden of Remembrance Service on Saturday 1st November. The Service was led by The Vicar of St Catherines, Rev. Adrian Morgan. Invited dignitaries included, The High Sheriff, The Lord Lieutenant, Rebecca Evans (MS), Tonia Antoniazzi (MP), County Cllrs, The Mayor of Loughor, S. W. Police, Fire Service, The Inshore lifeboat, and Council members.</p> <p>Invites</p> <p>Brownies group on 12th November to show some of our lanterns and give out some materials.</p> <p>Invite from Mayor of Pembroke to a special Festival of Remembrance Service & Concert, taking place at Monkton Priory Church, Monkton, Pembroke on Friday, 7th November 2025.</p>
GTC1125-98	<p>APOLOGIES FOR ABSENCE</p> <p>There were apologies for absence from Cllrs, J. Crowley, J. Clayfield, A. Thomas, P Morgan</p>
GTC1125-99	<p>PUBLIC PARTICIPATION</p> <p>No members of the public were present and there were no representations from the public prior to the meeting commencing.</p>
GTC1125-100	<p>DECLARATION OF INTEREST</p> <p>None noted.</p>
GTC1125-101	<p>MINUTES OF COUNCIL</p> <p>It was RESOLVED that the Minutes of the Meeting of the Council held on October 1st 2025 be confirmed as a correct record - AGREED.</p> <p>Approved by Councillor P. Griffiths and Seconded by Councillor M. Curtice</p>

GTC1125-102	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>None reported.</p>
GTC1125-103	<p>MEMBER'S REPORTS</p> <p>County Councillors reports.</p> <p>With recent flooding all over the area. County Councillors have some positive news with plans to complete culvert works around the West St. Gym and Libinus area.</p> <p>Halloween pumpkin event at Melin Mynach was a great success. With lots of positive feedback and joint working with police, fire service, crime prevention and others. Comments made about the decorations which were very cleverly done. It was a great turnout, and all the free pumpkins were gratefully received.</p> <p>Parc Melyn Mynach plans for lighting up the footpath and potentially into and around skatepark. Cllr. Stevens stated there is funding available. There are possible works to the entrance to Melin Mynach footpath to renovate the pavement anyway. No conformation on dates yet.</p> <p>Conformation that the hedge is going to be removed in the coming weeks which will improve access and visibility.</p> <p>Recent Swim UK Gold Award winners announce as Penyrheol, Penlan and Morriston.</p> <p>Confirmed there has been funding for the young rugby initiative 'Tackle after dark'.</p> <p>Councillors also announced Police are currently doing joint patrols in our community.</p> <p>a. Town Councillors.</p> <p>None</p>
GTC1125-104	<p>Christmas Parade Committee feedback- Current update and feedback from Clerk, including.</p> <p>a. Posters</p> <p>b. Lime St. Institute have cancelled use of hall for workshop on 22nd November as of 04th November. Clerk has enquired with Welfare Hall, Bethel, and others. Posters need to be reprinted.</p> <p>c. Applications/ SAG/ Road Closures</p> <p>d. Attendees. All confirmed</p> <p>Clerks report was NOTED.</p>
GTC1125-105	<p>Revised plans for Jubilee Memorial regeneration project.</p> <p>Current proposals and draft computer designs shared with members for discussion. Clerks report was NOTED. It was RESOLVED that from members was as follows.</p> <ol style="list-style-type: none"> 1. Consensus was to remove the chimney feature and in its place have a metal feature similar to Gowerton, Grovesend, and Pontardulais metal sculptures. This could be designed to reflect the industrial heritage of Gorseinon town or incorporate the station aspect. 2. The hedging around the perimeter was not preferred and was not to be included. 3. The bridge representation of the old station bridge was liked by all members.

	<p>4. Signage as you enter either side stating 'you are now entering a representation of Gorseinon Railway Station' was suggested.</p> <p>5. A cycle station in place of the temporary kiosk/café was preferred by members.</p> <p>6. The Train, at half scale, was liked, but was agreed to be included at a later phase due to the costs.</p> <p>7. Even though it was not included in plans submitted so far, the idea from Catherine to have curved seated areas in the green spaces was accepted.</p>
GTC1125-106	<p>Remembrance week. Garden of Rest Remembrance Service. Dignitaries who attended or were represented included, Representatives of Royal British Legion, The Lord Lieutenant, The High Sheriff, The Mayor of Loughor, Tonia Antoniazzi (MP), County Cllrs, and Council members.</p> <p>Members stated they were delighted to see Phillip Sillick (MBE) at the service after his recent illness.</p> <p>Clerk reported that Paul Davies, a committee member of RBL, had been in touch to confirm that the Local Authority have assisted them with confirming road closure during the Marching of the ACF Band on Remembrance Sunday. The band will set off at 9.15 from the Centre marching past Garden of Rest shortly after.</p> <p>Clerk confirmed the purchase of the 'Remembrance Tommy Lamp Post Signs' to line the March route and as a donation and mark of respect for the Fallen. Some of these were used in and around the Recent Garden of Rest Remembrance Service. Clerk will be installing the remainder on Saturday 8th Nov – Wed 12th November. This has been approved by The Street works section of The Local Authority.</p> <p>'Lest we forget' flag To be displayed outside Ty Newydd for the whole of Remembrance week. Clerks report was NOTED.</p>
GTC1125-107	<p>Front Door of Ty Newydd This has been identified, in previous meetings, as a risk to security. Members had previously agreed to replace the door. Three local firms are currently assessing and have concluded that a two-door system incorporating the existing front door and current archway in the porch. This porch was previously a doorway. The system would allow members of the public to enter the porch area through the front door during the day. The archway door would be fully secure with intercom, keypad, and 'ring' doorbell camera system. Together with new keypad type locks for front office and internal door to Kitchen and Labour rooms upstairs.</p> <p>This did not, however, mitigate the risk where users could still access the Labour rooms upstairs. Clerks report was NOTED. It was RESOLVED that on the motion of Councillor J. Curtice, seconded by Councillor A. Stevens, a door be constructed at the bottom of the stairway with keypad door entry. Other users could still walk through to use the kitchen area. And that the clerk to incorporate this security measure and get three new quotes for additional work to present to members in future meetings.</p>

	<p>Gas boiler in basement service BPS Engineer carried out annual service on Monday 03 November. Boiler is now 15 years old and in need of ongoing maintenance. Quotes needed. Clerks report was NOTED. It was RESOLVED that Clerks report was NOTED. It was RESOLVED that on the motion of Councillor P. Evers and seconded by Councillor A. Stevens the clerk receive quotes and authorise BPS to carry out the work needed.</p>
GTC1125-108	<p>Sub Committees Clerk highlighted from the list on the agenda, the priorities should be the Finance/Personal, and Ty Newydd Management committees to be formed first. Finance and Personal was touched on in the last point and would only require one or two meetings annually. Clerks report was NOTED. It was RESOLVED that on the motion of Councillor N. Matthews, seconded by Councillor A. Stevens Clerk set up a meeting via teams to discuss the situation and that these subcommittees could then make recommendations to full council.</p>
GTC1125-109	<p>Policies Clerk shared the policy schedule with Members for the rest of this year and through 2026. Appendix 1. Clerk also shared the Second of these on the list, the Lone Working Policy. Appendix 2. Clerks report was NOTED. It was RESOLVED Clerks report was NOTED. It was RESOLVED that on the motion from Councillor M. Phillips and seconded by Councillor N. Matthews, to agree with the new Lone Working Policy proposal. Clerk to include the Grant Schedule and Grants Application Policy in Gorseinon Town Council's constitution and to be displayed on the Council website.</p>
GTC1125-110	<p>Internal Auditor - Lyn Llewellyn has accepted as Internal Auditor for Gorseinon Town Council. Clerk to prepare a Letter of engagement. Clerks report was NOTED.</p>
GTC1125-111	<p>Payroll Service via Accountant. To request members, authorise accountant firm to manage Staff payments under a 'payroll service' as this has been highlighted as a risk to Gorseinon Town Council. (The Clerk is currently responsible for paying himself as a primary user for Council accounts). This will be included in the new Risk Schedule for Gorseinon Town Council for 2025 26 going forward. Costs provided in next meeting from Local firms and DCK accountants, who have represented part of Town Councils annual audits previously. Clerks report was NOTED. It was RESOLVED that on the motion of Councillor J. Curtice, seconded by Councillor N. Matthews, that quotes to be considered in future meetings.</p>
GTC1125-112	<p>Fire Escape. Email received recently (in correspondence) from Surveyors in CCOS confirming they have received the plans, members to consider the response below; <i>Please see attached Heads of Terms for a new Lease of airspace over land at Gorseinon Library. Please let me know whether you will appoint a Solicitor to act on the Town Council's behalf in arranging this Lease. The lease is to be for a term of 50 years. Rent: The annual rent is to be five hundred pounds. In addition, the Town Council will be responsible for Swansea Council's Legal and Estate's Fee of £3,000. Please let me know how you wish to proceed.</i> Clerks report was NOTED. It was RESOLVED on the motion of Councillor J. Curtice, seconded by Councillor N. Matthews that this contract be rejected. Plans will go ahead</p>

	to receive alternative plans, avoiding the airspace between the two buildings in question. Clerk to gain new plans and quotes to present to Council.
GTC1125-113	<p>Three vacant Town Council Seats. Conformation from CCOS that Co-option is now open. Advertising period is now over. Depending on how many candidates' members have to propose. If there are three candidates, then there is no need for formal interviews. Members to discuss informal interviews.</p> <p>Details from members asap to be forwarded to Clerk to invite for informal meeting. Panel members from AGM - Mayor, Cllr. M Curtice, Cllr. M Phillips, Clerk. This can be increased if members wish to discuss and agree a panel closer to the time.</p> <p>Clerks report was NOTED. It was RESOLVED that members have already three candidates in mind and to accelerate the process by proposing their candidates via email to the clerk to arrange initial checks. Clerk to request a short response telling the members a little more about themselves. Based on this, members will then meet and discuss with a view to arranging an informal meeting with all candidates. If there are more than three candidates, this will have to go to competitive interviews.</p>
GTC1125-114	<p>Christmas Trees Arrangements are underway for delivery of the three trees Gorseinon Town Council have purchased for delivery at Argyll Gardens, St Catherines Church and Penyrheol Green. Process should start around mid-November. Clerk requested to settle the invoice for three trees from Gower Fresh. Clerks report was NOTED. It was RESOLVED on the motion of Councillor J. Curtice, seconded by Councillor N. Matthews that this payment be made. Light house Electrical are taking care of the lights for all three trees.</p> <p>In previous meetings Gorseinon Town Council agreed to pay for a fourth tree for Loughor Town Council and be reimbursed, but Loughor members have since decided to go with a different supplier for the Christmas tree in St. Davids church, Loughor.</p>
GTC1125-115	<p>Defibrillators update – Quote for Defibs - Installation and electrical supply x4 units in and around Gorseinon. £920.00 inc. VAT Another defib needs a battery change. Approx. £50.00 Marc Gower has provided loan defibs and batteries until Clerk has purchased new ones. New defib outside on Sainsbury wall, (please see correspondence). Clerk and Marc to assess what is needed for members to consider future meetings. Clerks report was NOTED. It was RESOLVED on the motion of Councillor J. Curtice, seconded by Councillor M. Curtice that this payment be settled.</p>
GTC1125-116	<p>Flowers for 2026 – Clerk has received quotes for supplying and maintaining the following. 18 Lamppost baskets, 2 x Hanging baskets, 12 x Troughs, 2 x Extra troughs on the railings to the new school Parc Y Werin, The cost of half of the Barrier troughs Penyrheol Post office The remainder of the costs for this part will be covered by County Councillors budget with a 50/50 share of costs. Clerks report was NOTED. It was RESOLVED on the motion of Councillor J. Curtice, seconded by Councillor N. Matthews that clerk go ahead and request the invoice for payment.</p>

GTC1125-117	Notice Board outside Town Hall – Clerk is about to purchase, as agreed in previous meeting, the board will incorporate Gorseinon Town Council and logo on the top. Clerks report was NOTED . It was RESOLVED on the motion of Councillor J. Curtice, seconded by Councillor J. Curtice to go ahead with this.												
GTC1125-118	To receive reports from Council’s representatives on outside bodies/ upcoming meetings. None reported. NOTED .												
GTC1125-119	POLICE REPORT Please find enclosed Police reports for the month of October. Beat of Gorseinon <u>98 occurrences in total</u> 6 ASB reports 22 Violence Against the Person reports No Dwelling burglary reports Beat of Penyrheol <u>54 occurrences in total</u> 1 report of ASB 11 Violence Against the Person reports No dwelling burglary reports There was a rise in anti-social behaviour during the early part on the month which centred around the Bus Station and Parc Melyn Mynach. A young male has been identified as being involved in this rise demand who has been arrested and charged with several offences. He has appeared before the courts, and the matter is ongoing. This male has stringent bail conditions which are being enforced and as a result we have seen a reduction in incidents. Some excellent partnership work was conducted during the recent half term holiday at Parc Melyn Mynach which has been well received.												
GTC1125-120	REPORT OF THE CLERK a. Payments for October 2025 Clerk’s report was NOTED and AGREED . b. Correspondence. <table><tr><th colspan="3">Correspondence</th></tr><tr><th>Date of email/ letter</th><th>From</th><th>Request</th></tr><tr><td>13 10 25</td><td>Ian Bonner- local resident</td><td>38 High, Gorseinon, Swansea, SA4 4BT Just a note to highlight I recently noticed vandalism at Parc Melin Mynach. Unfortunately, a fire has damaged the storage unit, including the contents.</td></tr><tr><td>13 10 25</td><td>Chris Jones – manager Sainsbury’s</td><td>I hope this message finds you well. It was a pleasure meeting you in my shop last week when you inquired about installing a defibrillator on the side of the building. I have since reached out to the relevant parties to initiate the process, and I am pleased to inform you that</td></tr></table>	Correspondence			Date of email/ letter	From	Request	13 10 25	Ian Bonner- local resident	38 High, Gorseinon, Swansea, SA4 4BT Just a note to highlight I recently noticed vandalism at Parc Melin Mynach. Unfortunately, a fire has damaged the storage unit, including the contents.	13 10 25	Chris Jones – manager Sainsbury’s	I hope this message finds you well. It was a pleasure meeting you in my shop last week when you inquired about installing a defibrillator on the side of the building. I have since reached out to the relevant parties to initiate the process, and I am pleased to inform you that
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		<p>they are currently investigating the feasibility of this project. Regrettably, the coordination of several teams is necessary to bring this initiative to fruition. I have forwarded your name to the appropriate contacts, and I will continue to monitor the progress on your behalf.</p> <p>Should you have any additional information that you believe would be pertinent, or if you wish to discuss this matter further, please do not hesitate to call the number below and ask for me, or to send an email.</p> <p>Gorseinon Store Manager</p>
15 10 25	Heather Parkinson – CCOS surveyor	Fire escape - Property Review Surveyor - Property Services Contract cost of fresh air between Ty Newydd and Library. Please see point GTC1125-112
26 10 25	Seren travel group – local business	We are a family run business based in Gorseinon and we are holding a charity event for Ty Hafan, non profit to us. As a business we would just like to help raise money for Ty Hafan.
16 10 25	Lyn Llewellyn – Internal auditor	Accepted as internal Auditor pending an Engagement letter and accounts 2024 25 Please see point GTC1125-110
29 10 25	Thea Watts – Area manager for Cash access UK.	Cash Access UK – They have confirmed that Cash Access UK will be bringing a Banking Hub to Gorseinon - bringing cash and everyday banking services.
01 11 25	Late Corr. From Horticultural services	<p>Penyrheol post office Flower troughs quotation – to supply and maintain x4 flower troughs in 2026 – see attachment 50/50 split between County and Town Council proposed by Cllr. A Stevens.</p> <p>There is a separate quote for the remainder of the flower baskets and troughs around the Gorseinon area for 2026. Please see point GTC1125-126</p>

c. Grant Requests

Moving Forward group

A handwritten letter from the Moving Forward group who meet up every Monday morning, requesting financial support to pay their rental charges. Clerks report was **NOTED**. It was **RESOLVED** that on the motion of Councillor M. Curtice, seconded by Councillor N. Matthews, a grant payment of £300.00 be paid to the Moving Forward group.

Urdd Regional Committee.

On behalf of the Cylch committees (Abertawe, Cwmtawe, Llŵchwr, Nedd and Afan a Threforys) and the Gorllewin Morgannwg Regional committee, Clerks report was **NOTED**. It was **RESOLVED** by all members to refuse this request as we only give to local groups.

Wales Air Ambulance Community Council Appeal 2025 –

Clerks report was **NOTED**. It was **RESOLVED** by all members to refuse this request as we only support local groups.

Sea Cadets

Based in Maritime Quarter (SA1) but cover the entire City & County of Swansea and surrounding areas. A request for grant of £300, which would pay for 1 x 50" television, wall bracket and mirror casting device to modernise one of the classrooms for use. Clerks report was **NOTED**. It was **RESOLVED** by all members to refuse this request as we only give to local groups.

3 Laptops granted donation for local community groups and Individuals.

Sue Rawle

Prepare history talks and local exhibitions. Family History research.

Produce a fact sheet on how to start a family tree, database of websites, written reports, online research and memorial photographs. Providing a glimpse into Gorseinon past.

Andrew Crowley

We have just taken on a Youth Engagement Officer. a laptop for Teams Meetings, admin to deal with our Socials. As with all our Staff and Volunteers we will arrange a qualification from Microsoft for her.

Royal British Legion Committee

Thank you, it would be gratefully appreciated. The laptop would be used for committee business only.

Clerks report was **NOTED**. It was **RESOLVED** that on the motion of Councillor M. Curtice, seconded by Councillor N. Matthews, a grant of one laptop be granted to each person/ group.

	<p>d. OVW/SLCC</p> <p>1.Town Council has a statutory duty under Section 6 of the Environment Act (2016) which states that every public body... ...must seek to maintain and enhance biodiversity in the exercise of their functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions. Every public authority, including all Community and Town Councils, must publish a report on what they have done to comply with the duty. The next reporting round is now active, with reports due by the end of 2025.</p> <p>Clerks report was NOTED. It was RESOLVED that on the motion of Councillor M. Curtice, seconded by Councillor N. Matthews that the clerk to attend workshop and produce report for council.</p> <p>2.One Voice Wales and the Society of Local Council Clerks (SLCC) are arranging a remote joint event to be held on 12 November 2025 and your clerk will already have received the invitation details circulated by the SLCC. Clerk's report was NOTED</p> <p>3. Please find attached link to the Written Statement: Update on actions to support the role, governance and accountability of the community and town council sector from the Cabinet Secretary for Housing and Local Government.</p> <p>Kind regards Local Government Policy Division</p> <p>Two areas will be engaged with Local Councils in the coming year.</p> <ol style="list-style-type: none"> The first theme relating to standards of behaviour. The second theme will work on exploring a new bespoke audit system for community and town councils to begin afterwards, most likely in the spring/summer of 2026. Changes to the audit system are likely to require deep consideration leading to legislative changes. <p>Documents available on request and in accordance with GDPR</p> <p>Clerk's report was NOTED</p> <p>e. Training</p> <p>Members were reminded that the selection of free courses offered by OVW including The Code of Conduct and various financial courses are still available until the end of December.</p> <p>All of these are delivered online. Information passed on to members and any members interested to inform the clerk before the next meeting. Clerks report was NOTED.</p>
GTC1125-121	<p>Planning report PLANNING REPORT</p> <p>Application No: 2025/2063/FUL Date Registered: 29.09.2025 Electoral Division: Gorseinon and Penyrheol - Area 1 Status: Being Considered</p> <p>Map Ref: 258499 199660 Development Type: Householder Location: 68 Heol Gwenallt, Gorseinon, Swansea, SA4 4JN Proposal: First floor extension to rear of property above existing ground floor lean- to wet-room. Applicant: Mr. Jack Halloran Agent: Mr. James Hedges</p>

	<p>Application No: 2025/2215/NMA Date Registered: 22.10.2025</p> <p>Electoral Division: Gorseinon and Penyrheol - Area 1 Status: Being Considered</p> <p>Map Ref: 258688 199848</p> <p>Development Type: NMA</p> <p>Location: Pencefnarda Farm, 37 Pencefnarda Road, Gorseinon, Swansea, SA4 4FY</p> <p>Proposal: Construction of 44 no. dwellings (100% affordable housing) with landscaping, access and associated works (Variation of condition 2 (Approved Plans) of planning permission 2020/2357/FUL granted 29th September 2021) to add Photo Voltaic Cells and Air Source Heat Pumps to the proposed dwellings and flat block (Non Material Amendment to planning permission 2023/2627/S73 granted 3rd April 2025) to amend the wording of conditions 3 (internal road layout), 8 (verification report), 17 (LEAP) and 19 (road management)</p> <p>Applicant: Pobl Group Agent: Mr. James Scarborough</p>
GTC1125-122	ANY OTHER BUSINESS - none
GTC1125-123	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was RESOLVED that the press and public be excluded from the meeting during the discussion of the next item due to the confidential nature of the matter under discussion.</p>
GTC1125-124	<p>FURTHER REPORT OF THE CLERK</p> <p>The report of the Clerk was NOTED and it was RESOLVED that the Council APPROVED all aspects of the report.</p>
<div> <div></div> <div> <p><u>Presiding Chair closed the meeting at 20.23pm</u></p> <p><u>Presiding Chair signature</u></p> </div> </div>	

POLICY SCHEDULE

Policy Name	Date Approved	Date due review
Grants Policy	01 10 2025	01 10 2026
Lone Working Policy	05 11 2025	05 11 2026
Code of Conduct Policy	DRAFT	
Mileage and Expenses Policy	DRAFT	
Absence and Leave Policy	DRAFT	
Digital Asset Management	DRAFT	
Remuneration Policy	DRAFT	
Document Retention and disposal Policy	DRAFT	
Display Screen Equipment Policy	DRAFT	
Grievance Policy	DRAFT	
Safeguarding policy	DRAFT	
Complaints Policy	DRAFT	
IT & Cyber Security policy	DRAFT	
Equal Opportunities	DRAFT	
Social Media policy	DRAFT	
Welsh Language Policy	DRAFT	
Standing Orders	Renew	MAY 2026
Financial Regulations Policy	Renew	MAY2026

Appendix 2.

Cyngor Trê Gorseinon
Gorseinon Town Council



LONE WORKING POLICY

Author:	David Walters
Status	Draft
Approved	20 10 2025
Next Review Date	November 2026

a. Purpose

Gorseinon Town Council recognises the risk of lone working and has developed this policy to ensure the safety of all staff and volunteers when working alone in the community or at the Ty Newydd Community Centre. The aim of this policy is to clarify the roles and responsibilities of Gorseinon Town Council and its staff and volunteers, to fulfil its legal obligations and to take action to minimise the risks of lone working. The policy also aims to increase awareness of safety issues related to lone working and to ensure that all lone working is assessed in a systematic and consistent manner.

b. Scope

This policy is applicable to all members of staff and volunteers who work/volunteer in the community and/or at Ty Newydd Community Centre. Any reference to 'lone workers', 'member of staff' or 'employees' hereafter includes employees, and volunteers.

C. Definition of Lone Workers

For this policy Lone Workers are defined as anyone who works alone, whether they are at Ty Newydd Community Centre or delivering a service out in the community and as set out below: Those working at their main place of work where:

- Only one person is, at a given time, working on the premises
- People are working outside normal office hours e.g., working in the evening, during weekends and bank holidays. Those working away from Ty Newydd Community Centre:
- One employee is visiting another agency's premises or meeting venue

- One employee is making a home visit to an individual
- One employee is attending an external meeting

d. Policy Statement

Gorseinon Town Council recognises that some members of staff are required to work by themselves at Ty Newydd Community Centre or out in the Community without close or direct supervision and during out of office hours. The organisation acknowledges that these workers and volunteers are potentially at risk and that these risks must be minimised as far as reasonably practicable. Gorseinon Town Council has a duty of care to advise and assess the risk for all workers under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. As such standard procedures have been developed and set out within this policy, and these should be followed and adhered to at all times, prior to or when working alone. It is important that all staff are aware of the definition of a Lone Worker (see Section 3 above) as they may find themselves falling within the definition of a Lone Worker irregularly or infrequently and need to be able to recognise this situation and act appropriately to mitigate the risks.

e. Responsibilities

- **Councillors** - Gorseinon Town Council have overall responsibility for Health and Safety for all employees, volunteers and trustees and for ensuring mechanisms are in place for the overall implementation, monitoring and revision of the policy. The Council also have a responsibility to ensure that all employees are able to implement the aims and objectives of the policy and that certain arrangements exist for the provision of safety systems and procedures. The Council are also responsible for reviewing and updating the policy and procedures.
- **Clerk** - It is the responsibility of the Clerk to ensure:

The Lone Worker Policy is brought to the attention of all new members of staff in their inductions and reiterated to staff under their supervision through team meetings and 1:1s; That staff attend training events on health and safety, lone working and risk management as appropriate;

- That staff are aware of their own responsibilities with regards to lone working;
- Systems are put in place to ensure staff who work alone are safe;

- All lone work activities are identified and recorded on public folders or other local arrangements where applicable;
- All assessment and safety measures identified are recorded;
- All incidents relating to lone working are reported and recorded;
- An investigation is carried out regarding any incident involving a lone worker and recommendations made to prevent a reoccurrence.
- **Individuals' Responsibilities:**

All lone workers have a responsibility to:

Read and comply with the Lone Worker Policy and follow safe working procedures as set out in the policy;

- Attend any relevant training at the request of the Council;
- Follow procedures introduced for Lone Workers including notifications to the Clerk or council member;
- Avoid situations with significant risk, as far as is possible and take care of their own and other people's safety;
- Report any incidents as soon as possible;
- Ensuring that appropriate training, once identified, is arranged;
- Ensuring that Lone Working Policy and Procedures are covered in Induction for new members of staff.

f. Lone Working Procedures

Lone Working risks should be taken into consideration by all staff and Council Members prior to lone working taking place and the following procedures and guidelines have been developed to ensure that systems are put in place to assess and minimise any potential risks.

g. Risk Assessments

The crucial element in ensuring the safety of lone workers is the risk assessment. The main aims of the risk assessment are to find out:

8. Whether the work can be done safely by a lone worker
9. That the lone worker is not put at any greater risk than those who would do the job with another person

h. Procedure

There are two stages to the risk assessment process:

Stage 1: Identifying risks

Stage 2: Assessing any risk/s identified

The risk assessment procedure involves firstly identifying any potential risks by using the Risk Assessment Checklist. If a risk is identified a risk assessment should be completed in these circumstances using the Risk Assessment form. It is the individual's responsibility to ensure that the Risk Assessment Checklist has been undertaken. Here are some of the questions that will need to be asked:

11. Is there a risk of violence?
12. In order to complete a task is there a potential risk of injury
13. Will the individual be alone or will anyone else be present, and if so whom?
14. Does anyone else have use of the property and if so whom?

i. When a risk is identified

Risk relates to a negative event (i.e. violence or self-neglect) and covers a number of aspects:

- What exactly is the risk – or risks – to be prevented?
- How severe will the outcome be if it does occur?
- How likely is it that the event will occur?
- When a risk/s is identified it is important to get as much information as possible about the risk/s so a more detailed risk assessment can be carried out using the Risk Assessment Form.
- Risk assessment information shared with all persons who may also be at risk
- Monitoring staff movements
- To ensure that the Council is always aware of staff, and volunteer's whereabouts, local reporting systems should be put in place for each individual attending at the Welfare Hall. For employees and volunteers who work out of office hours, either in the evenings or weekends, there must be an agreed local protocol in place for informing a council member that they are on site at Ty Newydd Community Centre at certain times.
- Where possible, employees should contact the Clerk to let them know they will be there on their own. Notification could take the form of a brief phone call or mobile phone text to confirm that they are attending Ty Newydd Community Centre and when they leave.

- Lone Working Staff based at Ty Newydd Community Centre should be encouraged, where possible, to standardise working hours and patterns to try and avoid one person either opening or locking the office alone. Where this is not possible, the following steps should be taken:
- You should inform the caretaker if you are likely to be staying late;
- Do not turn lights off in central areas as this is a Health and Safety risk when leaving in the evening;
- Do not let anyone into the building whilst you are lone working, unless you are satisfied that they do not pose any risk.
- Ensure that no one else can enter the building (making sure that this does not compromise evacuation in the event of an emergency);
- You should contact a family member or colleague when you are leaving the building so that someone is aware you are on your way home;
- Whilst entering and leaving Ty Newydd Community Centre you should remain alert and observant; and
- You should familiarise yourself with the alarm location and general office instructions to ensure that you are aware of any office closing procedures if you are the last person in Ty Newydd Community Centre.

j. Incident Reporting

All incidents in relation to lone working should be reported through the Gorseinon Town Council Incident Reporting procedure. Staff should ensure that all incidents where they feel threatened or unsafe are reported through this system and should advise volunteers of this procedure as part of their induction.

k. Guidance for Lone Workers

The following constitutes general guidance to familiarise yourself with in the event that you are lone working:

- Ensure you have read the lone working policy and procedure
- Keep to your schedule of work, if you are delayed for any reason let the caretaker or a member of your family know
- Make sure you have all of the emergency phone numbers you need on your phone
- Make sure you attend any training sessions if required that the Council provides to keep you safe when working alone;

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- Ensure that carrying out any work for the Council i.e. updating posters in notice boards has been risk assessed prior to commencing that work;
- Secure your vehicle when you leave it and ensure that you do not leave belongings on show in the vehicle;
- Be aware of all exit routes in case you need to leave in a hurry.