



LONE WORKING POLICY

The aim of this policy is to assist Stainland & District Parish Council in providing a safe and healthy workplace and working environment for its employees and to alert staff to the risks presented by lone working.

Policy Statement

1. The following policy and procedure has been written in order to minimise risks for staff working alone and others working with Stainland & District Parish Council.
2. Under the Health & Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999, it is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work by their work and to co-operate with their employees in meeting their legal obligations.
3. The Policy & Finance Committee will regularly review the policy and procedure to ensure its implementation and to ensure that its relevant to working practice. This policy will be supplemented by further policies, risk assessments and procedures relating to work activities.

ORGANISATION AND RESPONSIBILITIES

2. POLICY

- 2.1. The Parish Council recognises that some lone working is inevitable.
- 2.2. Mobile phones and personal alarms will be made available as appropriate.
- 2.3. When staff are undertaking work, personal safety will be of paramount importance.
- 2.4. Lone working must not be viewed in isolation, other relevant policies already adopted will also apply, such as risk assessment, which will identify the protective and preventative measures necessary for employees to undertake lone working activities

3. DEFINITION OF LONE WORKING/LONE WORKERS

- 3.1. Lone workers are those who work by themselves without close or direct supervision.
- 3.2. Examples are a staff member working alone in an office or other base; People working outside normal office hours: A staff member who is required to travel alone to a meeting etc; Environmental works such as grass cutting, hedge trimming.

4. POTENTIAL RISKS

- 4.1. Accessibility by members of the public, contractors- e.g. unlocked doors
- 4.2. Requirement to lock up when leaving a building

4.3. Poorly lit entrances/exits

4.4. Being taken ill whilst working alone

4.5. Lack of knowledge regarding Health and Safety procedures

5. ASSESSING THE RISK

The purpose of assessing the risk for lone working is to establish

5.1. Whether the work can be done safely by a lone worker?

5.2. What arrangements will ensure that an individual is not exposed to unnecessary and unacceptable risk?

5.3. In drawing up and recording an assessment of risk the following issues should be considered as appropriate: Environment - Location
Security
Access.

Context- Nature of task,
Individuals concerned
Indicators of potential or actual risk
History- any previous incidents or similar situations.

5.4. Where there is reasonable doubt about the safety of lone worker, consideration should be given to sending another worker/councillor or making other arrangements to complete the task

6. PROHIBITION OF LONE WORKING

6.1 Employees cannot work alone in the following circumstances-

- young people under instruction and training on machines-
- certain fumigation activities,
- unsupported access equipment e.g ladders

7.1 RESPONSIBILITY & PERSONAL SAFETY

7.1 Staff are responsible for keeping themselves safe.

7.2 It is the responsibility of the staff member and line manager to identify potential risks in carrying out work and to minimise these risks by regular communication.

7.3 Staff must not assume that having a mobile phone and a backup plan is sufficient safe guard in itself.

7.4 Before working alone an assessment of the risks should be made in conjunction with line manager, as set out in point 5.

7.5 Staff must inform their line manager or other identified person when they will be working alone, give accurate details of their location and follow an agreed plan to inform that person when the task is completed. This includes occasions when staff members are going straight home after a meeting or task.

7.6 If a staff member does not report in as expected, an agreed plan should be put into action.

7.7 Where staff work alone for prolonged periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.

8. PROCEDURES FOR STAFF WORKING AT FIXED BASES

8.1 Familiarise yourself with layout of building: Ensure you have keys; Lock doors that allow direct access to the building/office.

8.2 Familiarise yourself with fire safety procedures and identify escape routes.

8.3 If you're working on your own, take visitors into the main reception.

8.4 Ensure a councillor remains with you when locking up a building after a meeting

8.5 Carry a torch and personal alarm if working late

8.6 Should you feel ill whilst working alone- seek help immediately

8.7 Undertake a risk assessment for lone working with your line manager. Report any potential hazards, risks etc to your line manager

8.8 Whenever possible meet members of the public during designated office opening hours when library staff are present.

9. PROCEDURES FOR MOBILE WORKERS WORKING AWAY FROM THEIR FIXED BASE

9.1 Leave details of your movements, give an idea of how long you're going to be away from base and when you're expected back. If plans change, ring and let a contact know.

9.2 Details of venues being visited should be provided.

10. PARKING

10.1 If possible, park your car in a well lit area. Carry a small torch and personal alarm.

11. ISOLATED LOCATIONS/UNFAMILIAR PEOPLE

11.1 Don't meet in isolated locations.

11.2 If meeting someone unfamiliar, you should consider having someone with you.

12 REPORTING AN INCIDENT

12.1 It is important to report any incident that occurs to you.

13. WORKING ALONE PROCEDURE

13.1 Verbally inform your line manager of where you will be working and at what times. Give an expected time of return.

13. 2 If you are working late or at a fixed base alone, make sure you're safe. Lock the office door. When you have locked up text or phone someone to let them know that you're on the way home.

14. WHAT TO DO IF SOMEONE DOES NOT RETURN AT THE EXPECTED TIME

14.1 Do not panic. Give them an extra half an hour.

14.2 If they have not returned within half an hour- telephone them. Leave a message and ask them to contact you asap.

14.3 If they have not returned the call within 20 minutes, leave another message.

14.4 If still no response inform the Chair who will decide whether to call the police.

Date of policy adoption:

Date policy reviewed: