



## **LONE WORKING POLICY**

### Scope of Policy

1. This policy applies to all employees of the Council as defined in paragraph 2 below, whether permanent or temporary, full time or part time and to all persons who are volunteering for or on behalf of the Council. This policy needs to be read in conjunction with the Council's Health and Safety Policy.

### Definition of Employee

2. For the purposes of this policy "employee" includes:
  - A contractor providing services to the Council,
  - An employee of a contractor providing services to the Council and
  - Any self-employed person working for or providing services to the Council.

### Definition of Lone Worker

3. Lone workers are those employees of the Council or volunteers who work or carry out activities, either permanently or occasionally, by themselves and out of sight or earshot of any other employees, volunteers or members of the Council, whether they are doing so from home or at another location.

### Introduction

4. Working alone is not in itself against the law, however the law imposes on the Council a duty to consider carefully and then deal with any health and safety risks for employees and volunteers arising from their working or carrying out activities alone. The Council recognises that these responsibilities in respect of working or volunteering alone extend to any employee as defined in paragraph 2 above and to any volunteer and cannot be lawfully transferred to any other person, including those people who work alone. Siston Parish Council considers it essential that all its employees and volunteers should feel safe and secure so that they can carry out their duties and activities free from fear. The Council is committed to providing the best possible protection for them.

### Duty of Employees to Take Reasonable Precautions

5. Employees have a responsibility to take reasonable precautions in the carrying out of their official duties and to co-operate with the Council in meeting its legal obligations. Volunteers are also expected to take reasonable precautions to ensure their own safety and to comply with the Council's health and safety provisions. When an employee or volunteer expects that he/she may be working alone, reasonable precautions include:
  - always making sure that someone knows where he/she is working, what time he/she is expected to return and what to do if he/she does not return when expected
  - always carrying a charged and credited mobile phone.

### Duty of Lone Workers to Comply with Health & Safety Policy

6. Employees of the Council and volunteers who are working alone need to comply with this Policy and with the Council's general Code of Practice set out in its Health & Safety Policy and in particular with points h,i and j relating to lone working. In addition, all lone workers working or volunteering in any building must make themselves aware of the safety arrangements for that building.

### Personal Safety

7. It is the Council's policy that under no circumstances should any employee of the Council any

person volunteering with the Council compromises their personal safety while carrying out duties or functions for or on behalf of the Council. If an employee or volunteer feels unsafe at any point while in a lone worker situation, they should remove themselves from that situation immediately.

Duty of Council to Assess and Manage Lone Worker Risks

8. The Council recognises that, as part of its duty of care, it has a duty to assess and manage the lone worker risks to which its employees and volunteers may be subject. The Council is committed to discussing with its employees and with regular volunteers to assess the lone worker risks to which they are subject. The Council will work with its employees and volunteers to mitigate the lone worker risks to which they are subject and will prepare discrete lone worker procedures relevant to the duties and activities carried on for and on behalf of the Council. All such procedures will be agreed with the employees and volunteers to whom they relate and will include systems as set out in paragraph 5 above so that someone always knows where a lone worker is supposed to be and whether they have returned safely.

Duty of Council to Monitor and Review Lone Worker Procedures

9. The Council recognises that it needs to monitor and review regularly its lone worker procedures and that its monitoring and review procedures need to be agreed with the employees and volunteers to whom they relate. Employees, Councillors and volunteers should report promptly any incidents to the Clerk and they should review with the Council to see whether any changes to procedures are necessary.

Approved 15<sup>th</sup> June 2023

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