

# Donington with Boscobel Parish Council

## LONE WORKER POLICY

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### 01. Introduction

Donington with Boscobel Parish Council recognises that its Councillors and employee(s) are required to work alone for significant periods of time, without close or direct supervision in isolated areas, in the community and out of office hours.

Pursuant to the Healthy and Safety at Work Act 1974 and the Management of Health and Safety at work Regulations 1999, Donington with Boscobel Parish Council has a duty of care to advise and assess risk for workers when they work alone in these circumstances. However, employee(s) 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.

### 02. Scope of the Policy

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

### 03. Definition

A lone worker is anyone who works in isolation from colleagues without close or direct supervision – for example

- Councillors on council business
- Employees visiting sites for inspection or other work
- Independent contractor maintaining the Council's assets
- Working in the Office (alone)

### 04. Aims

The aim of this policy is to:

- Increase awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work, are put in place to reduce the risk so far as is practicably possible.
- Ensure that appropriate training is available to a lone worker in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- Ensure that appropriate support is available to a lone worker who must work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.

### 05. Responsibilities

Donington with Boscobel Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating, and managing risk associated with lone working affecting anyone covered by this policy, especially if they work from home.
- Providing resources for putting the policy into practice, such as providing personal safety equipment to enable a lone worker to carry out their duties effectively and safely.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Ensuring that a lone worker identified as being at risk are given appropriate information, training, and resources to carry out their duties safely.
- Identifying situations where people work alone and deciding whether a system can be

adopted to avoid workers carrying out tasks on their own.

- Ensuring appropriate support is given to a lone worker involved in any incident.
- Reporting serious incidents to relevant authorities and ensuring a RIDDOR report (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is completed.

## Appendix A: Lone Worker Risk Assessment.

### Guidance for completing the assessment

The Clerk shall complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and update it as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- sudden illness
- using substances hazardous to health
- faulty equipment
- travelling alone
- remote locations
- abuse from members of the public
- animal attacks.

### Ways in which lone working risks can be reduced

Below are some example strategies that may be implemented:

- keeping the office door locked when working alone if appropriate.
- ensuring a colleague or councillor accompanies lone worker whilst locking up at the end of an evening meeting.
- keeping a mobile phone (with details of an emergency contact) available.
- keeping office diaries up to date with meeting, visits, training courses and lone working details.
- letting family members and/or relevant colleagues know where the lone worker is going, the method of travel, when expected to return and who family members and/or relevant colleagues should contact in the event a lone worker does not return as expected.
- agreeing a code word with an emergency contact, which can be used if the lone worker needs assistance.

### Health and wellbeing

To ensure personal safety, it is important to share any details of any aspects of health that could lead to increased risk with the line manager or, where appropriate, necessary councillors (e.g. pregnancy). The lone worker can then jointly plan to mitigate any potential risks caused by the circumstances. This information will be treated on a strict 'need to know' basis with confidentiality of the utmost importance.

### Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- a brief note of what happened, when, and who was involved.
- for any work-related aggression (verbal or physical) including threatening behaviour, all the details of the incident and that of the perpetrator.
- in either instance, details of any circumstances the lone worker thinks might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances.

This information would then support the council to review its risk assessment process and see if any additional measures are needed.

If the lone worker feels unsafe, unwell, or become injured, they should call the emergency services if immediate assistance is required. If possible, call the manager, buddy, councillor, or colleague to let them know (or ask someone to do so).

Call the manager if plans change because the lone worker feels unwell or if there is a domestic emergency when working alone.

Donington with Boscobel Parish Council

Lone Worker Risk Assessment

Date of Assessment: \_\_\_\_\_ Assessor: \_\_\_\_\_

Location of Assessment: \_\_\_\_\_

Note:

- Some sections of the assessment may not be relevant.
- Some sections will need to be adapted to fit the Loan Working.
- Additional sections may be required to suit the Loan Working.

<b>Desk Area</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are all trailing electrical cables underneath your desk tied up?		
Is your working area warm, well-lit and well ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		
<b>Display Screen Set-up</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Is your office chair set up correctly?		
Is your lower back supported, are there arm rest and are your feet flat on the floor?		
Do you have enough surface space in your desk to work comfortably?		
Are your keyboard and mouse clean and positioned within easy reach without having to stretch?		
Is your display screen level with your eyes so it doesn't cause discomfort to you neck and head?		
Is your display screen clean and positioned so there is no glare from a window or light?		
Can you easily reach everything that you require to fulfil your duties?		
<b>Fire and Electrical Safety</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Are smoke detectors working and checked regularly?		
Do you regularly dispose of waste,		

including papers to prevent a build-up of fire fuel?		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you have your electrical equipment inspected by a qualified electrician?		
Do you switch off your equipment when not in use?		
Do you have emergency arrangements in place in a case of fire?		
<b>Stress and Welfare</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Do you take regular breaks away from your workstation?		
Do you carry out stretches regularly at your desk to avoid stiff or sore muscles?		
Do you sit with good posture at your desk, i.e. shoulders back?		
Do you have access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested?		
<b>Manual Handling</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Are all items that need to work within easy reach?		
Are heavy items stored on lower shelves / the floor, to avoid the need to lift from heights?		
Do you know how to correctly pick up and lift heavy items?		
Are floor coverings such as carpets and rugs secure?		
Do you regularly carry hot drinks and food upstairs and downstairs and risk tripping?		
Is the floor area around your desk clear of boxes, papers and wires?		
Are you familiar with your employer's lone working and health and safety policy?		
<b>Lone Working</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Do you know the name and number of a manager or supervisor who you can contact easily?		
Do you have a system for regularly checking in with your employer?		
Is your home kept secure whilst you		

are working alone?		
Are important files and laptops kept locked away securely when not in use?		
Do you have a safe working system in place dealing with unfamiliar visitors to your home or alone?		
Do you have a safe working system in place to handle abusive individuals?		
Do you have a safe working system in place when left alone to lock up public buildings or attend council meetings?		
Other Considerations		

Date Adopted: \_\_\_\_\_

Minute Ref: \_\_\_\_\_

Review Date : \_\_\_\_\_