

## **BERE FERRERS PARISH COUNCIL**

### **HEALTH & SAFETY POLICY**

#### **LONE WORKING POLICY**

This Council recognises that some of their staff work alone, and where this is the case, seeks to ensure the health and safety of the lone workers. This document:

- 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 risks.
- Provides appropriate support to lone workers and,
- Encourages reporting of all incidents associated with lone working so they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

This policy applies to all staff, whether full time, part time, or temporary works. It does not apply to Councillors.

The Council also have responsibility for the health and safety of any contractors or self-employed people undertaking work for them.

Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and their Line Manager (the Clerk) have a duty to assess and reduce the risks, which lone working presents.

Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

1. All staff will be managed by the Clerk of the Council (the Line Manager).
2. The Clerk must ensure that all staff are aware of the Lone Working Policy and procedure and provide appropriate levels of training and guidance on lone working.
3. Staff will be given opportunity to discuss any concerns regarding the Lone Working Policy or Health & Safety, with the Clerk, who may report these on to the Chair of the Council or the Finance & General Purposes Committee.
4. The Clerk will ensure that the work assigned is within the competence of the employee; and the work person is qualified, competent, and experienced when he is required to use any qualified, power tools and vehicles. Copies of certificates and course attendance details will be retained in the Parish Offices.
5. The Clerk will check that the employee has no medical condition that would make them unsuitable for working alone, dependent upon where the workplace is situated.
6. All employees working away from the Council Office will have had first aid training and will carry a mobile phone to ensure that regular contact is kept with the Office.
7. A chain saw will not be operated when the employee is alone, the Clerk will make arrangements for a second person to be in attendance. Such attendance may also be required for other work situations, where working alone is not appropriate, such as in confined spaces or near live electrical equipment etc.
8. Only experienced employees, as approved by the Clerk, will use ladders, scaffolding and stepladders. They will be checked by the user before each usage. They will be inspected at six monthly intervals by the Workman, who will report such inspections to the Clerk.

## **Lone Workers**

- Take reasonable care of themselves and other who may be affected by their work
- To follow any instructions given by the Council.
- Raise with the Clerk (their line manager) any concerns they have in relation to lone working.
- Not to work along where there is adequate information to undertake a risk assessment.
- Inform the Clerk (their line manager) at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.
- After Council meetings, one Councillor and the Clerk lock up the Council Office.
- Whilst working in the office alone, the Clerk will ensure the front door is locked.

## **Health and Wellbeing**

In order to ensure the employee's personal safety, it is important that they share any details of any aspects of their health that could lead to increased risk with the Clerk or specific Councillors. This information will be treated on a strict 'need to know' basis with the employees' 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 should be captured, which could then be used if the police take any formal prosecution action.

If the employee feels unsafe, unwell, or becomes injured and are required to call the emergency services if immediate assistance is required, if possible, call the Clerk, or Councillor to let them know (or ask someone to do so on the employees' behalf).

The employee will call the Clerk, if their plans change because you feel unwell, or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:	June 2022
Approving committee:	F & G.P Committee
Date of meeting:	21 <sup>st</sup> June 2022, Minute No: 87.
Date of next review:	June 2023
Supersedes:	Health & Safety Policy, Lone Working & Works' People Safety, Nov 2017

This policy is drawn up in compliance with the Health & Safety at Work Act 1974 and the Management of H. & S. regulations 1999.