ALL CANNINGS PARISH COUNCIL
LONE WORKER POLICY

1. Introduction

1.1 Lone working is a common work situation in local government. All Cannings Parish Council recognises that some staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.

1.2 Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1996 Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. Employees also have a duty of care for their own safety, the safety of fellow workers, and of any person affected by Council's services, work and activities.

2. Policy scope

2.1 This policy applies to all situations involving lone working arising in connection with the duties of Council.

2.2 Lone Workers are those who work by themselves without close or direct supervision.

3. Aims of the policy

3.1 To increase awareness of safety issues relating to lone working and protect employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

3.2 The risks to employee's health and safety are identified by suitable and sufficient risk assessments of the work activities, and where appropriate, introduce control measures to reduce the risk to an acceptable level or within statutory requirements.

3.3 Give employees information, instruction and/or training if appropriate before being expected to work alone.

4. Responsibilities

4.1 Council and the Clerk are responsible for ensuring that there are arrangements for identifying, evaluating, and managing risk associated with lone working. Council and the Clerk will also investigate any potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work and then ensure that measures are in place to control or avoid such risk.

4.2 Council and the Clerk will involve staff when undertaking the required risk assessment process, take steps to check control measures are in place and review risk assessments annually or when there has been a significant change in working practice.

4.3 When carrying out the risk assessment particular consideration should be given to: the remoteness or isolation of the workplace; any problems of communication; adverse weather; knowledge of the location and/or person; the nature of potential injury or damage to health; previous incidents/accidents in relation to lone workers and their work activities, the level of experience and knowledge of individuals and availability of first aid facilities.

Adopted: 28th July 2021

Review: July 2022 Signed: . . . . . .

4.4 In relation to First Aid, the Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide first aid facilities. Lone workers are also reminded of their own responsibility to be aware of where they can obtain medical assistance from.

4.5 Employees are responsible for: taking reasonable care of themselves and others affected by their actions; following guidance and procedures designed for safe working; reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate; taking part in training designed to meet the requirements of the policy and reporting ant dangers or potential dangers they identify or any concerns they might have in respect of working alone.

5. Guidance for risk assessments of lone working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communications in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is any known risk attached to a client(s)?
- Can the whereabouts of the lone worker be traced?

6. Good practice for lone workers

6.1 Telephone contact between the lone worker and a colleague, may also be advisable. Staff should be accompanied by a councillor when meeting with a client in their workplace.

6.2 Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.

6.3 Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.

6.4 Before making home visits the lone worker must have full knowledge of the hazards, and risks to which he or she may be exposed to and apply control measures to eliminate or reduce the potential risks.

6.5 Having collected all the relevant information you then need to plan your contact:

- Trust your intuition and always think of your personal safety
- What is the best time of day to visit; assess the situation, are you familiar with the property locations?
- Consider the weather/visibility; seasons – will you be driving in the dark?
- Ensure that someone knows where you are at all times; do not make last minute/unplanned visits.
- Do you have your mobile; check it is charged.
- Know where you are travelling to; check your route to avoid stopping and asking strangers for directions.
- Park near street lighting or lit areas whenever possible.
- Reverse into parking spaces to ensure a quick getaway.
- Keep all doors locked whilst driving and keep valuables out of sight.

7. Advice and guidance for 'lone workers'

7.1 Employees should carry out their own 'Personal Assessment' before undertaking any activity which involves working alone.

7.2 Before starting work employees should be advised that, if they have a feeling that something is wrong, that they should rely on their senses/professional judgement. They must not commence the task, but report to the Clerk or Chairman to seek clarification or advice.