

Lone Working Changes

<u>Section</u>	<u>Change made</u>
6.1	taken out the role of the Chief Executive as this will be done by the Directors and assistant Directors.
6.2	Directors, Strategic Leads and Managers changed to just Team Managers and Supervisors
8	Planning section added to the new policy
8.0	Emergency Arrangements removed from old policy
9	Risk Assessment section added to new policy
9.1	Dynamic Risk Assessment added to new policy
10.	Safe Working Arrangements added to new policy, this replaces the old 8.0 Emergency Arrangements
11.	Monitoring and Supervision added replacing the old 9.0 Monitoring
12.	Report all accidents, incidents and near misses. New section added
<u>New appendices added</u>	Appendix B new risk assessment added old one removed Appendix C Dynamic Risk assessment form added Practical tools to enable safe and effective lone working include – from old policy removed Appendix D Security Protocols for Lone Workers section added to new policy which includes Officer Log Ins / Out, Officers protocol during site Visit, No officer call-in at required time, Missing Persons Protocol, Out of Hours Work (post 5pm
Section 1 Definition of a Lone Worker - Clarity	Reworded home working to people working from home
Scope – wording added	Added in - working on behalf of the council
Section 6.1 – Roles and Responsibilities	Added in Chief Executive ,defined the AD's and Directions R&R's
Section 6.2 last bullet point	Clarity on the electronic system. Added in Complex, Difficult and Dangerous Customers register
Section 9 added additional wording to first paragraph to link to the dynamic risk assessment	Wording added - In some cases, a dynamic risk assessment may be necessary, see section 9.1.

Section 9 – Appendix B reworded	Added - The existing WLDC risk assessment template should be amended to ensure it is fit for purpose for the service area and work being carried out. It can be used as a useful reference to formally record the risk assessments.
Comment Nova – Lone working app	This is not in use at the moment but can be picked up at a later stage when in use.
Reworded –	Pg 3 homeworkers to people working from home