

NETTLEHAM PARISH COUNCIL

Lone Working Policy & Procedure

The Council's lone workers fall into two groups:

1. People in fixed establishments where:-
 - Only one person works on the premises – eg. the Council Offices
 - People work separately from others
 - People work outside normal hours
2. Mobile workers working away from their fixed base:
 - Service workers – eg. cemeteries, parks, street cleaning

Safe working arrangements for lone workers

Risk Assessments are conducted for all routine activities which involve workers who work alone.

The Risk Assessments will address:

- 1. Can the risk of the job be adequately controlled by one person?**
 - Is there a safe way in and out for one person?
 - Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
 - Can all plant, substances and goods involved in the work be safely handled by one person?
 - Is there a risk of violence?
 - Are women especially at risk if they work alone?
 - Are young workers especially at risk if they work alone?
- 2. Is the person medically fit and suitable to work alone?**
- 3. What training is required to ensure competency in safety matters?**
- 4. How will the person be supervised?**
 - Supervisors periodically visiting and observing people working alone
 - Regular contact between the lone worker and supervisor using either phone or radio
 - Automatic warning devices which operate if specific signals are not received periodically from the lone worker – eg. systems for security staff
 - Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity
 - Checks that a lone worker has returned to their base or home on completion of a task
- 5. What happens if a person becomes ill, has an accident or there is an emergency?**
 - Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating injuries
 - Occasionally, risk assessment may indicate that lone workers need training in first aid

Approved and Adopted at the Annual Parish Council Meeting held on 22 May 2018

Review Date: This Policy will be reviewed annually or sooner if legislation or events dictates