

# NOCTON PARISH COUNCIL

## Lone Worker Policy

Adopted by NOCTON PARISH COUNCIL 2023

16/05/2023 - Reviewed and approved (Minute Ref. 9 ii)

### **1. Introduction**

The following policy and procedure aims to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health & Safety at Work Regulations 1999, it is the duty of Nocton Parish Council to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

### **2. Lone Working/Lone Workers**

These are people who work by themselves without close or direct supervision.

- a) At a fixed base (office or other)
  - Only one person working on the premises.
  - Working separately from others.
  - Working outside of normal hours.
- b) Away from their fixed base.
  - Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc.
  - Ground Staff who carry out work around the parish.

### **3. Potential Risks to Lone Workers**

- Open access and unlocked doors – accessible to the public, contractors etc.
- Being taken ill at work.
- Lack of training regarding Health & Safety procedures.
- Hazards in the workplace.
- Remote areas.
- Parking arrangements, poorly lit and isolated areas.

### **4. Assessing the Risk**

- a) Before drawing up and recording the assessment of risk it must be established:
  - Whether the work can be done by a lone worker.
  - What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk.
- b) When recording an assessment of risk, the following should be taken into consideration.
  - Environment – location, security, access & egress.
  - Context – nature of the task.
  - History – have there been any incidents/accidents in the past.

All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation, then consideration should be given for making other arrangements to complete the task.

## **5. Safety Guidelines**

a) For staff working in a fixed base:

- Familiarise yourself with the layout of the building, especially the fire exits and escape routes.
- Keep doors locked that allow direct access to the building and/or office you are working in.
- Do not open doors to unexpected visitors without first checking who they are. In the case of contractors ask for and check identification. If still unsure check with the contractor's employer or head office.
- Have contact numbers at hand to be able to contact the relevant person(s) immediately if taken ill or if an intruder is suspected in the building.
- Park as near as possible to the building, in a well-lit area.
- A risk assessment to be put in place to assess potential risks.
- Access by visitors is on appointment basis only. Visitor access should be denied if the Staff member feels uncomfortable.
- Staff members should carry a mobile phone when escorting a visitor around any premises.

b) For staff working away from their fixed base

- Staff should inform relevant persons(s) from the Council of their movements including the time they estimate they will be away from their base and when they will return; along with relevant information regarding where and what time visits will be made and to whom.
- Leave details of venues, including contact numbers.
- Take mobile phones at all times.
- Avoid meeting in isolated places. If this cannot be avoided, ask someone to accompany you or make sure you always notify someone when you arrive and leave.

## **6. Responsibility**

a) Employee's responsibility & personal safety:

- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her actions.
- Always maintain a line of communication on a regular basis with member (s) of the Council to identify and minimise risk(s).
- Always inform someone when leaving fixed base on Council tasks and on return.
- Report any potential accidents or incidents to relevant person in order for an investigation/assessment to be carried out and additional safety procedures put in place if required.
- No duties that are high risk, or require two persons should be undertaken.
- Ensure all pre-safety checks are carried out especially on equipment.

b) Employer's responsibility:

- To take reasonable care for the health & safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times.
- Maintain a line of communication on a regular basis with staff to identify and minimise risks(s).
- Ensure staff have all the relevant training and information available.

## **7. Exemptions**

Employees and/or volunteers are not permitted to work alone in certain situations:

- Young persons under instruction in a fixed base (i.e work experience, assisting with Council tasks)

- Where activities and work with substances/machinery could be hazardous to health.

### **8. Security of Buildings**

- All appropriate steps must be taken to control access to the buildings
- Emergency exits must be accessible
- Alarm systems must be tested regularly – both fire and intruder
- Staff must be familiar with exits and alarms
- There is access to a telephone and first aid kit
- If there is any indication that the building has been broken into, staff must call for assistance and must not enter the building
- External doors should be locked, where appropriate, to avoid unauthorised visitors
- Staff must be familiar with and comply with the no-smoking rules and procedures

### **Policy review.**

This policy will be reviewed annually by the Council to ensure that it is relevant to working practice.