

## **LONE WORKER POLICY**

### **1. Introduction**

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Caister on Sea Parish Council has a responsibility for the health, safety and welfare at work of its employees. These responsibilities apply equally to those staff that, for whatever reason, work alone. Lone workers should not be more at risk than other employees. This may require Caister on Sea Parish Council to deploy extra risk control measures which take account of normal work and other foreseeable emergencies e.g. accident, illness, violence etc.

### **2. Scope**

This policy applies to all staff employed by Caister on Sea Parish Council who, because of their role, are designated as lone workers.

### **3. Principles**

- 3.1 The principle of this policy is that Caister on Sea Parish Council will assess lone working practices and take steps to prevent or control risk where necessary.
- 3.2 Where it is possible, systems are to be adopted to reduce the instances of staff working alone. In cases where this is not possible Caister on Sea Parish Council will provide an appropriate level of guidance and support for staff so that they are aware of and comply with best practice in relation to lone working.

### **4. Compliance**

Caister on Sea Parish Council are responsible for ensuring that appropriate staff within their area of responsibility are aware of the policy and monitor its implementation.

### **5. Definition of “Lone Worker”**

Lone workers are those who work by themselves without close or direct supervision such as:

- 5.1. Staff in fixed establishments where:
  - 5.1.1 Only one member of staff works on the premises, including home workers
  - 5.1.2 One member of staff works regularly on their own

5.1.3 Staff working separately from others

5.1.4 Staff working outside normal hours

5.2. Mobile workers working away from their fixed base:

5.2.1 Clients homes

5.2.2 Public venues

5.2.3 Mobile units

5.2.4 Elsewhere outside Caister on Sea Parish Council's control

It is recognised that any member of staff may spend a limited amount of their working time alone.

## **6. Workplace**

The term workplace is deemed to include:

6.1 All Caister on Sea Parish Council's premises

6.2 All other places where staff may be required to work, including staff members homes

## **7. Special circumstances**

There are some instances where staff are prohibited by law not to work alone, these are:

7.1. Young persons under the age of eighteen who must be working under the supervision of a competent person

7.2. Persons who work at or near live electrical conductors

7.3. Persons who work in confined spaces

## **8. Risk assessments**

8.1. Risk assessments are essential for good risk management. Assessments should be carried out for and by staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community.

8.2. In all cases there is a fundamental question about the need for lone working. Councillors may decide whether systems can be adopted to avoid workers carrying out tasks on their own. If this is not possible the working practice of the member of staff plus other contributory factors must be assessed.

## **9. Can the risk of the job be adequately controlled by one person?**

9.1 Lone workers should not be more at risk than other employees. This may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies e.g. fire, equipment failure, illness and accidents.

9.2 Employees should identify situations where staff work alone and the risk assessment should ask: -

9.2.1 Does the workplace present a special risk to the lone worker?

9.2.2. Is there a safe way in and a way out for one person?

9.2.3 Does the work involve lifting and handling equipment?

9.2.4 Is the person medically fit and suitable to work alone?

9.2.5 Risk of violence

9.2.6 Safety of equipment for individual use

9.2.7 Channels of communication in an emergency

9.2.8 Site security

9.2.9 Security arrangements

9.2.10 Level of adequacy of on/off site supervision

9.2.11 How will the worker be supervised?

9.3 The Assistant Clerk must ensure that the risk assessment systems are in place to meet the specific needs of all lone workers within their area of control.

9.4 Once control measures have been implemented checks are to be made by The Assistant Clerk to ensure that they are used and complied with. The risk assessment should be reviewed periodically to ensure that it is still adequate.

## **10. Incident and accident reporting**

In order to maintain an appropriate record of incidents and accidents involving lone workers it is essential that all incidents and accidents are to be reported in Caister on Sea Parish Council's Incident and Accident book.

## **11. Responsibilities**

Caister on Sea Parish Council must:

11.1 Identify all staff under their control that are lone workers as defined by this policy

11.2 Assess the need for lone workers in all cases

11.3 Devise and implement safe working systems in relation to lone working to avoid or control risk where necessary

- 11.4 Ensure that appropriate risk assessments are undertaken in regard to all lone workers
- 11.5 Provide appropriate alternative arrangements or provide back up when their staff consider it is unsafe for staff to work alone
- 11.6 Ensure that systems are in place for staff to be traced and that these systems are regularly checked and reviewed
- 11.7 Keep an up to date record (in a locked cabinet) of all contact details for their staff that is accessible and available in case of emergency

**12. Staff must:**

- 12.1 Ensure that they are aware of policies and procedures relating to lone workers, and comply with them
- 12.2 Advise the Parish Clerk and seek guidance if they find they are [unusually] working alone
- 12.3 Ensure that they comply with reporting-in systems and inform the Parish Clerk if they are not following their usual schedule
- 12.4 Take reasonable care to protect themselves and to implement guidance, policy and practice relating to risks arising from working alone

**13. Training**

- 13.1 Staff working for Caister on Sea Parish Council are to be made aware that their safety comes first. They are to be aware of how to deal with situations where they feel they are at risk or unsafe.
- 13.2 The Parish Clerk will ensure that all lone workers training needs are assessed and where appropriate that they receive adequate training.

Signed .....K Wood.....Chair

Date.....13.11.2023.....

To be reviewed annually