



SHENSTONE PARISH COUNCIL

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LONE WORKER POLICY

1. Introduction.

Shenstone Parish Council recognises that staff are required to work by themselves without close or direct supervision. Under the Health & Safety Act 1974 and the Management of Health & Safety Regulations 1999 Shenstone Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

2. This policy applies to all situations involving lone working arising in connection with the duties and activities of Shenstone Parish Council. Lone workers include:

- Those working at their main place of work where there is only one person on the premises.
- Those working outside normal office hours
- Those working away from fixed base. i.e. out in the Parish.

3. The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe methods of work are put in place to reduce the risk so far as reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk.
- Ensure full reporting and recording of any incidents relating to lone working.

4. Responsibilities

Shenstone Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy in place.
- Ensuring that all employees are aware of this policy.
- Ensuring that risk assessments are carried out, reviewed regularly with procedures and safe systems put into practice.
- Manage the effectiveness of preventative measures.

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Following guidance and procedures designed for safe working
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Report any concerns relating to working alone

5. Guidance for Risk Assessment of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present any special risk?
- Is there a risk of violence?

6. Good Practice for Lone Workers

- All staff leaving the workplace should leave details of where they are going and estimated time back. (The Clerk emails Chairman, Lengthman notifies Clerk).
- If a visit is being made to a member of the public in their own home A Councillor or Chairman must be informed.
- Lone workers should have mobile phones with them at all times
- Lone workers should have adequate first aid facilities on hand.
- All incidents must be reported to Council

Reviewed May 2019
Full Council

A handwritten signature in blue ink, appearing to be 'Dan S. S.', with a long horizontal flourish underneath.