

# Upper Rissington Parish Council

## Lone Working Policy – November 2018

### 1. INTRODUCTION

- 1.1 Upper Rissington Parish Council recognizes that employees are required to work alone. Working alone is not necessarily unsafe, but there are circumstances where lone working can increase risk and this policy aims to raise awareness of safety issues relating to lone working.
- 1.2 There is no legal prohibition on working alone, however, the duties of the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety Regulations 1999 still apply. These require identifying hazards at work, assessing the risks involved and putting measures in place to reduce those risks as far as is reasonably practical.

### 2. RESPONSIBILITIES

- 2.1 Upper Rissington Parish Council is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Ensuring they regularly review the effectiveness of this policy.
- Ensuring employees are aware of this policy.
- Ensuring risk assessments are carried and reviewed regularly, putting procedures and safe systems in to place which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures *through* an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in an incident.

- 2.2 Employees are responsible for:

- Taking reasonable care not to put themselves (or other persons who might be affected by their activities) at undue risk, by evaluating each situation and taking appropriate steps.
- Following guidance and safe-working procedures.
- Co-operating with their employer in meeting their legal obligations.
- Reporting any dangers or potential dangers they identify or any concerns they may have in respect of working alone.

### 3. SCOPE OF THE POLICY

This policy applies to all situations involving lone working arising in connection with the duties and activities of Upper Rissington Parish Council.

### 4. AIMS OF THE POLICY

- 4.1 To increase employee awareness of safety issues relating to lone working.
- 4.2 Ensure the risk of lone working is assessed in a systematic and ongoing way and safe methods of working are put in place to reduce risk where practicable.
- 4.3 Encourage full reporting and recording of incidents relating to lone working.

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## 5. GOOD PRACTICE FOR LONE WORKERS

- 5.1 During working hours, employees should leave details of where they are going and their estimated time of arrival back with another party.
- 5.2 If plans change significantly, this should be communicated back to another party.
- 5.3 When meeting contractors, make arrangements to meet in a public place and not their home.
- 5.4 If a visit is being made to a member of the public in their home, a Councillor must be informed of the visit and the approximate times.
- 5.5 Have access to a mobile phone.
- 5.6 Have access to adequate first-aid facilities.
- 5.7 An employee is at liberty to refuse to meet a Council Member, Contractor, Member of the Public alone if they feel it would be inappropriate.

## 6. CONSULTATION

Consultation with employees on Health and Safety matters is a legal duty. Employees have the opportunity to review and comment upon this policy.

This Policy was reviewed by Upper Rissington Parish Council at a meeting held on 26<sup>th</sup> November 2018.

Next review due November 2019.

Signed: .....  
(Chairman of Meeting)

Date: .....