

Summary of significant amendments, additions and deletions to reviewed Lone Working Policy

- Corporate Management Arrangements (CMA) separated from the Policy – now separate documents. CMA contains all Appendices, including those referred to within now separated Policy. Text of policy amended to reflect change, and stating the Policy must be read in conjunction with separate CMA.
- Frequency for review of Policy amended to every 2 years.
- Addition made to examples of lone working activities for further clarification.
- Addition made requiring arrangements to be in place for managers to ensure periodic contact with lone workers during period of lone working.
- Addition made requiring managers to have an emergency procedure in place for when a lone worker become non-contactable during periods of lone working or when they fail to return as expected.
- Addition made to employees' responsibilities to notify Occupational Health of any changes in their personal health or taking of medication that may affect their suitability to work alone, and not to perform any work activity alone that may put their health or safety at risk.

Summary of significant amendments, additions and deletions to reviewed Corporate Management Arrangements for Lone Working

- Additional examples of lone working activities provided for clarification.
 - Additional examples of considerations to be taken into account for lone working risk assessments, eg. demands of the job, suitable communication methods, specific needs or health conditions of staff and identification of activities unsuitable for lone working
 - Addition made regarding training to enable lone workers to know and understand their expectations and limitations of their work, the associated risks and precautions to take.
 - Addition made to Appendix 1 – generic procedure for lone working visits to check address as well as name of individual/s to be visited on Violence at Work Register, and regarding personal security in relation to being within their vehicle alone.
 - Minor amendments made to Lone Working Medical Questionnaire.
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