

DRAYCOTT AND CHURCH WILNE PARISH COUNCIL LONE WORKER POLICY

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. This policy also aims to raise awareness of safety issues relating to lone working.

Legal Requirements

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. The management of Health and Safety at Work Regulations 1999 places a duty on employer's activities, and to reduce those risks as far as is reasonably practicable.

Definition of a Lone Worker

A lone worker is anyone who works in isolation from colleagues without close or direct supervision – for example

- Councilors on council business
- Employees visiting sites for inspection or other work
- Independent contractor maintaining the Council's assets
- Working in the Parish Office (alone)

Risks

The primary risks are:

- Workplace safety
- Security – personal
- Equipment – manual operation and safety
- Illness

Guidance

Lone workers, whether employed by Draycott and Church Wilne 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 Parish Office door should remain locked when working alone and only opened when the visitor has identified themselves
- Confrontation should be avoided whenever possible including withdrawing from the situation
- A mobile phone should be carried at all times
- All visits and appointments should be made with another Councilor wherever possible
- Notes should be left / emailed advising of whereabouts
- Councilors and staff will be provided with identification

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 followed by a written report.

Summary

Lone working environments present a unique health and safety issue. Draycott and Church Wilne Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all 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 may be affected by their activities)