

Pembury Parish Council

Working for Pembury People



Lone Workers Policy

Adopted 14/05/2018

Version:	Date Approved:	Review Date:
1.0	14/05/2018	01/10/2020

1. Introduction

- 1.1. The aim of this policy is to ensure, so far as is reasonably practicable, that employees and other, 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.
- 1.2. This policy aims to raise awareness of safety issues relating to lone working.

2. Legal Requirements

- 2.1. The Health and Safety at Work Act 1974 states that employers have to ensure the health, safety and welfare of their employees, and that self-employed persons have to ensure that they are not exposed to risks to their health and safety, in both cases so far as is reasonably practicable.

3. Legal Requirements

- 3.1. A lone worker is anyone who works in isolation from colleagues without close or direct supervision. For example:
 - 3.1.1. Office staff working alone in the Parish Office;
 - 3.1.2. Grounds staff working alone in the Depot, Burial Grounds or Recreation Grounds or off site;
 - 3.1.3. Councillors on council business;
 - 3.1.4. Employees visiting sites for inspection or other works.

4. Risks

- 4.1. The primary risks are:
 - 4.1.1. Workplace – open to all visitors;
 - 4.1.2. Personal security;
 - 4.1.3. Manual operation of equipment;
 - 4.1.4. Possible confrontation – in all situations;
 - 4.1.5. Illness.

5. Guidance

- 5.1. Lone workers, whether employed by Pembury 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:
 - 5.1.1. The office door should remain locked when working alone and only opened when the visitor has identified themselves;
 - 5.1.2. Confrontation should be avoided whenever possible including withdrawing from the situation;
 - 5.1.3. A mobile phone should be carried at all times;

- 5.1.4. All visits or appointments should be made with another member of staff or councillor whenever possible;
- 5.1.5. Notes should be left advising of your whereabouts.
- 5.2. Should an incident occur, it is the responsibility of the person affected to notify the Clerk or Chairman as soon as possible, first by phone and then by written report.

6. Summary

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