

# COLWICH PARISH COUNCIL



## Health & Safety Policy Lone Working

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PD304 LONE WORKING POLICY



**Colwich Parish Council**  
**LONE WORKING POLICY**

Doc. Code PD304

Version 1

# Lone Working – PD304

## Revision history

**This document was originally written by:**

| <b>Name</b>    | <b>Position</b> | <b>Date</b> |
|----------------|-----------------|-------------|
| Michael Lennon | Clerk           | April 2018  |

**This original document version was reviewed by:**

|                  |  |            |
|------------------|--|------------|
| Policy Committee |  | April 2018 |
|------------------|--|------------|

**This document version was approved by:**

|                     |                   |                |
|---------------------|-------------------|----------------|
| Full Council        |                   | September 2018 |
| Chairman of Council | A. C. Billingsley | September 2018 |

**Document Review Schedule:**

|                           |               |
|---------------------------|---------------|
| Next Mandatory Review by: | November 2018 |
|---------------------------|---------------|

## Revision History

| <b>Version</b> | <b>Issue Date</b> | <b>Document ID</b> | <b>Reason for Change</b> | <b>Section(s) Changed</b> |
|----------------|-------------------|--------------------|--------------------------|---------------------------|
| 1              | 09/2018           | PD304 - 01         | First Issue              | N/A                       |
|                |                   |                    |                          |                           |
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### 1 INTRODUCTION

- 1.1** This lone worker policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give staff a framework for managing the risks associated with lone working.
- 1.2** Working alone is not in itself against the law and it will usually be safe to do so. However, the law requires employers to consider carefully, and then deal with, any specific health and safety risks resulting from people working alone.
- 1.3** Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them. These responsibilities cannot be transferred to any other person, including those people who work alone.
- 1.4** Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

### 2 RESPONSIBILITIES

- 2.1** Overall responsibility rests with the Full Council through the Employment Committee who will ensure that:
- 2.1.1** There are arrangements in place for identifying, evaluating and managing risks associated with lone working;
  - 2.1.2** Resources for putting the policy into practice are provided;
  - 2.1.3** Regular reviews are undertaken to check the effectiveness of the policy; and
  - 2.1.4** The effective management of preventative measures are undertaken through an effective system of reporting; investigating and recording incidents.
- 2.2** The Clerk is responsible for:
- 2.2.1** Ensuring that there are processes in place for monitoring and reporting incidents linked to lone working;
  - 2.2.2** Ensuring that risk assessments are carried out and reviewed regularly;
  - 2.2.3** Putting procedures into practice which are designed to eliminate or reduce the risks associated with lone working;
  - 2.2.4** Ensuring that all officials are aware of the policy;
  - 2.2.5** Ensuring that officials are given appropriate information, instruction and training; and
  - 2.2.6** Ensuring that appropriate support is given to officials involved in any incidents.
- 2.3** Individual officials are responsible for:
- 2.3.1** Taking reasonable care of themselves and others affected by their actions;
  - 2.3.2** Co-operating by following rules and procedures designed for safe working;
  - 2.3.3** Reporting incidents to the Clerk that may affect the health and safety of themselves or others and asking for appropriate guidance;
  - 2.3.4** Taking part in training designed to meet the requirements of the policy; and
  - 2.3.5** Reporting and dangers or potential dangers or any concerns they might have in relation to lone working to the Clerk.



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### 3 RISK ASSESSMENTS

- 3.1** Risk assessment is an essential tool to good risk management.
- 3.2** Risk assessments will be carried out for all staff whose working practices make them vulnerable. Staff will be expected to co-operate with the assessment process.
- 3.3** Assessments will be undertaken for Clerks that are based in the Parish Centre as well as for the Lengthsmen whose work takes them across the parish. Recommendations will be made to the Employment Committee to eliminate or to reduce the risk to the lowest reasonable level.
- 3.4** Risk assessments for office based lone workers will include:
- 3.4.1** Safe access and egress;
  - 3.4.2** Risk of violence;
  - 3.4.3** Safety equipment for individual use;
  - 3.4.4** Channels of communication in an emergency;
  - 3.4.5** Office security;
  - 3.4.6** Security arrangements; and
  - 3.4.7** Levels of in/out of office supervision.
- 3.5** Risk assessments for mobile lone workers will include:
- 3.5.1** Travelling between sites;
  - 3.5.2** Reporting and recording incidents;
  - 3.5.3** Communication and traceability;
  - 3.5.4** Personal safety and security; and
  - 3.5.5** Violence and/or abuse from members of the public.

### 4 REPORTING

- 4.1** In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents, no matter how insignificant, are reported as soon as possible to the Clerk. Staff must ensure that all incidents in which they felt unsafe or threatened, including incidents of verbal or physical abuse, are reported immediately, even if they didn't feel threatened themselves.
- 4.2** Each incident will be assessed and prioritised to identify any immediate action required.
- 4.3** The Council is committed to protecting staff from violence and intimidation. The Council will support any necessary criminal proceedings against those who assault or threaten to assault its officials. The Council will encourage and support officials and Councillors to report violent incidents to Staffordshire Police.

**SIGNED**

COUNCILLOR ADAM BILLINGSLEY,  
PARISH COUNCIL CHAIRMAN