



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

The Clerk, East Donyland Parish Council
The Crow's Nest, 1 Regent Street, Rowhedge CO5 7EA
Tel: 01206 729200 e-mail: info@eastdonylandpc.co.uk

East Donyland Parish Council Lone Worker Policy

Introduction

East Donyland Parish Council has a legal obligation for the health, safety and welfare of its employees and acknowledges its responsibility to take active steps to protect employees from risk as per its obligations under:

- The Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Equality Act 2010

Employees (The Clerk) may be required to work by themselves. For the purpose of this policy, lone workers are defined as those employees who, at any time, work in isolation in the office, or at other locations away from the office, without the presence of, or interaction with, colleagues.

Aims

Whilst lone working is not in itself unsafe, lone workers face unique risks arising from the fact that they are required to work on their own for some or all the time and thus are especially vulnerable to risk. The purpose of this policy is to reduce the risks of lone working as far as is reasonably possible and practicable. The policy aims to:

- increase councillor and employee awareness of safety issues relating to lone working;
- ensure safe systems and methods of work are put in place to reduce risk as far as is reasonably practicable;
- ensure appropriate training is in place for lone workers that equips them to recognise risk and provides practical advice on working alone;
- ensure full reporting and recording of any incidents relating to lone working;
- ensure that appropriate support is available to those who must work alone.

Responsibilities

As the Employer, East Donyland Parish Council will:

- have overall responsibility for the lone working arrangements of its employees;
- be responsible for this policy and regularly review it.

As the Proper Officer, the Clerk is responsible for:

- the day-to-day implementation of this policy by identifying, evaluating and managing the risks associated with lone working;
- raising any concerns with the council and making recommendations for consideration and resolution;



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- ensuring there are arrangements for monitoring incidents linked to lone working and that the council regularly reviews the effectiveness of this policy;
- ensuring all lone workers are aware of this policy;
- putting procedures and safe systems into practice, which are designed to eliminate or reduce the risks associated with working alone;
- ensuring that appropriate support is given to lone workers involved in any incident;
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

Lone Workers are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- following the rules and procedures outlined in this policy;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance;
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Incident Reporting

An incident is defined as "an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage".

All incidents must be reported to the chair of the Finance & Personnel committee who will record them in an Incident Report Log and identify any required action. All incidents where lone workers feel threatened or unsafe (even if this was not a tangible event/experience) should be reported. This includes incidents of verbal abuse.

All employees are encouraged to report violent incidents to the police and dial 999 if they need emergency assistance whilst out and about. For non-emergency cases, the Clerk should inform the chair of Finance & Personnel in the first instance & immediately contact the police.