



Lone Worker Policy

Responsibility: Personnel committee

Review Cycle: Every three years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
15 October 2019	8900

LONE WORKER POLICY

1. Introduction

1.1 This policy applies to all members of staff who may, at times, work on their own and therefore without the immediate advice, assistance and support of their colleagues.

1.2 Employers have a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to consider and address any health and safety risks to those members of staff who work on their own.

1.3 This policy has been designed to comply with the requirements above and to keep those members of staff working under these arrangements both healthy and safe.

2. Lone working: Generally

2.1 The council is responsible for the health, safety and welfare at work of all of its employees and for the health and safety of any contractor(s) or self-employed personnel undertaking work for the council.

2.2 Members of staff who work by themselves without close or direct supervision are classified as lone workers.

2.3 Working alone is not against the law and on many occasions it will be perfectly safe to do so.

2.4 The council's employees also have the responsibility to take reasonable care of themselves and others affected by their work and to co-operate with the council in meeting their legal obligations.

3. Crowborough Town Council: Lone workers

3.1 The following examples are provided to illustrate when lone working might occur in Crowborough Town Council:

- a member of staff working alone in the Town Council offices.
- a member of the grounds staff working alone in Wolfe Yard.
- a member of staff involved in maintenance and repair, plant installation and cleaning work in the council's premises.
- the council's Ranger.
- servicing personnel, engineers and personnel visiting domestic and commercial premises.

4. Lone working:

4.1 Controlling risks:

- 4.1.1 The council will determine whether there is a genuine business need for employees to lone work;
- 4.1.2 Lone workers will be provided with such information, instruction and training as is necessary to enable them to undertake their work safely;
- 4.1.3 Employees will only work lone work if tasked to do so by the Town Clerk or the Grounds Operations Manager and having been considered as competent to do so.
- 4.1.4 Foreseeable emergencies such as fire, equipment failure, illness and accident will be considered and planned for.
- 4.1.5 Suitable and sufficient first aid equipment will be provided to the lone worker to enable them to provide emergency treatment to themselves if necessary.
- 4.1.6 Lone workers will be informed that they should contact their Line Manager during normal working hours if they experience any difficulties.
- 4.1.7 Lone workers will have access to a suitable portable means of summoning immediate assistance should it be required.

4.2 Monitoring risks:

- 4.2.1 The level of employee supervision required is a management decision. This will be constructed on the premise that the higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they need assistance or not.
- 4.2.2 The Grounds Operations Manager periodically visiting and observing employees working alone - the extent of supervision will depend on the risks involved and the ability of the lone worker to identify and address any health and safety issues which might arise.
- 4.2.3 Pre-agreed intervals of regular contact between the lone worker and their manager using telephones, radios or email.
- 4.2.4 Where a worker is new to a job, undergoing training, doing a job that presents specific risks, or dealing with new situations, it may be advisable for them to be accompanied when they first take up the post.
- 4.2.5 Implementing a robust system to ensure a lone worker has returned to their base or home once their task has been completed.

