

BURWELL PARISH COUNCIL

LONE WORKING POLICY

Approved 14th March 2017

1. Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as reasonably possible and practicable.

The Council's employees are expected to work alone because of the nature of their jobs. Whilst working alone is not in itself unsafe there may be circumstances where lone working can increase risk to an employee.

This policy applies to employees and councillors and for the purposes of this policy lone working is defined as anyone who works in isolation from their colleagues without close or direct supervision.

Employee examples include:

- Office staff alone in the Parish Office
- Handyman
- Keyholders

Examples of lone working include:

- Allotment inspections
- Premises inspections
- Meeting with contractors on site
- General site inspections and meetings

2. Organisation and Arrangements

Burwell Parish Council is responsible for:

- The lone working arrangements of employees and councillors
- Determining the contents of this policy
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring compliance with the policy and providing resources for putting the policy into practice
- Making sure that employees and councillors are aware of this policy
- Making sure that support is given to employees and councillors involved in any incidents

The Parish Clerk is responsible for:

- Making sure that risk assessments are carried out
- Reporting any incidents to the Council

All employees and councillors are responsible for:

- taking reasonable care of themselves and other people who may be affected by their actions
- Following rules and regulations laid down by the Council
- Reporting incidents that may affect the health and safety of themselves or others
- Receiving training designed to meet the requirements of this policy
- Reporting dangers or concerns they may have
- Recognising potentially high risk activities and putting in place arrangements to mitigate risk associated with working alone

3. Lone Worker Guidance

- Carry a mobile phone with you
- Do not put yourself at undue risk. Discuss any concerns with the Chairman
- Plan the visit – let someone know time of leaving, where you are going and estimated time of return
- Try to avoid confrontation. If a situation develops try to remain calm. If violence is threatened try to withdraw from the situation or call for help
- Ensure that the glass door is locked when the office is occupied and staff are working alone in the building
- Whilst it is appreciated that the Clerk has to be available to meet members of the public, this should be during office opening hours 10 am to 12 noon or by appointment