

CORPORATE HEALTH AND SAFETY COMMITTEE - 5TH JANUARY 2009

**SUBJECT: DRAFT LONE WORKING POLICY AND CORPORATE MANAGEMENT
ARRANGEMENTS FOR RISK ASSESSMENT**

REPORT BY: CORPORATE HEALTH AND SAFETY UNIT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the revised and updated Lone Working Policy and associated Corporate Management Arrangements.

2. SUMMARY

- 2.1 The Authority currently has in place a Lone Working Policy, which was introduced in December 2005.
- 2.2 The existing policy has been updated to reflect the new format of a briefer more concise policy covering commitment and responsibilities and separate corporate management arrangements
- 2.3 The policy (attached as appendix 1) sets out the Authority's commitment to managing the risks associated with lone working and also details individual responsibilities. The corporate management arrangements (attached as appendix 2) cover the practicalities of how the risk can be controlled e.g. completion of a risk assessment, control measures, health surveillance for staff in high risk jobs or with a health condition, use of the Violence at Work Database, emergency procedures.
- 2.4 The revised policy and corporate management arrangements have been subject to minor changes, which are primarily small working changes. The revised documents also incorporate and clarify the previous guidance regarding health surveillance for high-risk occupations and individuals with medical conditions. A summary of the changes is attached as appendix 3.
- 2.5 This policy and management arrangements have been subject to consultation with the following groups:
- Health and Safety Professionals Group
 - Corporate Health and Safety Group
 - Management consultation via Directorate Health and Safety Officers
 - Direct Union Consultation
 - HR Strategy Group
- 2.6 Subject to approval from this group and following consultation with the Union on the wording changes it is proposed to communicate the updated policy to Managers and employees.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted and the policy and corporate management arrangements be agreed or agreed subject to amendments so that the documents can be communicated to managers and employees.

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Gareth Hardacre, Head of People Management and Development
Councillor Allan Pritchard, Cabinet Member for Human Resources and Constitutional Affairs

Appendices:
Appendix 1 Draft Lone Working Policy
Appendix 2 Corporate Management Arrangements
Appendix 3 Summary of the Changes