 **SADDLEWORTH**

Parish Council

**Lone Working Policy & Procedures**

September 2022-2025

Saddleworth Parish Council is committed to ensure, wherever practically possible, the safety of any staff members who work by themselves.

# They may be:

* A staff member who works outside normal working hours or during events; e.g. site manager, caretaker, cleaner.
* A staff member who works during site shut down and closure periods,
* Contractors and maintenance workers.

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# The aims of this policy are:

* To alert staff to the risks presented to lone working.
* To identify the responsibilities each staff member has in their situation.
* To identify procedures which will minimise such risks.

# Hazards:

These may include, for example:

* Encountering intruders.
* 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.
* Working at heights, using ladders and lifting.
* Competency, ability and medical condition of the individual.

This is not an exhaustive list and individuals will be expected to report all situations to the Clerk/Site Manager which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

# The Clerk will:

* Ensure that suitable and sufficient risk assessments have been carried out to identify any hazards arising from lone working and to put in place adequate controls to ensure the safety of staff.
* Ensure that there are procedures/work instructions in place to reduce any risks to a minimum and that all employees understand and follow these.
* Put in place appropriate monitoring and feedback arrangements to ensure that, so far as is reasonable practicable, arrangements and control measures are working effectively.
* Ensure that any arrangements should be subject to review on a regular basis.

# Procedures for lone workers

Lone workers must not knowingly put themselves at risk and should follow these procedures:

* Where possible, arrange for more than one staff member to be in the building at any one time.
* Ensure that someone is aware that you are working alone (a family member) plus a member of the team and that you keep in regular contact and/or have given an expected time of return.
* Carry a mobile phone as a means of contact.
* Ensure that external gates and doors are kept closed and locked.
* When entering or leaving the building late at night or during darkness, make sure your key is readily available and be alert for intruders.
* If leaving the building late or during darkness try to leave with others wherever possible.
* Do not confront intruders unless you are sure it is safe to.
* Notify the Clerk/Site Manager and/or police if there is any sign of intrusion or if you are concerned about unauthorised visitors.
* Lone workers should not undertake activities that involve the handling of money, working at height, or any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
* Staff should not work alone if they have medical conditions that might cause incapability or unconsciousness.
* All staff are reminded about the importance of maintaining a healthy work/life balance.
* All lone workers should be capable of responding to an emergency situation and be aware of our emergency and evacuation policy.

It is the responsibility of all staff and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Clerk or Site Manager.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The Council respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result.

Staff should be proactive in bringing to the attention of the Clerk/Site Manager any aspect of work related risks.

The Clerk and Site Manager will regularly monitor the implementation of these procedures.

Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

**Review of Policy**

Policy to be reviewed: September 2025