



## TEWKESBURY TOWN COUNCIL

### LONE WORKING POLICY

Adopted at Finance & Staffing Meeting on 25<sup>th</sup> January 2018

#### 1. INTRODUCTION

- 1.1 Tewkesbury Town Council recognizes that employees are sometimes required to work alone. Working alone is not necessarily unsafe however there are circumstances where lone working can increase risk and this policy aims to raise awareness of safety issues relating to lone working.
- 1.2 There is no legal prohibition on working alone, however, the duties of the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety Regulations 1999 still apply. These require identifying hazards at work assessing the risks involved and putting measures in place to reduce those risks as far as is reasonably practical.

#### 2. RESPONSIBILITIES

##### 2.1 Tewkesbury Town Council is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Ensuring they regularly review the effectiveness of this policy.
- Ensuring employees are aware of this policy.
- Ensuring risk assessments are carried out and reviewed regularly, having procedures and safe systems in place which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in an incident.

## **2.2 Employees are responsible for:**

- Taking reasonable care not to put themselves (or other persons who might be affected by their activities) at undue risk, by evaluating each situation and taking appropriate steps e.g. letting a colleague know you have arrived at a meeting safely
- Following guidance and safe-working procedures.
- Co-operating with their employer in meeting their legal obligations.
- Reporting danger or potential dangers they identify or any concerns they may have in respect of working alone.

## **3. SCOPE OF THE POLICY**

This policy applies to all situations involving lone working arising in connection with the duties and activities of Tewkesbury Town Council.

## **4. AIMS OF THE POLICY**

- Increasing employee awareness of safety issues relating to lone working.
- Ensuring the risk of lone working is assessed in a systematic ongoing way and safe methods of working are put in place to reduce risk where practicable e.g. meeting in a public place
- Encouraging full reporting and recording of incidents relating to lone working.

## **5. GOOD PRACTICE FOR LONE WORKERS**

- 5.1 During working hours, employees going off site alone should leave details of where they are going and their estimated time of arrival back with another party.
- 5.2 If plans change significantly, this should be communicated back to another party.
- 5.3 When meeting contractors alone, make arrangements to meet in a public place
- 5.4 If a visit is being made to a member of the public in their home, a Councillor must be informed of the visit and the approximate times.
- 5.5 Have access to a communication device.
- 5.6 Have access to adequate first-aid facilities and a qualified first aider is properly validated for emergency first aid if required
- 5.7 Employees will not admit entry to the office to a Councillor, Contractor, Member of the Public if they are working alone. The only exception to this would be in relation to an extreme emergency e.g. medical emergency
- 5.8 The Clerk/RFO can hold a meeting with a Councillor, Contractor or Member of the Public at his/her own discretion if he/she thinks it is appropriate and essential to do so, but due consideration must be given to this policy.