

# Lydiard Millicent Parish Council

## Lone Working Policy

### 1. Introduction – Employer Duties

Lydiard Millicent Parish Council (Parish Council) recognises that Employees are sometimes required to work alone. Working alone is not necessarily unsafe however there are circumstances where lone working can increase risk and this policy aims to raise awareness of safety issues relating to lone working.

Lone workers are those who work by themselves without close or direct supervision. Examples include: a person working on their own in a workshop or in the open, home workers, or persons working in an office on their own.

There is no legal prohibition on working alone, however, the duties of the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety Regulations 1999 still apply. These require identifying hazards at work assessing the risks involved and putting measures in place to reduce those risks as far as is reasonably practical.

### 2. Aims of the Policy are to:

- Increase Employee awareness of safety issues relating to lone working.
- Ensure the risk of lone working is assessed in a systematic ongoing way and safe methods of working are put in place to reduce risk where practicable.
- Encourage full reporting and recording of incidents relating to lone working.

### 3. Employer Duties

The Parish Council realise that there may be concerns surrounding lone working, to allay these fears it will: -

- Identify all employees who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees
- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with employees
- Provision of devices to raise an alarm in the event of an emergency e.g. mobile telephones
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to employees following an incident
- Ensure lone workers are covered by the Employer's liability insurance cover.

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**4. Outside Working - Employee's Duties**

- When working alone, Employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.
- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker,
- Keep mobile telephone on at all times and fully charged
- Attend personal safety training programmes as directed by the employer
- Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using the reporting procedure

**5. Office Working – Employee's Duties**

When working alone, Employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.

- Attend personal safety training programmes as directed by the employer
- Keep mobile telephone on at all times and fully charged, logged into building wi-fi
- Lock building outer doors
- When meeting members of the public, to advise Councillors/other staff members

**6. Scope of this Policy**

This policy applies to all situations involving lone working arising in connection with the duties and activities of Lydiard Millicent Parish Council.

Adopted On 5 June 2024

To be reviewed every 3 years unless legislation or circumstances change