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**Meeting:** General Purposes Committee

**Date:** 7 October 2010

**Subject:** Lone Working Policy

**Report of:** Acting Assistant Director - People

**Summary:** The report is to seek Member agreement that the Lone Working Policy is adopted by the Committee with immediate effect for all non schools based employees.

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Contact Officer: Catherine Jones, Head of HR Strategy

Public/Exempt: Public

Wards Affected: n/a

Function of: General Purposes Committee

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

This policy contributes to the Council's requirement as an employer to have policies and procedures in place to help ensure the duty of care to its employees and Members.

### **Financial:**

None specifically arising from this report but there will be some costs where lone working safety 'Reliance' devices are deployed for those employees identified as at 'high risk'. These costs will be absorbed within service budgets.

### **Legal:**

The Council has a legal duty to ensure the health, safety and welfare of its employees under the Health and Safety at Work Act 1974 and regulations made under that Act. This policy will help the Council to comply with its obligations under that legislation.

### **Risk Management:**

None resulting from this report

### **Staffing (including Trades Unions):**

Trade unions have been consulted on the policy and will continue to be consulted as the policy is implemented.

**Equalities/Human Rights:**

The policy takes account of equality legislation and human rights.

**Community Safety:**

n/a

**Sustainability:**

n/a

**RECOMMENDATION(S):**

1. **that the Committee**
  - (a) **adopts the Lone Working Policy for non schools based employees with immediate effect.**

**Background**

1. The Council has a duty of care to take reasonable action to provide protection to its employees when they are carrying out their duties as employees or as Members of the Council.
2. The General Purposes Committee received and adopted the Violence and Aggression Policy on 25 August 2010. The Lone Working Policy is closely interlinked with the Violence and Aggression Policy and therefore is an important element in helping the Council to exercise its duty of care. A copy of the Lone Working Policy is attached at Appendix A.
3. The Lone Working Policy sets out the roles and responsibilities of the Chief Executive, Directors, Assistant Directors, Heads of Service, Line Managers, the Health and Safety team and employees with regard to providing appropriate levels of care and protection to employees carrying out their duties.
4. The policy includes checklists, a Risk Assessment procedure, Risk Assessment Template, general personal safety advice for employees and a Lone Worker Protection Aide Memoir. In addition to the Policy there is Guidance to Managing Lone Working and Violence and Aggression which is attached as Appendix B.
5. The Lone Working Policy has been discussed with Directorates through a range of meetings and detailed work on Risk Assessing the roles identified to ensure we are capturing those employees working in roles categorised as 'high risk'. The policy and supporting guidance notes have been well received.

## **Review of Health & Safety policies for non schools based employees and Schools based Employees**

6. We are currently reviewing all Health & Safety policies across the council for both non-schools and schools based employees. Further work is required to finalise the programme for CMT approval. A copy of the final programme will be circulated to the General Purposes Committee for information.
7. There is a separate Employee Joint Health and Safety Committee for the Schools (management and the professional associations) which is looking at health & safety policies for schools, recognising differences in terms of management responsibilities. Further work is still required to finalise the programme for CMT approval. A copy of the final programme will be circulated to the General Purposes Committee for information. Until this review has been completed, all CBC schools continue to use legacy County Council Health & Safety policies which were in place at 31.3. 2009.

### **Appendices:**

Appendix A Lone Working Policy

Appendix B Guidance to Managing Lone Working and Violence and Aggression.

**Location of papers:** Technology House. Bedford.