



## Lone Working 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.

### Legal requirements

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

### Definition of a lone worker

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

- Office staff working alone in the Parish office
- Village Attendants working alone in the Village
- Councillors on Council business
- Employees visiting sites for inspection or other works

### Risks

The primary risks are:

- Workplace – open to all visitors; safety
- Areas being worked outside - i.e. near the highway
- Security – personal
- Equipment – manual operation and safety
- Possible confrontation – in all situations
- Illness

### Guidance

Lone workers whether employed by Galleywood 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 another member of staff or member of the Parish Council arrives
- Escape routes are via the Keene Hall stairs and a second route is available through the window if required
- CCTV monitoring of the Keene Hall front entrance and car park is provided
- A security alarm is also in place
- Confrontation should be avoided whenever possible including withdrawing from the situation
- A mobile phone should be carried at all times
- All visits or appointments should be recorded on the Parish Council's online shared calendar and notes left advising of their whereabouts



- Regular contact kept with the Village Attendants
- A portable first aid kit is kept in the Council office
- Protective clothing and equipment used if necessary

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.

## **Summary**

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

Date effective from:	25 June 2018
Last review date:	10 March 2022
Next review:	March 2024