

# Kilsby Parish Council

## Lone Working Policy

October 2019 – Review Date May 2020

The Council has entrusted the day-to-day responsibility of the Lone Working Policy to the Parish Clerk. Areas of concern are to be taken to the Council for consideration.

There are two major pieces of legislation that apply:

- a) The Health and Safety at Work etc. Act 1974: Section 2 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.
- b) The Management of Health and Safety at work Regulations 1999: Regulation 3 states that every employer shall make a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking Lone workers can be anyone who works by themselves without close or direct supervision. Some common examples are: A person working on their own in workshop or open space, Home Workers, Persons working in an office or classroom on their own, People working outside normal hours on their own.

It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Any employee / contractor / member who could be considered as a lone worker has a duty to advise the Chair or the Clerk of any medical conditions which may affect them working alone. Where a medical condition is known an assessment conducted through Occupational Health. Consideration will then be given to routine work and foreseeable emergencies which may impose addition or specific risks.

Locking Premises at the end of a meeting If possible a relative should be advised when you are going out to undertake your duties and give them an idea of the time you should be expected home.

Where possible, when locking premises, any internal areas to be checked should be done when there is more than one person in the building.

Any Member or Employee who is faced with aggression / or conflict from a member of public should seek to extricate themselves from the situation with the minimum of risk and get to a place of safety. You must ensure that you do not get into any kind of argument with anyone who is being aggressive or threatening towards you as this will only serve to inflame the situation. If necessary they should call for assistance from the Police. If any member of staff has any concerns about lone working they should contact the Chair who will discuss these concerns and consider any measures necessary to reduce any risk.