



WOMBOURNE PARISH COUNCIL

LONE WORKER POLICY

Outline

Lone working is a common work situation in Local Government.

Wombourne Parish Council recognises that some staff are required to work by themselves without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1996 the 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 the Council's services, work and activities.

Definition

Lone workers are employees who, at any time work by themselves in the office, Civic Centre building, public toilets or parks (as examples) that are managed by the Council in isolation from their colleagues and without direct or close supervision.

Policy scope

This policy applies to all situations involving lone working arising in connection with the duties and activities of Wombourne Parish Council and to all employees whether permanent, temporary or voluntary.

Lone working includes:

1. Those working at their main place of work where –
 - Only one person is working on the premises
 - People work separately from each other (i.e. in different locations)
 - People working outside of 'normal' working hours (i.e. 9am – 5pm)
2. Those working away from a fixed base where –
 - One worker is working at another premises or venue
 - One worker is making a home visit
 - One worker is working from home

Aims of this policy

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.

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

Give employees information, instruction and/or training if appropriate.

Responsibilities

The Council and the Clerk are responsible for ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.

The Council and the Clerk will also investigate any possible 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.

The Council and the Clerk will take steps to check control measures are in place and review risk assessments in line with the agreed timescales or when there has been a significant change in working practice.

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

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

Personal responsibility

Employees are responsible for taking reasonable care of themselves and others affected by their actions.

Employees should –

- Follow guidance and procedures designed for safe working
- Report all incidents that may affect the health and safety of themselves or others and ask for guidance from their Team Manager/Clerk
- Take part in training designed to meet the requirements of this policy
- Report any dangers or potential dangers they identify or any concerns they might have in respect of working alone to their Team Manager/Clerk

An incident is defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage.

If an employee has a medical condition which would make them unsuitable for working alone they have a duty to inform their Team Manager/Clerk. Where a medical condition is known, a risk assessment must be conducted to enable consideration to be given to routine work and foreseeable emergencies that may impose additional or specific risks.

Good practice for lone workers

During their working hours, all staff leaving the workplace should sign in and out of the building they are working in.

Lone workers should ensure that they have a telephone available to them so that they can make contact with the Clerk / emergency services should the need arise.

Lone workers should have access to a first aid kit to treat any minor injuries.

Lone workers should trust their intuition and always think of their personal safety. Consider the weather and seasons i.e. time of day it goes dark. Ensure that someone knows where you are at all times. Carry a personal alarm (if appropriate) or mobile phone (ensuring it is charged). Park near street lighting or lit areas where possible. Reverse into parking spaces to enable a quick getaway.

Advice and guidance for lone workers

Reviewed: September 2021

Approved: September 2021

Next review date: September 2023

Employees should carry out their own 'personal assessment' before undertaking any activity which involves lone working.

Before starting work employees should be advised that, if they have a feeling that something is wrong, that they should rely on their senses /personal judgement. They must not commence the task and seek guidance/clarification. They should remove themselves from the situation if they feel unsafe.

Lone workers (Superintendent, Part Time Superintendent, Cleaning Assistant, Part Time Cleaning Assistant, Park Warden) are issued with personal safety alarms that they must carry with them at all times when on duty.

Office staff that are working late in the evenings should ensure doors are locked after normal working hours.