

CAPEL PARISH COUNCIL

Lone Worker Policy

A) POLICY STATEMENT ON LONE WORKING

Legislation

The primary requirement of the Health and Safety at Work etc. Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Policy and guidance

Several hazards present themselves to staff working alone, ranging from personal accident or sudden illness, to personal attack. The Parish's staff complement currently consists in just the Clerk, Assistant Clerk, Cleaner and the Litter Picker (the 'employees' below), and it is unavoidable that these employees are, for the most part, required to work on their own as part of their employment. In that context, the Parish has endeavoured to minimise as far as is reasonably practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- Lone workers have access to either personal alarms, mobile phones or a land phone line for use in an emergency.
- A first aid box is available at the Parish Office.
- Risk assessments are undertaken of key working practices, employees are encouraged to report areas of concern that they may have.
- Employees should report any new or unrecorded hazards or risks at the first opportunity, to enable initiation of appropriate safe working arrangements and amend risk assessment records as required. (The Clerk will report to the Chair of West Chiltington Parish Council and Chair of relevant sub-committee; other staff should report to the Clerk.)
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Employees should inform the Parish Council of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident as soon as possible.
- Employees are encouraged to be extra careful and vigilant after dark, e.g. to park in a well-lit area where possible.

Adopted	Reviewed	Next Review
December 2019		December 2020