



## Lone working

<b>Version number:</b>	1	<b>Author:</b>	Margaret Gould, Clerk
<b>Date adopted:</b>	13/03/2017	<b>Signatory:</b>	Sandra Larkins, Chair
<b>Date this version approved by Council:</b>	13/03/2017	<b>Review due:</b>	Annually from date version approved by SPC – to left

### 1. Introduction

Speen Parish Council (SPC) recognises that its employees and councillors are required to work by themselves in the community, in isolated work areas and out of hours, for significant periods of time without close or direct supervision. SPC is committed to ensuring their lone workers are safe whilst undertaking their duties. This commitment extends to ensuring that lone working risks are properly assessed and that appropriate measures are in place to meet them.

### 2. Definition

The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”. This covers all of the Council’s employees; essentially it is the Clerk who is required to carry out duties for all or part of their working day working in isolation.

### 3. Purpose

The purpose of this policy is to:

- Outline the SPC’s attitude & commitment to ensuring the safety of its workers
- Identify responsibilities and arrangements to reduce the risks associated with Council operations.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

### 4. Statement

- 4.1 SPC recognises and accepts its responsibilities for providing a safe and healthy working environment for all its employees, members, contractors, voluntary helpers and others who may be directly affected by the activities of the Council.
- 4.2 The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment. Responsibility for the health and welfare of employees remains the responsibility of full council.
- 4.3 The Council will seek as and when appropriate, expert technical advice on Health and Safety (H&S) to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
- 4.4 This policy is fully supported by the council. It confirms that SPC Members and employees are aware of lone working issues and are committed to reducing risks appropriately.



- 4.5 This policy confirms that SPC will continue to work to this policy for the forthcoming year until the next review date, unless amendments should be required in the meantime.
- 4.6 This policy should be read in conjunction with the SPC Risk Management Policy and the Health & Safety Policy.

## 5. Aims

The aim of the policy is to

- increase staff awareness of safety issues relating to lone working
- ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable.
- ensure that appropriate training is available to those who undertake lone working that equips them to recognise risk and provides practical advice on safety when working alone.
- ensure that appropriate support is available to staff who have to work alone.
- encourage full reporting and recording of all adverse incidents relating to lone working.

## 6. Responsibilities

6.1 Lone workers are responsible for:

- taking reasonable care of themselves and others affected by their actions.
- not knowingly putting themselves at risk
- co-operating by following rules and procedures designed for safe working
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- ensuring equipment used is electrically safe
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- organising a 'buddy' who knows their whereabouts when lone working in the community and has the means to contact or be contacted.
- ensuring they carry a mobile phone at all times when out in the community
- arrange meetings in a public place and be accompanied at all times, wherever possible, when meeting those unknown to them

6.2 The Clerk on behalf of the council is responsible for:

- ensuring that the Council regularly reviews the effectiveness of this policy.
- ensuring that risk assessments are carried out and reviewed regularly.
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- ensuring that appropriate information, instruction and training is available.
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents to Council.

## 7. RISK ASSESSMENT

7.1 A Risk assessment will be carried by the Clerk whose lone working practice increases vulnerability. This includes working from home in isolation as well as when mobile as part of the job role when work takes the Clerk, and occasionally members, out into the community e.g. putting up notices on noticeboards.

7.2 The risk assessment will be reviewed annually by the Chair on behalf of the Council. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.



7.3 Risk assessments for home based lone workers will include,

- safe access and exit.
- safety of equipment for individual use.
- channels of communication in an emergency.
- level and adequacy of on/off site supervision.

7.4 Risk assessments for mobile lone workers will, additionally, include,

- travelling between sites, identifying any particular hazards.
- reporting and recording arrangements.
- communication and traceability; and personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

7.5 An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury or illness. All such events should be reported to the Chair.

## 8 Useful contacts

- Health and Safety Executive
- National Association of Local Councils (NALC)
- Berkshire Association of Local Councils (BALC)

## 9. Authorisation of Policy on behalf of Full Council:

The undersigned approves this policy on behalf of Speen Parish Council.

Signature:

Name (print):

Position:

Date: \_\_\_/\_\_\_/\_\_\_