Tanworth in Arden Parish Council Lone Working Policy

Date policy adopted: 21/03/2024 Date for review: March 2025

Tanworth in Arden Parish Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours.

The aim of this policy is to protect staff from the risks associated with lone working.

HEALTH AND SAFETY REGULATIONS:

Under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, Tanworth in Arden Parish Council has an obligation for the health, safety and welfare at work of its employees.

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees. The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all employees of Tanworth in Arden Parish Council, including the Clerk and Responsible Finance Officer, who work in isolation during the working day and the Park Keepers.

RESONSIBILITIES

The Clerk on behalf of the Parish Council is responsible for

- ensuring regular risk assessments are carried out to identify, evaluate and manage risk associated with lone working.
- Provide support to staff if an incident occurs and ensure any incidents are recorded.
- Make sure all staff are aware of this policy and any relevant training is given to reduce risks and allow a safe working environment.

Employees are responsible for

- taking reasonable care of themselves whilst working and make sure they follow rules and procedures to ensure safe working.
- Make sure any incidents that affect health and safety are reported as well as any dangers or potential dangers in respect of lone working are reported.
- Employees are also required to take part in training designed to meet the requirements of the policy.

RISK ASSESSMENTS

A risk assessment will be carried out regularly by the Parish Clerk for all staff whose working practice makes them vulnerable. This includes mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable. Risk assessments for site based lone workers will include:

- Site security
- Communication in an emergency.
- Checking the working environment for hazards.
- safe access and exit.
- Risk assessments for mobile lone workers will, additionally, include:
- • Travelling between sites.
- • Reporting and recording arrangements.
- • Communication and traceability.
- • Personal safety/security.

INCIDENT REPORTING

A record of any incidents will be reported to the Clerk or to the Councillors and recorded in case any action is required to prevent further incidents from occurring. Any serious incidents/accidents will be reported to the appropriate emergency services.

Good Practice for Lone Working

- The Clerk will leave a number for staff to contact whilst lone working.
- Where possible Councillors should make an appointment or give prior warning when they would like to meet with the Clerk or other member of staff.
- If working away from the daily address a record should be kept of the destination and expected time of return.
- If an employee works alone away from the office daily, a record will be kept of their destinations and they will be required to report to the office during the day by telephone or in person to ensure they are safe.

This policy will be reviewed annually by Tanworth in Arden Parish Council or if an incident occurs within lone working.