



WILLINGDON AND JEVINGTON PARISH COUNCIL

LONE WORKING POLICY

1. Introduction

- 1.1 Under the Health and Safety at Work Act 1974, every employer has a duty to provide and maintain systems of work which are, so far as is reasonable and practicable, safe and without risk to health. The employer is also required to provide the supervision necessary for the health and safety of employees.
- 1.2 In a variety of situations, Parish Council employees are required to work alone when carrying out their normal duties. Whilst working alone is not in itself unsafe, there may be circumstances where working alone can increase risks. The Parish Council recognises that there may be increased risks to staff that are required to work alone. The Parish Council will ensure (as far as is reasonable and practicable) that such employees are not exposed to unnecessary or excessive risk.
- 1.3 The Parish Council will undertake responsibility for ensuring this policy is implemented and that procedures for managing risk to the lone worker, identified through risk assessments, are well managed and working efficiently.
- 1.4 The policy applies to employees and Councillors and for the purpose of this policy, lone working is defined as any activity or function performed on behalf of the Parish Council without any close supervision or with other employees.

2. Responsibilities

- 2.1 To meet the requirements of the Health and Safety at Work Act 1974, and that of any subsequent legislation, the Parish Council will:

- Undertake an assessment of the risk to employees from activities associated with working alone, and provide any necessary training
- Implement safe systems of working appropriate to each employee's work activities
- Ensure effective means of communication and appropriate personal protective equipment
- Monitor and investigate all significant incidents or accidents

The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly
- Reporting annually to the Full Council on any incidents and actions taken in response
- Making sure that employees and Councillors are aware of the contents of this policy

3. Health & Well Being

3.1 The Lone Worker is responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions
- Following guidance described in the Lone Worker policy
- Reporting all incidents or concerns that may affect the health and safety of themselves or others to the Clerk to the Council
- Carrying an effective means of communication (i.e. mobile telephone) and any personal alarm or protective clothing supplied by the Parish Council
- Ensuring pre-arranged telephone contact is made with a colleague if any off site visit exceeds their expected time of return

4. Reporting Incidents

4.1 Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.