

Policy

Lone Working Policy

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

DOCUMENT NO:	PCD029		
Lead author(s):	Cllr A Catlett		
Developed by:	Cllr. A Catlett		
Approved by:	Full Council		
Ratified by	Full Council		
Ratification date:	15 May 23		
Due Review date:	May 2024 (Annual Meeting)		
Version no:	3		
Version Control and Revisions:			
1	First Published		March 2021
Version	Point	Description of change	Date
2		Annual review. No changes.	Jul 22
3		Annual Review. No changes	May 23

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the Billingham Parish Council website is the controlled copy. Any printed copies of this document are not controlled.

© Billingham Parish Council. Not to be reproduced without written permission.

1. DOCUMENT CONTROL SHEET

Purpose of document:	This document sets out the Billingham Parish Councils approach to lone working.
Dissemination:	This policy will be disseminated to all staff and council members and be made available on the parish website
Implementation:	This document will be accessible via the parish council website and is applicable to all staff and council members.
Review:	This document will be reviewed in 2024 at Annual Meeting unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
Documents replaced or superseded by this document:	
This document supports (enter Standards and Legislation:	Lone working: www.hse.gov.uk/toolbox/workers/lone.htm Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf
Key related documents:	
Financial Implications:	This document has no financial implications for the Billingham Parish Council.
Key word search	Lone, working

2. TABLE OF CONTENTS

1. Document Control Sheet	2
2. Table of Contents	3
3. Introduction	3
4. Responsibilities	3
5. Risk Assessments	5
6. Reporting Incidents	5

3. Introduction

a. Billingham Parish Council (hereafter referred to as the Council) recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- i. Raises awareness of the safety issues relating to lone working.
- ii. Identifies and assesses potential risks to an individual working alone.
- iii. Explains the importance of reasonable and practicable precautions to minimise potential risk.
- iv. Provides appropriate support to lone workers.
- v. Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

b. This policy applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

c. 'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours.

d. Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

4. Responsibilities

a. All staff have a responsibility for the health and safety of work colleagues.

b. Managers must ensure that:

- i. They will try to avoid the need for lone working as far as is reasonably practicable.
- ii. Ensure that the worker is competent to work alone.

- iii. Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures.
- iv. Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- v. Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment.
- vi. The alarm is raised if staff cannot be contacted or do not return as anticipated.
- vii. They maintain and share up to date contact details of staff requiring to lone work.
- viii. All staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.
- c. Staff required to undertake lone working must ensure that they:
 - i. Take reasonable care of themselves and others who may be affected by their work.
 - ii. Follow any instruction given by management or the council.
 - iii. Raise with their line manager any concerns they have in relation to lone working.
 - iv. Inform their manager or HR Committee Chairman of any aspects of health that could lead to increased risk through lone working. This includes pregnancy.
 - v. Do not work alone where there is inadequate information to undertake a risk assessment.
 - vi. Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.
- d. For every individual period of lone working staff are to:
 - i. Ensure their contact details are up to date.
 - ii. Ensure the Parish Clerk, a Council member, colleague, partner or suitable responsible person is made aware they are lone working, location and expected times of lone working period.

- iii. Consider, for protracted periods of lone working, periodically contacting the person in para ii above.
- iv. Inform the person in para ii above when the specific period of lone working has ceased.
- e. All staff must ensure that they are aware of colleagues working on their own and alert to unexpected changes of routine and unanticipated periods where there is no communication.

5. Risk Assessments

- a. The Parish Clerk must ensure the completion of a Lone Working Risk Assessment prior to every lone working activity and that these are updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.
- b. 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:
 - i. Sudden illness.
 - ii. Faulty equipment.
 - iii. Travelling alone.
 - iv. Remote locations.
 - v. Abuse from members of the public.
 - vi. Animal attacks.

6. Reporting incidents

- a. Any incidents or perceived risks encountered while lone working should be recorded, reviewed, and acted upon. The report should include:
 - i. A brief note of what happened, when, and who was involved.
 - ii. For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence.
 - iii. Details of any circumstances you think 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 our risk assessment process and see if any additional measures are needed.

- b. If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, councillor or colleague to let them know (or ask someone to do so on your behalf).
- c. Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.