



# Greenham Parish Council

Lone Working Policy

Drafted July 2020

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V1

## **Greenham Parish Council Lone Working Policy**

### **1. Introduction**

The following policy and procedure details any risks for people working alone in their fixed base and working away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the duty of Greenham Parish Council to assess risks to lone workers, including volunteers, (referred to as employees in this policy) 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, home or other):

- Only one Council Member/Officer working on the premises
- Working separately from others
- Working outside of normal office hours

(b) Away from their fixed base:

- Council Member/Officer who is required to travel alone to and from a fixed base to another base or to attend meetings, etc

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

- Open access and unlocked doors – accessible to the public, contractors etc.
- Being taken ill whilst 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 taking into consideration:

- Environment – location, security, access / egress
- Context – nature of the task
- History – have there been any accidents / incidents in the past

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

### **5. Safety Guidelines**

(a) For employees working in a fixed base:

- Familiarise the layout of the building including fire exits and escape routes.
- Keep doors locked that allow direct access to the building/office you are working in.
- Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure check with the contractor's employer/head office.
- Have contact numbers at hand to be able to contact relevant person(s) immediately (should they feel ill, they suspect an intruder in the building etc).

- Park as near as they can to the building.
- A risk assessment to be put in place to assess potential risks.

(b) For employees working away from their fixed base:

- Employees should inform the Clerk/Deputy Clerk (if neither are available the Chairman) of 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 at what time, visits will be made and to whom;
- Leave details of venues including contact numbers.
- Take mobile phone (or other communication device) with them.
- Avoid meetings in isolated places. If this cannot be avoided, ask someone accompany them or make sure they always notify someone when they arrive and leave.

## **6. Responsibility**

(a) Employees 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 acts of omissions at work.
- Always maintain a line of communication on a regular basis with Members of the Council to identify and minimise risk(s).
- Always inform someone as to when they leave the fixed base to perform Council tasks and inform a colleague when returning to a fixed base after relevant task completed.
- Always report an accident/incident that may occur to the Clerk or relevant person to allow for a full investigation to take place and assess further potential risks and identify additional safety procedures.

(b) Employers Responsibility:

- To take reasonable care for the health & safety of employees by identifying and assessing potential risks to ensure that employees are always safe.
- Always maintain a line of communication on a regular basis with employees to identify and minimise risk(s).
- Ensure employees receive all relevant training and information available.
- Ensure employees have a mobile phone (or other communication instrument) to ensure a system of maintaining contact.

## **7. Exemptions Employees and/or Volunteers are exempt from working alone in certain situations:**

- Young persons under instruction in a fixed base (example work experience, helping with Council tasks etc.).
- Where activities and work with substances/machinery could be hazardous to health.

## **8. Policy Review**

This policy will be reviewed at least 3 years and after an incident or change of office location by the Council to ensure that it is relevant to working practice.

### Lone Working Risk Assessment – Parish Council Office

Ideally another Officer/Member should always be present when in the Parish Office. Lone working is permissible when an employee from Greenham Control Tower is onsite or in unavoidable circumstances to collect resources or in preparation of an onsite meeting.

The Parish Office is open to the public from 11am-3pm Wednesdays, Thursdays, and Fridays.

Greenham Control Tower is open to the public from 10.30am-1.30pm on Thursdays and Fridays.

Risk	Actions currently taken	Notes / Action Required
Are you familiar with your employer's lone working and health and safety policy?	Read by both Clerk & Deputy Clerk	
Do you know the name and number of an Officer / Member who you can contact easily?	Clerk, Deputy Clerk, Chairman. Personal mobile numbers shared.	
Do you have a system for regularly checking in with your employer?	Lone worker to contact other Officer (or Chairman) to inform them of their arrival at the building and how long they expect to be. The lone worker will then inform them of their departure from the building.	
Are important files and computers kept securely when not in use?	Computers password protected and turned off when left. Office is locked when not in use.	
Do you have a safe working system in place dealing with unfamiliar visitors?	During lone working periods, the office door would be locked from the inside and key removed.	
Do you have a safe working system in place to handle abusive individuals?	The individual will be asked to leave, and a call and report made to the Police. Details will also be reported to the Chairman and Council.	
Do you have a safe working system in place when left alone to lock up public buildings?	Lone worker to leave the building before the Greenham Control Tower employee. See checking in procedure above.	

## Lone Working Risk Assessment – Home Office (Parish Clerk & Members)

Risk	Actions currently taken	Notes / Action Required
Are you familiar with your employer's lone working and health and safety policy?	Read by all.	
Do you know the name and number of an Officer / Member who you can contact easily?	Clerk, Deputy Clerk, Chairman. Personal mobile numbers shared. All Members to have Chairman's number.	
Do you have a system for regularly checking in with your employer?	Clerk emails Members at least once a week.	
Are important files and computers kept securely when not in use?	Clerk - Laptop password protected and turned off when left. Only current working documents are kept at home with all files be stored at the office. Members – email account is password protected. Documents with sensitive information to be held for a minimal amount of time and destroyed once not required.	
Is your home kept secure whilst you are working alone?	Main access to the home is locked.	
Do you have a safe working system in place dealing with unfamiliar visitors?	No meetings with members of the public to take place at Officer's or Member's homes.	

## Lone Working Risk Assessment – Meetings

These include Council meetings, one to one meetings with Members, traveling to and from meetings.

Risk	Actions currently taken	Notes / Action Required
Are you familiar with your employer's lone working and health and safety policy?	Read by both Clerk & Deputy Clerk	
Do you know the name and number of an Officer / Member who you can contact easily?	Clerk, Deputy Clerk, Chairman. Personal mobile numbers shared.	
Do you have a system for regularly checking in with your employer?	Members will be attending the meeting.	
Do you have a system in place to confirm that you arrived home safely?	Ensure that a member of your household knows where you were and when you expect to return. If in a single household, ensure you have made a similar arrangement with a friend or another Member/Officer.	
Do you have a safe working system in place dealing with unfamiliar visitors?	Public welcome to attend the meeting. The Clerk/Chairman to ask them if they have an item of interest before the meeting starts.	
Do you have a safe working system in place to handle abusive individuals?	The individual will be asked to leave, and a call and report made to the Police. Details will also be reported to the Chairman and Council.	
Do you have a safe working system in place when left alone to lock up public buildings after attending council meetings?	Ensure that 2 people are present at the end of the meeting to lock up and leave.	