

Stock Parish Council

Lone Working Policy

Introduction

The aim of this policy is to ensure, so far as is reasonably practicable, that employees and others who work alone are not exposed to risks to their health and safety and to outline the steps to reduce and improve personal safety to staff who work alone.

Legal requirements

The Health and Safety at Work Act 1974 states that employers must ensure the health and safety and welfare of their employees so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to identify significant risks to employees and others affected by an employer's activities and to reduce those risks as far as reasonably practicable.

Definition of a lone worker

A lone worker is anyone who works in isolation from colleagues without close or direct supervision:

- Office staff working alone in the Parish office
- Village Attendants working alone in the Village
- Councillors on Council business
- Employees visiting sites for inspection or other works

Risks

The primary risks are:

- Workplace – open to all visitors; safety
- Areas being worked outside - i.e. near the highway
- Security – personal
- Equipment – manual operation and safety
- Possible confrontation – in all situations
- illness

Guidance

Lone workers whether employed by Stock Parish Council or not, should take reasonable care not to put themselves at undue risk by evaluating each situation and taking appropriate steps, for example:

- When working in the evening ensure that the working space door is kept closed or locked until another member of staff or member of the Parish Council arrives
- Escape routes to the working space is available and publicised at the beginning of each meeting.
- Confrontation should be avoided whenever possible including withdrawing from the situation
- A mobile phone should be carried at all times
- All visits or appointments should be recorded and notes left advising of their whereabouts

Should an incident occur it is the responsibility of the person affected to notify the Clerk or Chairman immediately, first by phone and then by written report.

Summary

Lone working environments present a unique health and safety problem. Stock Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees. Employees are reminded that they must care for their own safety and that of other workers (and other persons who might be affected by their activities).

Date effective from:	8 July 2021
Last review date:	8 July 2021
Next review:	July 2022