

# **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**

**Reviewed and re adopted 21 May 2024 - Next review due May 2025**

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