



Coxheath Parish Council

Lone Working Policy

1. Introduction

- 1.1. As a responsible employer, Coxheath Parish Council ("the Council"), accepts its responsibilities under the Health and Safety at Work Act 1974 and supplementary legislation. We consider that the health, safety and welfare of all persons affected by the conduct of our undertakings is of great importance.
- 1.2. We undertake, so far as it reasonably practicable, to ensure the health, safety and welfare at work of all our employees and Councillors, to protect people working under our control (including outside contractors), service users and visitors (including members of the public).
- 1.3. The aim of this policy is to ensure, so far as is reasonably practicable, that employees and others who work alone are not exposed to risks to their health and safety and to outline the steps to reduce and improve personal safety to staff who work alone. The policy also aims to raise awareness of safety issues relating to lone working

2. Definition of a Lone Worker

A lone worker is anyone who works in isolation from colleagues without close or direct supervision – for example

- office staff working alone in the Parish Office;
- Councillors on council business;
- employees visiting sites for inspection or other works;
- independent contractors maintaining the Council's assets.

3. Risks

The primary risks are

- workplace – open to all visitors; safety;
- security – personal;
- equipment – manual operation and safety;
- possible confrontation – in all situations;
- illness;
- accidents.

4. Guidance

Lone workers, whether employed by Coxheath Parish Council or not, should take reasonable care not to put themselves at undue risk by evaluating each situation and taking appropriate steps, for example:

- it is recommended that the internal parish council office door should remain locked when working alone and only opened when the visitor has identified themselves;
- when working alone in the Parish Council office the Clerk is responsible for adhering to fire regulations.
- when working alone in the Parish Council office the Clerk should message the Chairman of the Staffing Committee or the Chairman of the Parish Council to let them know they are there and must message when leaving;
- confrontation should be avoided whenever possible including withdrawing from the situation;
- a mobile phone with an active signal should be carried at all times;
- Contractors carrying out work on behalf of Coxheath Parish Council should assess the situation for risks associated with carrying out work alone and take measures to minimise/avoid any problems.
- Contractors should inform the clerk in advance that they will be working in Coxheath or provide a monthly / weekly schedule.

Should an incident occur it is the responsibility of the person affected to notify the Clerk or Chairman immediately, first by phone and then by written report. In the event that it is the Clerk that is affected they must notify the Chairman of the Staffing Committee or the Chairman of the Parish Council.

5. Summary

Lone working environments present a unique health and safety problem. Coxheath Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees. Employees and contractors are reminded, however, that they have to care for their own safety and that of other workers and other persons who might be affected by their activities.