

Batheaston Parish Council - Lone Working Policy

The Council is responsible for the health, safety and welfare at work of its employees, visitors and contractors and safety of those affected by the work, e.g. members of the public as principally set out in the comply with duties towards lone workers under the Health and Safety at Work Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999.

These responsibilities cannot be transferred to people who work alone. It is the Council's duty to assess risks to lone workers and take steps to avoid or control risk where necessary.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the Council in meeting its legal obligations.

Lone workers are those who work by themselves without close or direct supervision, in Council premises (such as the Rhymes Pavilion), outside (as the Handyman does) and home-working. This policy also applies to Councillors and volunteers carrying out activities on behalf of the Parish Council, and are taken to be covered by the term "worker" throughout this policy.

Risk Assessments - Issues to be considered

The main issues to be considered in the risk assessment are:-

- Is there risk of violence or threat?
- Are there foreseeable emergencies which may give rise to particular risks?
- Does the work impose particular physical and/or mental burdens?
- Is the person medically (and psychologically) fit to work alone?
- Is any special training required?
- Are the individual(s) concerned and any necessary safe working practices adequately monitored?
- Are all individuals who work alone at any time aware of this policy, and aware of how to report concerns, and their obligations to do so?
- Are there adequate arrangements in the event of an emergency?
- Can all plant, substances and equipment involved in the work be safely handled and/or operated by one person?
- Taken all of the above and any factors into account, can the task(s) be safely undertaken by someone working alone?

Controlling the risk

For the risks identified, control measures will be put in place, which may include instruction, training, supervision, protective equipment, mobile phones, 'calling in systems', etc. The Council will on occasion carry out necessary monitoring to ensure that control measures are used. The risk assessment will be reviewed from time to time to ensure it is still adequate and effective.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, alternatives working arrangements will be put in place, which may include sourcing the work from an external contractor.

Monitoring

Procedures will need to be put in place to monitor lone workers to see they remain safe. These may include:

- Regular contact between the lone worker and supervision using a mobile phone or landline phone.
- Checks that a lone worker has returned to their base or home on completion of a task.

Emergencies

What Happens If a Person Becomes Ill has an Accident, Or There Is an Emergency?

- Lone workers should be capable of responding correctly to emergencies.
- Risk assessment should identify foreseeable events.
- Emergency procedures should be established and employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit premises.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally risk assessment may indicate that lone workers need training in first aid.

Key Control Measures

The following control measures will be put in place for all lone working:

- Outside of normal working hours and in isolated buildings, workers should telephone or message their line manager or another designated person, at the start and end of the tasks.
- All lone workers must have a working telephone is available.
- Lone workers should not undertake dangerous work, for example using dangerous chemicals or operating dangerous machinery
- When undertaking off site visits, the checklist at Appendix 1 must be considered prior to the visit.

Approved by the Human Resources Committee of the Council on:

Signed:

To be reviewed and re-affirmed annually at the Annual Parish Council Meeting

Next Review: May 2025

Appendix 1: Off-site visit checklist for lone workers

	YES	NO
Is there a risk of violence?		
Is there safe access and exit for one person?		
Is manual handling undertaken?		
Is the employee medically fit to carry out the lone working tasks?		
Is there first aid provision?		
Can an emergency service approach close enough if necessary?		
Is there a clear understanding on how long the work will take?		
Are transport arrangements to and from the workplace adequate?		
Is there a system for maintaining contact with the lone worker?		
Is there CCTV on the site being visited?		
Is the Clerk trained to deal with violence and aggression?		
Does the Clerk know how to diffuse potentially violent situations?		
Is the Clerk briefed about the areas they visit?		
Does the Clerk have all available information on those being visited?		
Has an itinerary been left?		
Have plans been made to keep in contact with Councillors?		
Has the Clerk the means to contact the nominated Councillor?		
Does the Clerk know how to complete an incident form?		