

KESSINGLAND PARISH COUNCIL



STAFF POLICY & PROCEDURE

LONE WORKER POLICY & PROCEDURE

TO BE REVIEWED BI-ANNUALLY

Adopted on 8 March 2017
Reviewed – 9 January 2019
Date of Further Review: 2022/23

1. Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

The Council's employees are expected to work alone because of the nature of their jobs. Whilst working alone is not in itself unsafe there may be circumstances where lone working can increase risk to an employee.

This policy applies to employees and councillors and for the purposes of this policy lone working is defined as anyone who works in isolation from their colleagues without close or direct supervision.

Employee examples include:

- Office staff alone in the Parish Office;
- Parish Councillors and Staff working alone out of the Office
- Parish Councillors alone in the Office.

Examples of lone working include:

- Visiting Recreation Ground/Pavilion
- Inspecting play equipment
- Meeting with contractors on site
- General meetings changing information on noticeboards.

2. Organisation and Arrangements

Kessingland Parish Council is responsible for:

- The lone working arrangements of employees and councillors
- Determining the contents of this policy
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring compliance with the policy and providing resources for putting the policy into practice
- Making sure that employees and councillors are aware of this policy;
- Making sure that support is given to employees and councillors involved in any incident.

The Parish Clerk is responsible for:

- Making sure that risk assessments are carried out;
- Reporting any incidents to the Council.

All employees and councillors are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Following rules and regulations laid down by the Council;

- Reporting incidents that may affect the health and safety of themselves or others;
- Reporting dangers or concerns they may have;
- Recognising potentially high-risk activities and putting in place arrangements to mitigate risk associated with working alone;

3. Lone Worker Guidance

- Carry a mobile phone with you.
- Carry a personal alarm supplied by the Parish Council and use it in a violent situation;
- Do not put your-self at undue risk. Discuss any concerns with the Parish Clerk or Chair of the Staffing Committee.
- Plan the visit – let someone know time of leaving, where you are going and estimated time of return
- Try to avoid confrontation. If a situation develops try to remain calm. If violence is threatened try to withdraw from the situation or call for help
- Ensure that the outer door of the Office is locked outside of Public opening times.
- Whilst it is appreciated that the Clerk has to be available to meet members of the public, this should be during office opening hours, and have other people in the building when possible.