

Policy & Resources Committee

Date:	1 November 2016
Title:	Lone Working
Contact Officer:	Morag Robinson, Office Administration Manager

Purpose of the Report

1. To adopt The Lone working Policy (Appendix 1) and Lone Working Risk Assessment (Appendix 2) as attached to this report.

Background

2. The Lone working Policy and Risk Assessment describes the measures the Town Council considers necessary to manage the risk present when employees are required to work alone.
3. Section 2(1) of the Health and Safety at Work Act 1974 places a duty on the Town Council to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees.
4. The Lone Working Policy and Risk Assessment does not set out to identify all the situations where employees may be at risk from working alone, but concentrates on describing the arrangements that must be in place to eliminate or manage associated risks.
5. 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.
6. The Lone Working Policy and Risk Assessment involves a process that identifies risks to the lone worker and wherever possible mitigates those risks to the lowest possible level.

Resource Appraisal

7. There will be a requirement to replace the current generic mobile telephone but any costs incurred will be contained within current budgets. However, should any future budgetary requirements arise then these will be reported to Council accordingly.

Risk Assessments

8. A Lone Working Policy and Lone Working Risk Assessment must be in place to mitigate any potential risks to the lowest level which protect staff who work alone.

Legal Powers: Local Government Act 1972 s 111

Recommendation

It is recommended that:

- i) The Lone Working Policy and the Lone Working Risk Assessment be approved.***