

## **BOTUS FLEMING PARISH COUNCIL - LONE WORKING POLICY**

### **Lone Working Policy**

#### **1. Introduction**

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

#### **Persons at Risk**

At the Parish Council of Botus Fleming people at risk may include anyone who comes into the building alone during closure times and particularly the Parish Clerk and / or Councillors or those involved with the Community Action Team (CAT).

#### **Hazards**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders and lifting.
- Competency, ability and medical condition of the individual.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed and any necessary control measures applied.

## 2. Control Measures

All staff will:

- Not undertake work for which they are not trained / qualified.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.

Botus Fleming Parish Council will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in the building with others. Key holders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours.

## 3. Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name.
- Telephone number: 07523 005414
- Address: 24 Rashleigh Avenue Saltash Cornwall PL12 4NS
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

## **HEALTH & SAFETY ADVISER**

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Policy adapted 24<sup>th</sup> June 2020

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For Review 1<sup>st</sup> May 2021

Christopher Cook – Parish Clerk & Responsible Financial Officer

24 Rashleigh Avenue Saltash PL12 4NS Tel 07523 005414

[clerk@botusfleming.org.uk](mailto:clerk@botusfleming.org.uk) | [www.botusfleming.org.uk](http://www.botusfleming.org.uk)