

# Condover Parish Council Policy Document

## Lone Working Policy

Effective Date: [4<sup>th</sup> March 2025]

Review Date: [31<sup>st</sup> March 2025]

### 1: Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers.

This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

### 2: The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to Councillors.

### 3: Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

### 4: Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

## 5: Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

The Chair of the Finance and Personnel Committee shall in the case of the Clerk, and the Clerk in all other cases shall:

- Try to avoid the need for lone working as far as is reasonably practicable.
- Ensure that the worker is competent to work alone.
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures.
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment.
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

### Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by the Clerk or relevant Councillor.
- Raise with the Clerk or relevant Councillor any concerns they have in relation to lone working
- Not to work alone where there is not adequate information to undertake a risk assessment.
- Inform the Clerk or relevant Councillor at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

### Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

## 6: Risk Assessments

The Chair of the Finance and Personnel Committee in relation to the Clerk and the Clerk in relation to all others must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and update as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or Councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

### **Ways in which lone working risks can be reduced**

- Below are some example strategies that can be implemented:
- keeping the office door locked when working alone:
- ensuring a colleague or Councillor accompanies you whilst locking up at the end of an evening session.
- keeping a charged mobile phone on you at all times with knowledge of emergency contact numbers.
- keeping office diaries up to date with meeting, visit, travel, and any lone working details.
- letting family members and/or relevant colleagues know your travel and working arrangements.
- agreeing a code word with an emergency contact to facilitate calling assistance.

## **7: Health and wellbeing**

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with the Chair of the Finance and Personnel Committee or the Clerk. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

## **8: Reporting incidents**

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 of 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.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call the Clerk any Councillor or colleague to let them know (or ask someone to do so on your behalf).

Call if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

## 10: Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: [www.hse.gov.uk/toolbox/workers/home.htm](http://www.hse.gov.uk/toolbox/workers/home.htm)

Lone working: [www.hse.gov.uk/toolbox/workers/lone.htm](http://www.hse.gov.uk/toolbox/workers/lone.htm)

Risks of lone working: [www.hse.gov.uk/pubns/indg73.pdf](http://www.hse.gov.uk/pubns/indg73.pdf)