



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership

DATE: 29 October 2008

REPORTING OFFICER: Louise Sandall
Head of Human Resources

SUBJECT: Lone Working Policy

1.0 PURPOSE OF REPORT

1.1 To seek Members' approval for a new Lone Working Policy.

2.0 RECOMMENDATIONS

2.1 It is recommended: -

2.1.1 That the Lone Working Policy is adopted with effect from 1 November 2008.

3.0 BACKGROUND

3.1 The Partnership has a duty of care to its employees to make provision for the health and safety of lone workers in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The policy has been developed to establish guidelines for employees who have to undertake lone working as part of their employment and to make managers/supervisors aware of their duties. The policy identifies principles which must be followed when lone working is planned together with the processes that need to be in place whilst this activity is being undertaken and also the requirements to review all aspects of the lone working policy in order to enable improvements.

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4.0 REPORT

- 4.1** The method the Partnership has adopted for the delivery of its site inspection service over a large geographical area is by Surveyors working from home. All information relating to site inspections is available via computer links to the main office, mobile phones, text messages, emails etc. Therefore, physical contact with the main office is limited to monthly staff meetings or occasional drop-ins to collect urgent documents.
- 4.2** This method of working exposes Surveyors to greater risk, as there is no requirement for them to return to an office prior to finishing work. There could be situations where a Surveyor could have an accident, e.g. fall from a ladder, and remain injured on site if there was no-one else present. This policy sets out measures to be carried out by management and lone workers to ensure that the whereabouts of all lone workers are known at specific times, thereby minimising the chance of someone being injured and this going unreported. Details of the policy are set out in Annex A.

5.0 LEGAL IMPLICATIONS

- 5.1** To comply with Health and Safety legislation.

6.0 FINANCIAL IMPLICATIONS

- 6.1** None.

7.0 CONCLUSION

- 7.1** The Partnership as a responsible employer is required to have an adopted Lone Working Policy to ensure the health and safety of its employees. This policy needs to be reviewed on a regular basis to ensure compliance with legislation and that it operates in an effective and efficient manner.

Background Papers:

None

OFFICER CONTACT: Please contact Louise Sandall, Head of HR, if you require any further information on the contents of this report. The officer can be contacted at

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