



# Broadbridge Heath Parish Council

## Lone Working Policy

**Adopted: May 2022**

**Reviewed: OCT 2023 – No change**

**Next Review: May 2025**

**Minute ref: 235/23**

### 1. Introduction

The following policy and procedure details any risks for people when working alone in their fixed place of work or away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the duty of Broadbridge Heath Parish Council to assess risks to lone workers, including volunteers (referred to employees in this policy) and take steps to avoid or control risk where necessary. Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

### 2. Lone Working / Lone Workers

These are people who work by themselves or without close or direct supervision:

#### (a) At a fixed base (office, home or other):

- Only one Council Member / Officer working on the premises
- Working separately from others
- Working outside of normal office hours

#### (b) Away from their fixed base:

- Council Member / Officer who is required to travel alone to and from a fixed base to another, attend meetings or carry out duties within the community.

### 3. Potential Risks to Lone Workers

- Open access and unlocked doors – accessible to the public, contractors etc.
- Being taken ill whilst at work
- Lack of training regarding Health and Safety procedures
- Hazards in the workplace
- Remote areas
- Poorly lit and isolated areas

#### 4. Assessing the Risk

(a) Before drawing up and recording the risk, it must be established:

- Whether the work can be done by a lone worker
- What arrangements will be in place to ensure an individual is not exposed to unnecessary or unacceptable risk

When recording an assessment of risk, the following should be taken into consideration:

- Environment – location, security, access / egress
- Nature of the task
- History – historical accidents / incidents

#### 5. Safety Guidelines

(a) For employees working in a fixed base:

- Familiarise the layout of the building including fire exits and escape routes
- Keep doors locked that allow direct access to the building you are working in.
- Do not open the door to unexpected visitors. In the case of contractors, identification must be requested at all times. If unsure verify with contractor's employer.
- Ensure contact numbers are to hand to be able to contact the relevant person/s immediately should they become ill.
- Park as near as they can to the building

(b) For employees working away from a fixed base or in the community

- Employees should inform the Clerk or agreed personnel the estimated time they will be away from their base and when they will return. Information regarding where and at what time, visits will be made and to whom.
- Leave details of venues where possible, including contact numbers if relevant
- Carry a mobile or other communication device.
- Avoid meetings in isolated places. If this cannot be avoided, ask someone to accompany them or make sure you notify a colleague when they arrive or leave.

#### 6. Responsibility

(a) Employees Responsibility & Personal Safety:

- To take reasonable care for the health and safety of him/ herself and of other persons who may be affected by his/her acts of omissions at work.
- Always maintain a line of communication on a regular basis with the Clerk to identify and minimise risk.

- Always inform someone as to when they leave the fixed base to perform Council tasks and inform a colleague when returning to a fixed base after relevant task completed.
- Always report an accident/incident to the Clerk for a full investigation to take place and to assess further risks and identifying additional safety procedure where necessary.

(b) Employers Responsibility

- To take reasonable care for the health & safety of employees by identifying and assessing potential risks to ensure that employees are always safe.
- Always maintain a line of communication on a regular basis with employees to identify and minimise risk (s).
- Ensure employees receive all relevant training and information available
- Ensure employees have a mobile phone to ensure a system of maintaining contact.

## **LONE WORKER RISK ASSESSMENT (Appendix to Lone Working Policy)**

Adopted: May 2022

Review: May 2023

<b>Risk</b>	<b>Actions taken</b>	<b>Action / if required</b>
Are you familiar with your employer's lone working health and safety policy?		
Do you know the name and number of an Officer / member of staff you can contact easily if necessary?		
Do you have a system in place to secure the entry door to the Parish building when lone working in the office?		
Do you have a system for regularly checking in with your employer?		
Do you have a safe working system in place dealing with unfamiliar visitors?		
Do you have a safe working system in place to handle abusive individuals?		
Do you have a safe working system in place when left alone to lock up the parish office?		
If working from home, are important files and computers kept securely when not in use?		
Do you have a system in place to ensure staff have a device to communicate whilst in the community?		