

# **Holland Fen with Brothertoft Parish Council LONE WORKING POLICY**

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## **Purpose of this policy and procedure**

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

## **The scope of this policy**

It applies to all staff; it does not apply to councillors.

## **Policy**

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not against the law, and it is often safe to do so. The council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

## **Definition**

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night.
- A groundsman tending to green space.
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

## **Responsibilities**

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

### Managers

- Ensure that the worker is competent to work alone.

- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment.
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

### Lone workers

- Take reasonable care of themselves and others who may be affected by their work.
- To follow any instruction given by management or the council.
- Raise with their line manager any concerns they have in relation to lone working.

### **Health and wellbeing**

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

### **Reporting incidents**

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- Include recording details of any circumstances you think might have contributed to the incident. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager or councillor or colleague to let them know (or ask someone to do so on your behalf). Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

Date of policy:

Date of committee meeting:

Date for next review:

Signed:

