

# **Eye Town Council Lone Working Policy**

The following policy and procedure has been written in order to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of Eye Town Council to assess risks to lone workers/volunteers and take steps to avoid or control risk where necessary.

- 1.1 Lone workers are defined by the Health and Safety Executive as those people who work by themselves without close or direct supervision. In the context of Eye Town Council this applies to paid staff, voluntary staff and councillors.

Staff member that find themselves working alone for significant periods of time, should ensure that they have all the necessary information, instruction and training to enable them to recognise the hazards and appreciate the risk involved with working alone.

The following steps should be taken: -

- Ensure that someone is aware of your presence.
- Check that the work being done has been subject to risk assessment and check the assessment yourself.
- Keep in regular contact with someone else.
- Do not put yourself at risk. If you do not feel safe contact your manager.
- Report all accidents, injuries, near misses and dangerous occurrences.

It will often be safe to work alone, however, the Law requires employers to think about and deal with any Health and Safety risk **before** people are allowed to do so.

Things to consider ensuring the lone workers are not put at risk: -

- Assessing areas of risk including violence, manual handling, equipment. The medical suitability of the individual to work alone and whether the workplace itself presents a risk to themselves.
- Making sure you know what is happening, including systems in place to keep in touch with them.
- If you employ homeworkers you should carry out a risk assessment of work activities and take appropriate measures to reduce any associated risks.

- 1.2 In general, working alone is not encouraged however the nature of Eye Town Council's business and staffing arrangements means that lone working is a necessity. It is therefore a requirement that anyone working alone on behalf of the council will need to complete a lone worker risk assessment to ensure that they demonstrate knowledge of the following:-

- Awareness of any special hazards in their work and how to deal with them;
- Ability to act effectively if an emergency;
- Arrangements to alert others of the need for action, if return is overdue.

- 1.3 If the individual is going to carry out an activity which has been identified on a risk assessment it is especially important that the someone knows where and when you are going and when you will finish that activity who can be relied upon to initiate a search or contact the emergency services if overdue.

- 1.4 Staff and volunteers are informed to never work alone when risks are unacceptable; some examples being
- Meeting with the public in potentially threatening situations;
  - Working in the town hall clock tower, and using ladders
- 1.5 Councillors and the staff of the council should ensure awareness of the safety procedures in place, including the following points:
- **Do** consider the safety of yourself and others as the number one priority.
  - **Do** raise potential problems or risks immediately
  - **Do** make sure that people know where you are and when you return
  - **Do not** leave a work area in an unsecured manner.