

Lone worker Policy

Document Control

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Lone Worker Policy

1. Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

The Council's employees are expected to work alone because of the nature of their jobs. 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.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

2. Scope

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Parish Council's employees.

3. Definition

This policy applies to employees and councillors and for the purposes of this policy lone working is defined as anyone who works in isolation from their colleagues without close or direct supervision.

Examples of lone working include:

- Parish clerk working at home alone
- Meeting with contractors on site
- Changing information on noticeboards.
- Cleaning of Village Hall
- Doing monthly audits

4. Aims

The aim of the policy is to,

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- Ensure that appropriate support is available to staff who have to work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

5. Organisation and Arrangements

Tacolneston Parish Council is responsible for:

- The lone working arrangements of employees and councillors
- Determining the contents of this policy
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring compliance with the policy and providing resources for putting the policy into practice
- Making sure that support is given to employees and councillors involved in any incident.

- Making sure that employees and councillor are aware of this policy

All employees and councillors are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Following rules and regulations laid down by the Council;
- Reporting incidents that may affect the health and safety of themselves or others;
- Reporting dangers or concerns they may have;
- Recognising potentially high-risk activities and putting in place arrangements to mitigate risk associated with working alone.
- Reporting any incidents to the Council.

6. Lone Worker Guidance

- Carry a mobile phone with you if you have one
- Do not put your-self at undue risk. Discuss any concerns with the Chairman
- Plan the visit – let someone know time of leaving, where you are going and estimated time of return
- Try to avoid confrontation. If a situation develops try to remain calm. If violence is threatened try to withdraw from the situation or call for help
- The parish clerk should try not to receive parish visitors at their home. If possible, try to conduct business over the telephone or arrange a meeting at the village hall in the presence of another Councillor.

Tacolneston Parish Council

Date of risk assessment: July 2021

Lone Worker Risk Assessment

Activity	Risk Identified	Severity	Control Measures	Further control needed
Driving	Vehicle breakdown, accident, fatigue, carjacking	Low	Maintain vehicle and membership of breakdown association Carry torch, first aid kit and mobile phone (fully charged) and charger Phone in, report route, phone in any changes, phone once arrived Avoid isolated areas Plan route and ensure adequate fuel Take precautions in adverse weather – preferably avoid travel.	
Moving through public areas (e.g. car park)	Attach	Low	Avoid confrontation. Call for help.	
Illness/ Injury	No immediate access to assistance	Low	Ensure always have a mobile phone with relevant numbers. Avoid risky activities (e.g. working at height) Have an accessible first aid kit Ensure any equipment used is safe and tested.	
Dealing with difficult members of the public	Verbal, physical abuse and threats	Medium	Ensure a phone is available. If possible, meet in a public area. Be aware of tone of voice. Involve a member if confrontation is likely Report all incidents to the Chairman and serious incidents to the police.	
Dog attack	Bites	Low	Avoid contact with strange dogs and behave calmly around them.	
Intruder into the village hall	Attach	Low	Ensure the main door is locked when in the building alone and all doors and windows fastened. Ensure constant access to mobile phone. Keep valuables locked away.	

Manual Handling	Slips, back injury	Low	Avoid lifting heavy objects alone. Seek help or use lifting aids. Use correct bending and lifting technique If unavoidable, ensure the environment is safe, with no tripping hazards.	
Working at height	Slips, strain and fractures	Low	Do not work at above-head height when alone.	
Fire	Burns, smoke inhalation, fatal injury	Low	Be familiar with fire evacuation procedures. Ensure main door keys are always easily accessible Do not attempt to fight the fire. Leave the building and contact the fire department if possible.	

Seen 8/19/21

