

Marden Parish Council Lone Working Policy

Adopted on 9 September 2019

1. Introduction

- 1.1. Marden Parish Council recognises that employees, contractors and volunteers (hereafter 'staff') are required to work by themselves in the community or at home without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Marden Parish Council has a legal obligation to look after the health, safety and welfare of its staff. However, staff have responsibilities to take reasonable care of themselves and other people affected by their work.
- 1.3. Although this policy relates to staff, Councillors are encouraged to abide by the recommendations when on council business within the parish, in line with good practice.

2. Scope of the Policy

- 2.1. This policy applies to all situations involving lone working arising in connection with the duties and activities of Marden Parish Council staff.
- 2.2. Lone workers include those working:
 - a) At home as their regular place of work – the Clerk
 - b) Around the parish – the Clerk, contractors and volunteers.

3. Aims of the Policy

- 3.1. The aim of the policy is to:
 - a) Increase staff awareness of safety issues relating to lone working
 - b) Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable
 - c) Ensure that appropriate training is available so that staff are able to recognise risk and are provided with practical safety advice for working alone
 - d) Encourage full reporting and recording of any incidents relating to lone working
 - e) Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

- 4.1. Marden Parish Council is responsible for:
 - a) Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
 - b) Providing resources for putting the policy into practice
 - c) Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy
 - d) Ensuring that all staff are aware of this policy
 - e) Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone
 - f) Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents
 - g) Ensuring that appropriate support and equipment is given to staff involved in any incident.
- 4.2. Staff are responsible for:
 - a) Taking reasonable care of themselves and others affected by their actions
 - b) Following guidance and procedures designed for safe working
 - c) Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
 - d) Taking part in any training designed to meet the requirements of the policy
 - e) Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

5. Guidance for Risk Assessment of Lone Working

- 5.1. Is the person fit and suitable to work alone?
 - a) Are there adequate channels of communication?
 - b) Does the workplace or task present a special risk to the lone worker?
 - c) Is there a risk of violence?
- 5.2. Travelling to site or meetings
 - a) What procedures are in place?
 - b) Is the equipment or transport safe for individual use?

6. Good Practice for Lone Workers

- 6.1. During work hours, all staff leaving the workplace or home should leave the details of where they are going and their estimated time of arrival back with another party.
- 6.2. If, during the trip away, any plans change significantly this should be communicated back to the other party.
- 6.3. When meeting with contractors, employees must meet in a public place and not in their home.
- 6.4. If a visit is being made to a member of the public in their home a Councillor must be informed of the visit and the approximate times.
- 6.5. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating their own minor injuries.
- 6.6. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.
- 6.7. All incidents when staff feel threatened or unsafe should be reported to the Council and to the police if suitable. This includes incidents of verbal abuse. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.8. A staff member is at liberty to refuse to meet with a Councillor, contractor or member of the public alone, if they feel threatened or feel it would be inappropriate.
- 6.9. As the Clerk attends meetings in the evenings, particularly when the meeting ends when it is dark, it is best practice to inform someone that they are departing to return home. If this is not possible, a buddy system should be provided by the Council, to ensure it is known the Clerk has reached home.
- 6.10. Whilst the Clerk's main place of work is their home, this is a private residence and under no circumstances should Councillors or members of the public attend the premises without specific prior approval from the Clerk.

Review by: October 2020

Signed:

Date:

Chairman of Marden Parish Council