

1. **LONE WORKING**

Submitted by: Executive Management Team

Portfolio: Finance and Resources

Purpose of the Report

To obtain approval for proposed revisions to the current Lone Working arrangements.

Recommendation

That the reviewed Lone Working Arrangements at Appendix C be approved.

1. **Background**

- 1.1 In October 2012, a report was prepared for the council's Health and Safety Committee and the Executive Management Team on the use of lone worker protection devices.
- 1.2 The report outlined that at a Corporate Health & Safety Committee it was agreed that Heads of Service (or respective business managers) with lone workers would be asked to complete a lone working risk assessment based on their lone working duties.
- 1.3 Completion of the risk assessments enabled the corporate identification of the need for lone worker protection devices and the number of the units that the authority may need to procure.
- 1.4 Subsequently, 49 Identicom Devices (through Guardian 24) were identified as required and were purchased.
- 1.5 In December 2013, training was rolled out corporately for staff who were identified as requiring the lone working devices.

2. **Issues**

- 2.1 On completion of the training the Corporate Health & Safety Officer identified that there was a need for a Lone Working Policy to be reviewed to assist in ensuring the health, safety and wellbeing of our Lone Workers.
- 2.2 As a result, a draft reviewed Lone Working Policy was prepared and endorsed by the Health & Safety Committee on 17 December 2013.
- 2.3 The proposed revisions were considered at the Employees Consultative Committee meeting on 17 January 2014 when it was recommended that they be agreed. The Committee also recommended that consideration should be given to whether the cost of any additional devices that may be required in the future should be met from a corporate budget rather than individual service budgets.
- 2.4 The current lone working arrangements are contained in Section 3.24 of the council's Health and Safety Policy (attached at Appendix A) and the guidance for lone workers is contained in Section 4.10 of the Employee Health and Safety Handbook (attached at Appendix B). These will be amended in due course to reflect the new Lone Working Policy. The proposed Policy is attached at Appendix C. Updated and expanded guidance for lone workers is incorporated into Appendix 2 of the Policy.

3. **Legal and Statutory Implications**

- 3.1 The Council is required to endeavour to comply with the relevant aspects of the Management of Health and Safety at Work Regulations 1999 and with other applicable legislation and with the specific HSE guidance note (INDG73) in relation to lone working.

4. **Equality Impact Assessment**

- 4.1 Guidance/Identicom devices are issued based on assessment of risk.

5. **Financial and Resource Implications**

- 5.1 The cost of purchase of the Identicom Devices was £13,475 and the cost of annual licences is £6,738.

6. **Major Risks**

- 6.1 None.

7. **Earlier Cabinet/Committee Resolutions**

Corporate Health and Safety Committee December 2013

Employees Consultative Committee January 2014

8. **List of Appendices**

Appendix A – Extract from current Health & Safety Policy (Lone Working)

Appendix B – Extract from current Employees Health & Safety Handbook (Lone Working)

Appendix C – Draft Lone Working Policy