

# **INGOLDSBY PARISH COUNCIL**

## **LONE WORKING POLICY**

### **Purpose of this policy and procedure**

The council recognises that the Clerk works alone, and seeks to ensure the health and safety of the Clerk as a lone worker. This document aims to:

- 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.
- Encourages the 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 the sole employee, the Clerk.

### **Policy**

We will protect the Clerk, insofar as is reasonably practicable, 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.

### **Responsibilities**

All council members and the Clerk have a responsibility for health and safety. The key responsibilities are as follows:

- To try to avoid the need for lone working as far as is reasonably practicable.
- To ensure that the worker is competent to work alone.

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- To ensure that all lone working activities are formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures.
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment.
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and provide appropriate levels of training and guidance on lone working.

### Lone workers must:

- Take reasonable care of themselves and others who may be affected by their work.
- Follow any instruction given by the council.
- Raise with their line manager any concerns they have in relation to lone working.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.

### **Risk Assessments**

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to lone working activity which must be updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

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
- Remote locations
- Abuse from members of the public

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### 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. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. This should be written down and communicated to all councillors.

### Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your 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 could then be used if the police take any formal prosecution action.
- If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call a councillor to let them know (or ask someone to do so on your behalf).
- Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed annually at the Parish Council meeting in May. This model is based on a Worknest template agreed by NALC.

Date Adopted	Version Number	New or Amended Policy	Next Review Date