



HODNET PARISH COUNCIL

LONE WORKING POLICY

The Health and Safety at Work etc. Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999.

The above Acts impose a duty on employers to ensure that employees who work alone are safe and that adequate risk assessment has been carried out in the work place. Further guidance can be found in HSE Guide INDG 73 Working Alone.

Policy Statement

The Parish Council will take every practicable step to protect the health, safety and welfare of its employees whenever they are required to work alone and without direct support or supervision. The Council recognises that there may be increased risk to staff that are required to work alone. The Council will ensure that all employees are aware of this policy and provide the resources for putting the policy into practice.

The aim of this policy is to outline what measures should be implemented in order to ensure minimum risk to those who work alone.

RESPONSIBILITIES

The Council has:

- a duty to look after the welfare of their employees
- a duty to assess risks to lone workers and take steps to avoid or control risk where necessary
- a legal duty to consult with employees and their representatives
- a responsibility to ensure that appropriate support is given to employees involved in any incident

The Clerk as Proper Officer, is responsible for the implementation of this policy.

Employees have responsibilities:

- to take reasonable care of themselves and other people affected by their work

- to take reasonable care of and to co-operate with their employers in meeting their legal obligations
- report all incidents that occur or that may affect the health and safety of themselves or others
- recognise and assess potentially high risk activities before carrying out any work activity and put in place arrangements to carry out the task safely

DEFINITION

Lone workers are:

- Those who work by themselves without close or direct supervision.
- People in fixed establishments where only one person works on the premises e.g. home workers.
- People who work outside normal working hours e.g. evenings, weekends.

ASSESSING AND CONTROLLING RISK

- 1) Hazards of the work undertaken by lone workers will be identified and risks assessed.
- 2) Measures will be put in place to avoid or control the risks.
- 3) Where necessary control measures will be put in place and may include instruction, training and protective equipment.
- 4) Risk assessments will be reviewed on a regular basis to ensure they are adequate.
- 5) Where it is not possible for the work to be done safely by a lone worker, arrangements for providing help and/or back-up will be put in place.
- 6) Where a lone worker is working at another employer's workplace, he/she will inform the employer of any risks and the control measures that should be taken.

SAFE WORKING CONDITIONS

There are some high-risk activities where at least one other person may need to be present if the risks of the job cannot be adequately controlled by one person.

Where this is the case the employer will establish:

- 1) whether the lone worker will be at risk
- 2) whether there is a safe way in and out for one person
- 3) whether temporary access equipment such as portable ladders or trestle can be safely handled by one person
- 4) whether all logistics involved can be handled safely by one person e.g. handling of heavy items

- 5) whether there is a risk of violence e.g. young workers and women working alone
- 6) whether the lone worker is medically fit and suitable to work alone.

COMPETENCIES

The employer will ensure that:

- 1) the lone worker is adequately trained and sufficiently competent in safety matters and able to deal with circumstances which are new, unusual or beyond the scope of training e.g. how to handle aggression
- 2) the lone worker understands the risks associated with their work and that the necessary safety precautions are carried out
- 3) the lone worker is able to identify and handle health and safety issues.

SAFETY MEASURES

Where necessary procedures will be put in place to monitor lone workers to ensure they remain safe i.e. devices designed to raise the alarm in the event of an emergency or to check that a lone worker has returned home or their base on completion of task.

PERSONAL SAFETY

The lone worker will:

- 1) carry a mobile phone
- 2) carry out a risk assessment of the situation
- 3) let someone know where they are
- 4) lock doors where possible
- 5) check visitors' ID
- 6) sit nearest the door when alone with strangers
- 7) stay alert
- 8) avoid aggression
- 9) avoid poorly lit areas
- 10) have keys ready
- 11) report all incidents
- 12) make appointments where possible to see members of the public where another member of staff can be present

The lone worker will not:

- 1) carry large amounts of cash
- 2) leave valuables unattended or in view

- 3) wait for threats to be expressed or the first signs of violence before considering whether to leave
- 4) be alone with strangers
- 5) put themselves in danger.

Adopted by Hodnet Parish Council on 12th October 2023

Minute No 23/124