



# Feering Parish Council

## Lone Worker

# Policy

Version No	Date	Author	Review due	Notes
1	14/05/19	LMC	14/05/20	Adopted by Feering Parish Council

# FEERING PARISH COUNCIL

## LONE WORKERS POLICY

### 1. 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.

### 2. Legal Requirements

The Health and Safety at Work Act 1974 states that employers have to 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.

### 3. Definition of a Lone Worker

Lone workers are defined as those who, at any time, work in isolation in the office, at Council premises or other locations away from the office without the presence of, or interaction with, colleagues. Thus, in the event of an emergency there is no one to give assistance or summon help. There is no time limit attached to working alone. It may be for the whole work period or only for several minutes.

The purpose of the Lone Working Policy is to raise awareness of the dangers associated with lone working and to provide an adequate safe system of work to address any issues that are raised.

### 4. Risks

The primary risks are:

- Workplace – open to all visitors; safety;
- Security – personal;
- Equipment – manual operation and safety;
- Possible confrontation – in all situations;
- Illness

### 5. Guidance

Lone workers whether employed by Feering 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:

- It is recommended that the office door should remain closed when working alone;
- When working in the evening ensure that the office door is kept closed or locked until a member of the Council arrives.
- Confrontation should be avoided whenever possibly including withdrawing from the situation;
- A mobile phone should be carried at all times;
- A Portable First Aid Kit is kept in the Council office on the wall;
- All visits or appointments should be recorded, and notes left advising of their whereabouts;
- At least one other person to be present when locking up after an evening meeting.

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.

## **6. Summary**

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