

Report to: Personnel Committee

Report Ref: P1904
Meeting Date: 29th May 2019
Agenda Item: 12
Prepared By: Town Clerk



Subject: Lone Working Arrangements

1.0 BACKGROUND

The Chairman of the Personnel Committee requested this item for the Town Clerk to report on the arrangements for lone working. The council's policy on lone working is attached in Appendix A. Lone working is where anyone works in isolation from colleagues and without close or direct supervision.

The Market Cleaner and Town Ranger are solely lone working roles. All other roles involve elements of lone working ranging from attending external meetings alone or working alone after in the office after hours, at events or during the day depending on staffing.

In accordance with the policy, risk assessments are undertaken for lone working. The main controls around this are ensuring that colleagues are aware of one's whereabouts and always carrying a mobile phone when lone working. In respect of the Town Ranger any activity which may pose a higher risk of injury is alerted to his line manager for awareness and additional checking in. The Market cleaner is a trader at the Market Hall and there is usually another trader present or attending soon after, meaning she does not work without the presence of another.

2.0 PROCEDURES

- When lone working whilst staff are in the office all staff must carry a mobile phone to maintain contact.
- Work appointments which result in you lone working should be recorded in your diary with an accurate start and finish time and location. This should also record who you are meeting with and a contact number.
- Any activity which presents a higher risk of injury than your normal work should not be undertaken when lone working unless other colleagues are aware.
- The Town Ranger should report into to the office regularly throughout his working day when undertaking activity which poses a harm to self, e.g. using power tools, working at height etc
- When lone working, the door intercom must be used to control entry
- If you do not feel comfortable lone working, consult your line manager.



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APPENDIX A: LONE WORKING POLICY

Introduction

- 1.1 A lone worker is defined as anyone who works in isolation from their colleagues and without close/direct supervision. This includes mobile workers working away from their usual base. This policy applies to all lone workers and managers of staff who undertake lone working.
- 1.2 Due to the nature of the council's operations it recognises that lone working is both required and common but recognises its obligations for the safety of all employees.

Risk Assessment

- 2.1 Line managers must undertake a risk assessment upon commencement of an employment and review this at least annually.
- 2.2 The risk assessment must be submitted to the Town Clerk
- 2.3 The Town Clerk shall take all reasonable steps to minimise risks identified and report any substantial risks to the Personnel Committee.
- 2.4 The Town Clerk shall develop procedures and safe working practices in relation to lone working

Support and Training

- 3.1 Lone workers need to be sufficiently experienced to understand the risks and precautions fully. Line managers need to set limits on what can and cannot be done when working alone.
- 3.2 Any person who has concerns about the continuance of a lone activity being carried out should feel confident that they have their line manager's support to terminate the task and return to office at any time. Where such incidents arise this must be reported to the Town Clerk. On return to the office employees should ask for a debrief with their line manager if they feel any issues need to be addressed following a lone working activity. The risk assessment may need to be modified and used as part of the planning process for subsequent activities.
- 3.3 The council shall provide any training necessary



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