



**Armitage with Handsacre
Parish Council**

LONE WORKER POLICY

Date created	Date adopted	Date last reviewed	Next review date
November 2024	December 2024	N/A	February 2027

Purpose

Working alone is not in itself against the law and it will often be considered safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone

The purpose of this policy is to describe the measures that Armitage with Handsacre Parish Council considers necessary to manage the risk present when employees are required to work alone. The policy should be read in conjunction with the Councils Lone Worker Risk Assessment

Definition

Lone working includes both members of staff alone in a building and those whose duties involve working outside where there is no close, frequent or regular contact with other colleagues.

Policy

The Council will, as far as possible, ensure that:-

- Employees required to work alone are protected from risks to their health, safety and welfare
- Any risks are identified in discussion with the Clerk and any actions required to mitigate high risks are taken before lone working is undertaken
- Employees take responsibility for their own safety and understand that they must remove themselves immediately from any such situation that is not safe and such action and concerns must be reported immediately to the Clerk

Legal Responsibilities

Section 2(1) of the Health and Safety at Work Act 1974 places a duty on every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. In addition, the Management of Health and Safety at Work Regulations 1999 places a duty on the employer to consider all reasonably foreseeable hazards and to take the appropriate action to reduce the possible risk of injury to the lowest level that is practicable to achieve

Who is at risk?

All employees who, as part of their contracted duties, are required to work alone and without direct supervision

The policy does not set out to identify all situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks

Lone working itself is not necessarily high risk but the activity that is performed may well be. It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

Assessing the Risk

The Clerk is responsible for identifying and assessing the risks of lone working both in terms of the likelihood of causing harm and also the severity of the injury. Consideration will be given to whether the activity is one that can be safely accomplished by one person or whether the presence of another member of staff would be advisable

If a risk cannot be eliminated completely, action must be taken to reduce the risk to the lowest level practicably achievable

Specific Guidance

The following factors should be taken into account when evaluating risk:-

- Degree of isolation
- Type of work activity
- Level of supervision and support
- Contact or proximity with members of the public
- Competence of the employee and the training the employee has received

A first aid kit should be readily available at all times

All staff will sign in and out using the Lone Worker Record Log

All lone workers will have access to a phone so that they may be contacted or to summon help should the need arise. For all high risk activities, the employee must give clear guidance to the Clerk as their location(s) during the day

Panic alarms will be offered to lone working staff, but any member of staff may have one if they wish, to be used to summon assistance in the event of an attack and to disorientate potential attackers

Lone workers should contact a nominated person before they finish work for the day if they intend to go directly home. If planning to work out of standard hours this must be agreed advance with the Clerk

Duties of the Clerk

The clerk must ensure:-

- All lone working activities are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable
- Arrangements for lone working are communicated effectively and the details of what can or cannot be done whilst working lone are explicit
- The lone worker is made aware of the hazards and understands all the necessary control measure that need to be put in place
- Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake work alone
- Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision which should be established through the completion of a risk assessment
- Monitoring of lone working practices must be in place to ensure identified control measures are adhered to

Duties of the Employee

All employees have a duty of care for themselves and others who may be affected by what they do, or do not do and to comply with the councils Health and Safety procedures. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone. If a person finds that they are placed in a situation which

may be considered to be that of a 'lone worker', then they should ensure that the Clerk is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety

All employees, including lone workers, have a responsibility to inform the Clerk if they have any concerns over the effectiveness and efficiency of the agreed arrangements and any reasons why they would not be able to work alone or to continue to work alone safely

Risk Assessment

The risk assessment is completed collaboratively by both the lone worker and Clerk, and agreed safe working procedures are recorded and communicated to all persons who may be required to work alone.

The following steps must be taken for a lone working risk assessment:-

- Identify hazards to which the person may be exposed. Some hazards may be so high risk that lone working has to be prohibited
- Identify all persons who may be required to work alone. Consideration must be given to an individual's ability to work alone, not everyone's will be the same
- Assess whether current controls are adequate and consider if additional/alternative controls need to be put in place
- Record the findings of the risk assessment