

Agenda Item No: 8 **Report No:** 193/08
Report Title: Lone Worker Policy
Report To: Employment Committee **Date:** 13 October 2008
Ward(s) Affected: All
Report By: Head of Business Services
Contact Officer(s): John Clark, Head of Business Services

Purpose of Report:

To introduce a new policy on lone working to the Council.

Officers Recommendation(s):

- 1 That the policy set out at Appendix A is adopted.

Information

- 1 Although the Council has long had policies and procedures to help prevent staff falling victims to acts of violence while at work, a number of departments and individuals have suggested that we need a separate policy on lone working.
- 2 Having considered it, I think that there are advantages in having a formal statement of the various responsibilities in managing lone workers so that they remain safe. The proposed policy is set out at Appendix A.
- 3 The numbers of lone workers and the types of work they undertake varies greatly from department to department and so the policy does not attempt to set out in detail exactly what must be done. Rather it is a framework that sets out minimum standards and departments will implement the details that best suit them. It is primarily aimed at those staff who may have to visit remote locations as part of their wider duties rather than staff such as street sweepers, who may work alone all day but in a set location or locations, for whom departments have generally made their own arrangements already.

Financial Implications

- 4 There are no new financial implications arising from this report.