

BEARSTED PARISH COUNCIL

LONE WORKER POLICY

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Version History & Change Control

Version	Release Date	Distribution	Notes	Adopted?	Date Adopted
1.0	14 th June 2016	Full Council	For adoption at Full Council meeting 14 th June 2016	No	
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1.2	27 th March 2018	Finance & Policy	Policy updates to : 6.2 & 7.		

Document Sign Off and Adoption

Signed off for Adoption by Councillor 1:

Name: _____

Position: _____

Signature: _____

Date: _____

Signed off for Adoption by Councillor 2:

Name: _____

Position: _____

Signature: _____

Date: _____

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: _____

Signature: _____

Date: _____

LONE WORKER POLICY

1. Introduction

- 1.1 Since the employee(s) of the Parish Council are often in a situation when they are working alone, it is necessary for the Council, as employer, to comply with the legal duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 1.2 All employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.

2. Lone Workers

- 2.1 Lone workers are those who work by themselves without close or direct supervision.

Examples include: -

- A person working alone in a small workshop, office, petrol station, kiosk
- People who work from home other than in low-risk, office-type work which is covered by separate guidance
- People working alone for long periods, e.g. in factories, warehouses, leisure centres or fairgrounds
- People working on their own outside normal hours, e.g. cleaners and security, maintenance or repair staff

3. Control of Risk

- 3.1 Employers have a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include: -
- Involving workers when considering potential risks and measures to control them;
 - Taking steps to ensure risks are removed where possible, or putting in place control measures;
 - Instruction, training and supervision
 - Reviewing risk assessments periodically or when there has been a significant change in working practice.
- 3.2 Employers should be aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker.
- 3.3 Employers must consult all their employees on health and safety matters.

4. Nature of normal work

- 4.1 Employers should take account of normal work and foreseeable emergencies, e.g. fire, illness, accidents, violence and identify situations where employees are working alone. The following should be considered: -

- Does the workplace present a specific risk to the lone worker?
- Is there a safe way in and out for one person, e.g. for a lone person working out of hours where the workplace could be locked up?
- Is there a risk of violence and/or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled, or a trainee)?
- If the employee has a medical condition are they able to work alone?

5. Supervision and Monitoring

5.1 The extent and level of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues.

5.2 Procedures must be in place to monitor lone workers as effective means of communication are essential. This will include: -

- Communications via email, text, phone or face to face between lone workers and residents / Councillors;
- Ensuring lone workers are accompanied to their car after Council meetings held in the evenings.

6. Illness, accident or emergencies

6.1 The assessment of the risks should identify foreseeable events. Emergency procedures should be established and employees trained in them. Information regarding emergency procedures should be given to lone workers. Lone workers should also have access to adequate first-aid facilities.

6.2 All workers should be in reason accessible distance to the office panic alarm.

7. Staff

- The Clerk, Assistant Deputy Clerk and Administration Assistant.

8. Status of Policy