# Lone Working Policy and Protocol

# Statement of Policy

 Repton Parish Council will take every practicable step to protect the health, safety and welfare of its employees whenever they are required by the nature of their duties to work alone and without direct support and supervision.

 Repton Parish Council’s employees will, on a regular basis, be expected to work alone. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. Repton Parish Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

 The policy applies to employees and for the purposes of this policy lone working is defined as any activity or function performed on behalf of Repton Parish Council without any close supervision or with other employees.

## Organisation and Arrangements

 *The Repton Parish Council is responsible for:*

* The lone working arrangements of employees;
* Determining the contents of this policy;
* Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
* Ensuring compliance with the policy and providing resources for putting the policy into practice;
* Making sure that employees are aware of this policy;
* Making sure that appropriate support is given to involved in any incident.

*The Chairman is responsible for:*

* Making sure that risk assessments are carried out and reviewed regularly;
* Reporting to the Repton Parish Council on any incidents and actions taken in response.

*All employees engaged in lone working are responsible for:*

* Taking reasonable care of themselves and other people who may be affected by their actions;
* Following all rules and regulations laid down by the Repton Parish Council;
* Reporting all incidents that may affect the health and safety of themselves or others;
* Taking part in any training designed to meet the requirements of this policy;
* Reporting any dangers they identify or any concerns they might have;
* Recognising and assessing potentially high risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;

## Lone Worker Protocol:

 *Lone workers must:*

* Carry a charged mobile telephone
* Take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken then they should discuss this with the Chairman.
* If in the office: keep the door locked in the hours of darkness, with the key in the lock to aid escape in the case of fire.
* If travelling away from the office: let someone know time of leaving, where going and estimated time of return.
* Try to avoid confrontation. If a situation does become heated try to stay calm. If violence is threatened it is best to withdraw.
* Ensure that they are properly trained and have the skills and knowledge to do their job safely and without risks to health. If you feel that you need extra training then discuss this with the Chairman.
* Try to avoid entering unattended sites or premises.

# REPTON PARISH COUNCIL

# LONE WORKER RISK ASSESSMENT

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| **HAZARD AND WHO MAY BE AFFECTED** | **LEVEL OF RISK****1 / 2 / 3**  | **WHAT CONTROLS TO BE IN PLACE** | **PERSON TO IMPLEMENT** | **LEVEL WITH CONTROLS****1 / 2 / 3** | **OVERALL RESPONSIBLE** **PERSON** |
| Slips and trips particularly on steps in the building. Also spillages.Employee and visitors | 2 | Ensure lighting is always on. Ensure spillages cleared immediately and signs used until dry.All electrical leads tidy and out of the way.No file drawers left open.First Aid Kit available in office | Clerk and Village Hall Caretaker | 1 | Village Hall Committee (VHC) |
| Unwanted/violent/abusive visitorsThreat to employee (Clerk) | 2 | Electronic entry system in front door to prevent unauthorised entry. Window in office door which is also locked. | Clerk | 1 | Village Hall Committee |
| Fire – All occupants. | 2 | Two emergency exits from the office require statutory signage.Emergency evacuation procedure to be displayed. | Village Hall Commitee | 1 | Village Hall Committee |
| Sudden illness or loss of consciousness for any reason of employee or visitors. | 2 | Clerk always has mobile phone on her person or landline. First Aid kit in office.Relevant medical conditions notified.Emergency contact details clearly displayed. | Clerk and Employer | 1 | Employer (RPC) |
| Extreme weather – cold and heat. | 2 | Extra ventilation via windows for over-heating in summer.Clerk to work from home. | Clerk | 1 | Clerk and Village Hall Committee |
| Animals – attack/trip hazard.Threat to all occupants. | 2 | Only small domestic pet animals admitted on a lead at the Clerk’s discretion. | Clerk | 1 | Clerk |
| Electric shock/failure | 2 | All equipment to be regularly PAT tested | Clerk | 1 | VHC and RPC |
| Falls from height (e.g. desk)Employee or Councillors. | 2 | No working at height permitted. E.g. standing on desk to change lightbulb etc. Use caretaker. | Clerk | 1 | Employer (RPC) |

## Review of Lone Working Policy

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| **Version Number** | **Date of Review** | **Revisions Made** | **Date of Next Review** |
| 1 | March 2021 | Initial Document adopted | March 2022 |
| 1a | March 2022 | No revisions needed | March 2023 |
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| 1c | March 2024 | No revisions needed | March 2025 |