



# Castle Hedingham Parish Council

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## Lone Working Policy

Castle Hedingham Parish Council recognises that employees, contractors, Councillors and volunteers are required to work by themselves in the community without close or direct supervision, sometimes in isolated areas and/or outside of normal office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Parish Council has a legal obligation to look at the health, safety and wellbeing of employees, contractors and volunteers. Employees also have the responsibility for taking care of themselves and other people affected by their work.

### Scope of Lone Working Policy

This policy covers all situations involving lone working arising from the duties and activities of employees, contractors, Councillors and volunteers working with or on behalf of Castle Hedingham Parish Council.

Examples of lone workers include:

- Only one person working on the premises
- People working in different locations
- People working outside of normal office hours
- Mobile workers (e.g. outdoor workers)
- People attending meetings off site

### Aims of Lone Working Policy

The aim of this policy is to:

- Raise awareness of safety issues relating to lone working
- Ensure that the risks associated with lone working are assessed and that safe methods of working are put into place to reduce the risk as far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risks and to provide advice on lone working safety
- Encourage reporting and recording of any incidents relating to lone working
- Reduce the number of incidents and injuries to staff relating to lone working
- Ensure that appropriate support is available to employees

### Responsibilities

Castle Hedingham Parish Council is responsible for:

- Ensuring that assessments take place to identify, evaluate and manage risks associated with lone working
- Ensuring that risk assessments are reviewed regularly and that any changes to working practices and legislation are changed as promptly as practicable
- Ensuring that there are arrangements in place to monitor incidents related to lone working and that this policy is periodically reviewed
- Managing the effectiveness of preventative measures through reporting, recording and investigating incidents
- Providing resources for putting this policy into practice
- Ensuring all employees are aware of this policy
- Ensuring that equipment and support is made available to staff

Employees, contractors, Councillors and volunteers are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Attending or undertaking training sessions relating to lone working or health and safety
- Following guidance and procedures issued by the Parish Council
- Reporting all incidents or near misses that may affect the health and safety of themselves or others
- Reporting any dangers or potential dangers they become aware of, or any concerns they have in relation to lone working
- Maintaining good communication to minimise risk

### **Guidance for Risk Assessment of Lone Working**

Consideration should be given to the following:

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are there suitable means of travel when working off-site?

### **Good Practice for Lone Working**

During work hours, all staff leaving their workplace (or home) should leave the details of where they are going and their estimated time of return with another party

- If, during such travel, any plans change significantly they should be communicated to the other party
- When meeting with contractors or members of the public, arrangements should be made to meet in a public place and not in their home
- If a visit is to be made to a resident's home address a colleague or Councillor should be informed of the visit and approximate times
- Lone workers should have access to adequate first aid facilities and mobile workers should carry a suitable first aid kit for treating minor injuries
- It is advisable for lone workers to have a mobile phone
- Personal safety equipment should be used where appropriate for the work to be undertaken. If replacements or other equipment is required, this should be discussed with the clerk for approval and action by the Parish Council.
- All incidents must be reported to the clerk or a Councillor. Employees should ensure that all incidents where they feel threatened or unsafe are reported. This includes incidents of verbal abuse.

### **If emergency assistance is required in any situation, dial 999**

- A worker has the right to refuse to meet with a Councillor, contractor, or member of the public alone, if they feel threatened or feel it would be inappropriate. Other employees or Councillors could be asked to attend with them.

***This is a non-contractual policy and procedure which will be reviewed from time to time.***

Adopted at a meeting of Castle Hedingham Parish Council on 13<sup>th</sup> February 2023

Signed..... Chairman