

Bradwell Parish Council



Lone Working Policy

AIM

Bradwell Parish Council recognises that due to the nature of work within the Parish Council and the facilities which are provided, staff are required to work by themselves for significant periods of time without close or direct supervision. This policy aims to address those issues and outline the recommendations which staff should be expected to follow for their own personal safety.

Bradwell Parish Council is committed to ensuring the health, safety and welfare of its staff and will ensure so far as is reasonably practicable, that staff and others who work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Lone working can expose staff and others to certain hazards. It is the intention of Bradwell Parish Council to remove the risks from these hazards where it is reasonably practicable to do so or, where complete elimination is not possible, to reduce the risk to an acceptable level.

The POLICY

- Raises awareness of the safety issues relating to lone working;
- Identifies and assesses potential risks to an individual working alone;
- Explains the importance of reasonable and practicable precautions to minimise potential risk;
- Provides appropriate support to lone workers; and
- 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.

SCOPE

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

DEFINITION

'Lone worker' refers to a person who works by themselves without work colleagues either during or outside normal working hours. Examples include:

- The Parish Clerk;
- The caretaker;
- Cleaners; and
- Contractors who work alone on the premises on council business .

RESPONSIBILITIES

All staff have a responsibility for the health and safety of work colleagues, but Bradwell Parish Council shall:

- Ensure that any member of their staff who works alone is competent to work alone as far as possible, notwithstanding unforeseen circumstances;
- Ensure that all lone working activities are formally risk assessed to identify the risk to lone workers, implement any control measures necessary to minimise those risks; and ensure that emergency procedures are in place and understood by all member of staff working alone;
- Implement measures and safe systems of work to minimise any risks identified.
- Make clear to staff arrangements for lone working and explain the details of what can or cannot be done while working alone;

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- Inform lone workers of the hazards and understand the necessary control measures that need to be put in place and allow them the opportunity to contribute to the risk assessment;
- Maintain a list of emergency contacts for each employee;
- Raise the alarm if staff cannot be contacted or do not return as anticipated;
- Ensure that all staff are aware of this lone working policy and provide appropriate levels of training and guidance on lone working;
- Ensure incidents are reported and a log is kept and updated following an incident or as the need arises;
- Every incident is investigated and circumstances accurately recorded and where possible any necessary preventative action is taken;
- Seek further advice where applicable from outside agencies such as the Police or Fire Service;
- The Lone Worker Risk Assessment and Policy is reviewed every six months or following an incident.

STAFF RESPONSIBILITIES

- Always comply with Bradwell Parish Council's policies and procedures;
- Take reasonable care of themselves and others who may be affected by their work;
- Follow any instruction for their protection given by the Chairman of Bradwell Parish Council;
- Raise with their line manager or any member of the Staffing and Standards Committee or any member of the Health & Safety Working Group any concerns they have in relation to lone working;
- Inform their line manager or the Chairman of Bradwell Parish Council at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone;
- Be aware of colleagues working on their own and alert to unexpected changes of routine, for example unanticipated periods where there is no communication; and
- Attend training as required;

RISK ASSESSMENTS

Bradwell Parish Council shall complete (or ensure the completion of) a Lone Working Risk Assessment (Appendix 1) prior to every lone working activity which is outside of normal duties or times and update it as appropriate. The Risk Assessment should be reviewed and agreed by the lone worker before undertaking the work and its recommendations are also communicated to all relevant staff or councillors.

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:

- Sudden illness
- Using substances hazardous to health
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

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HEALTH & WELLBEING

In order to ensure personal safety, it is important that any details of any aspects of your health that could lead to increased risk are reported to the Parish Council Chairman or, where appropriate, necessary councillors. Where possible the Chairman will jointly plan to mitigate any potential risks caused by the health declaration. This information will be treated on a strict 'need to know' basis with confidentiality of the utmost importance.

REPORTING INCIDENTS

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon.

The report should include:

A brief note of what happened, when, and who was involved;

- For any work-related aggression (verbal or physical) including threatening behaviour, all the details of the incident and of the perpetrator, 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; and
- In either instance, 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 its risk assessment process and see if any additional measures are needed.
- If any circumstances change a new risk assessment should be carried out and revised where necessary. All recommendations and changes should be given to the recipient in writing and signed as agreed.

RISK ASSESSMENTS

Risk Assessments should be carried out annually or reviewed and agreed between Bradwell Parish Council and its staff members. Risk Assessments should be carried out by a member of the Health & Safety Working Group or a member of the Staffing and Standards Committee to ensure that:

- Adequate measures are in place to control those risks identified
- Lone worker incidents are being reported
- Lone worker incidents are being investigated
- Lessons learned are being communicated to staff
- Safe systems are being reviewed and updated when changes occur
- Staff are implementing measures appropriately

APPENDIX 1 Risk Assessment Matrix

APPENDIX 2 Incident Report

Adopted:

Date of Next Review: