

# LONE WORKING POLICY

## Lilford Wigsthorpe Thorpe Achurch Parish Council

### Policy Statement

Where the conditions of service delivery or its associated tasks require employees to work alone, both the individual employee and their Line Manager (Chairman) have a duty to assess and reduce the risks which lone working presents.

### Purpose

This policy is designed to alert employees 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 not intended to raise anxiety unnecessarily, but to give employees a framework for managing potentially risky situations.

### Scope

This policy applies to all employees and councillors who may be working or acting alone, at any time, in any of the situations described in the definition below.

Volunteers would not normally be expected to work alone and so should be outside the scope of this policy

### Context

Employees and councillors work outside office hours and/or alone due to flexible working patterns and/or to undertake their job role or complete a task, attending evening meetings, or property inspections for example.

The Council aims to support lone workers by:

- a commitment to supporting employees and councillors both in establishing and maintaining safe working practices;
- recognising and reducing risk;
- a commitment to the provision of appropriate support for employees and councillors;
- a clear understanding of responsibilities;
- the priority placed on the safety of the individual over property,
- a commitment to providing appropriate safety training for employees and councillors,
- ensuring equipment will be made available as appropriate.

### Definition

Within this document, 'lone working' refers to situations where employees and councillors in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance.

### Personal safety

Employees and councillors should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Before working alone, an assessment of the risks involved should be made.

Employees and councillors should avoid working alone if not necessary and where possible the final two people should leave together.

Employees and councillors must inform a colleague or family member when they will be working alone, giving details of their location and following an agreed plan to inform that person when the task is completed.

If an employees and councillors does not report in as expected an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.

Arrangements for contacts and response should be tailored to the needs and nature of the task taking into account the identified risks and all reasonable measures be put in place to reduce those risks.

Employees and councillors working alone should ensure that they have access to a mobile phone at all times.

**Adopted by Lilford cum Wigsthorpe Thorpe Achurch Parish Council 10<sup>th</sup> November 2020 and reviewed annually**