

## CLAPHAM PARISH COUNCIL

LONE WORKING POLICY**The purpose of this policy and procedure**

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, whether full time, part time or temporary workers. It does not apply to councillors.

**Policy**

Clapham Parish Council will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, 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. The parish clerk works from home and is classed as a lone worker.

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

Re-adopted 31.8.23 - Review at least annually August 2024.

## **Responsibilities**

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

### Line Managers

- Ensure that all lone working activities are risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- 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

- To follow any instruction given by the council
- Raise with their line manager any concerns they have in relation to lone working.

## **Risk Assessments**

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Abuse from members of the public.

## **Ways in which lone working risks can be reduced**

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach.

## **Health and wellbeing**

In order to ensure personal safety, it is important that lone workers share details of any aspects of your health that could lead to increased risk with their manager or specific councillors. Lone workers can then jointly plan to mitigate any potential risks caused by their circumstances. This information will be treated on a strict 'need to know' basis with 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,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which

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could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,

- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information will help the council to review its risk assessment process and see if any additional measures are needed.

If a lone worker feels unsafe, unwell, or becomes injured they should call the emergency services if in need of immediate assistance. If possible, they should also call a councillor to let them know (or ask someone to do so on their behalf).

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

— policy ends here —

## **Guidance**

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: <https://www.hse.gov.uk/home-working/index.htm>

Lone working: <https://www.hse.gov.uk/lone-working/employer/index.htm>

Risks of lone working: [www.hse.gov.uk/pubns/indg73.pdf](http://www.hse.gov.uk/pubns/indg73.pdf)