



## Policy and Finance Committee

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<b>Date:</b>	<b>19<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>Lone Working Policy Review</b>
<b>Purpose of the Report:</b>	<b>To review the previously endorsed Lone Working Policy to ensure it is fit for purpose.</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Responsible Health and Safety Officer</b>

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<b>Corporate Aim/s</b>		<b>To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.</b>
<b>Implications:</b>		
<b>Financial</b>		
<b>Human Resources</b>		
<b>Operational/Service delivery</b>		
<b>Procedural/Legal</b>		
<b>Risk/Health and Safety</b>	√	<b>Legal obligation under Section 2(3) of the Health and Safety at Work etc Act., 1974</b>

### 1. RECOMMENDATIONS

Should Members be minded, to support the proposal that:

- 1.1 To note the report,
- 1.2 To endorse the Town Council's Lone Working Policy which has been subject to a review.

### 2 BACKGROUND

- 2.1 At its meeting held on 24<sup>th</sup> April 2017, Council approved and adopted the current Lone Working Policy. Working alone is not in itself against the law and

it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

- 2.2 Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.
- 2.3 These responsibilities cannot be transferred to any other person, including those people who work alone.
- 2.4 Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

### **3 WHO ARE LONE WORKERS AND WHAT IS THE CONTEXT FOR A TOWN COUNCIL**

- 3.1 Lone workers are those who work by themselves without close or direct supervision, for example:
- 3.2 In fixed establishments
  - a person working alone in an office, pavilion or sports centre.
  - people who work from home other than in low-risk, office-type work (separate guidance covers homeworkers doing low-risk work).
  - people working alone for long periods, eg in parks, warehouses, sports centres.
  - people working on their own outside normal hours, eg cleaners and security,
  - maintenance or repair staff
- 3.3 As mobile workers working away from their fixed base
  - workers involved in construction, maintenance and repair, plant installation and cleaning work
  - agricultural and forestry workers
  - service workers, including postal staff, social and medical workers, engineers, estate agents, and sales or service representatives visiting domestic and commercial premises

## **4 CONCLUSION**

- 4.1 The Town Council's Lone Working Policy remains fit for purpose given that legislation is unchanged. By endorsing policy, the Town Council will have demonstrated its on-going commitment to its statutory obligations.