AYLESHAM PARISH COUNCIL

Lone Working Policy

1. Introduction

The following policy and procedure have been written in order to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the duty of Aylesham Parish Council to assess risks for lone workers and take steps to avoid or control risk where necessary.

Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

2. Lone Working/Lone Workers

These are people who work by themselves without close or direct supervision:

At a fixed base (office or other):

a) Only one person working on the premises
b) Working separately from others
c) Working outside normal hours

Away from their fixed base:

a) Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc

Potential Risks to Lone Workers

a) Open access and unlocked doors – accessible to the public, contractors etc
b) Being taken ill whilst at work
c) Lack of training regarding Health & Safety procedures
d) Hazards in the workplace
e) Remote areas
f) Parking arrangements – poorly lit and isolated areas

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3. Assessing the Risk

Before drawing up and recording the assessment of risk, it must be established:

a) Whether the work can be done by a lone worker,
b) What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk.

When recording an assessment of risk, the following should be taken into consideration:

a) Environment – location, security, access/egress
b) Context – nature of the task,
c) History – have there been any accidents/incidents in the past.

All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation, then consideration should be given for making other arrangements to complete the task.

4. Safety Guidelines

For staff working in a fixed base:

a) Familiarise the layout of the building including fire exits and escape routes
b) Keep doors locked that allow direct access to the building/office you are working in
c) Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure check with the contractor's employer/head office
d) Have contact numbers at hand to be able to contact relevant person(s) immediately – should you feel ill, intruder in the building etc
e) Park as near as you can to the building
f) A risk assessment to be put in place to assess potential risks.

For staff working away from their fixed base:

a) Staff should inform relevant person(s) from the Council of their movements including how long they are going to be away from their base and when they will return, along with any relevant information regarding where and at what time, visits will be made and to whom
b) Leave details of venue
c) Take the provided mobile with you
d) Avoid meetings in isolated places. If this cannot be avoided, then either ask someone to go with you or make sure you always notify the Chief Executive Officer/Office Staff when you arrive and when you leave.

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5. Responsibility

5.1 Employees Responsibility & Personal Safety

a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions at work
b) Always maintain a line of communication with the Chief Executive Officer/Office Staff to identify and minimise risk(s)
c) Always advise the Chief Executive Officer/Deputy Officer when you arrive and leave
d) Always report an accident/incident that occurs to you to the Chief Executive Officer/Deputy Officer. This will allow for a full investigation to take place to assess any further potential risks and identify any additional safety procedures.

5.2 Employers Responsibility

a) To take reasonable care for the health and safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times
b) Always maintain a line of communication on a regular basis with staff to identify and minimise risk(s)
c) Ensure a signing in and out system is in place where necessary
d) Ensure staff received all relevant training and information available
e) Ensure staff have access to first aid kits suitable for treating minor injuries
f) Provide lone workers with personal safety equipment where this is necessary.

6. Employees/Volunteers prohibited from working alone in certain situations

a) Young persons under instruction in a fixed base (example work experience, helping with Council tasks)
b) Where activities and work with substances/machinery could be hazardous to health.

7. Policy Review

This Policy will be reviewed annually by Aylesham Parish Council to ensure that it is a relevant working practice.

8. Risk Assessment

Before allowing lone working, a risk assessment must determine:

- Whether the task can be safely undertaken by a lone worker
- What measures are needed to manage risks and ensure safety.

The assessment should consider:

- **Environment:** Security, access, and exit points
- **Context:** Nature of the task
- **History:** Previous incidents or accidents.

If safety concerns cannot be adequately addressed, alternative arrangements must be made.

9. Safety Guidelines

For staff at a fixed base:

- Familiarise yourself with the building layout, including fire exits and escape routes
- Keep doors locked to restrict access
- Verify the identity of unexpected visitors, such as contractors, by checking identification. Confirm with their employer if unsure
- Keep emergency contact numbers readily accessible
- Park close to the building, in well-lit areas where possible
- Conduct risk assessments to identify potential hazards.

For staff working away from their base:

- Notify a designated contact of your movements, including expected duration, locations, and meeting details
- Provide venue details and expected return times
- Carry a Council-issued mobile phone
- Avoid meetings in isolated areas. If unavoidable, consider bringing a colleague or ensure someone is aware of your schedule, checking in upon arrival and departure.

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10. Responsibilities

10.1 Employees/Volunteers

- Take reasonable care for your own health and safety and that of others affected by your actions

- Maintain regular communication with the Chief Executive Officer or designated contact to minimise risks

- Notify the Chief Executive Officer or designated contact upon arrival at and departure from remote locations

- Report all incidents or accidents promptly to facilitate investigation and prevent recurrence.

10.2 Employers

- Assess and address potential risks to staff and volunteers, ensuring their safety

- Maintain regular communication with lone workers

- Implement a signing-in/out system if necessary

- Provide relevant training and information on health and safety procedures

- Ensure access to first aid kits for minor injuries

- Supply appropriate personal safety equipment as required.

11. Situations Where Lone Working Is Prohibited

- Young persons under supervision (e.g., work experience students)

- Tasks involving hazardous substances or machinery.

12. Policy Review

This policy will be reviewed annually by Aylesham Parish Council to ensure its continued relevance and effectiveness.

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Appendix – Lone Working Risk Assessment

Table 1 Workplace Hazards

Hazard	Risk L M H	Control Measures
Slips, trips and falls	L	Ensure that any such hazards, e.g. torn carpets, trailing cables etc receive prompt remedial attention. Do not work alone outside normal hours if your mobility is temporarily impaired (e.g. leg injury).
Fire	M	Fire sensors/alarms routinely tested. Ensure staff are familiar with emergency exit routes.
Electric shock	L	Electrical items are PAT tested.
Driving	L	Maintain vehicle properly, carry a phone for emergency. Always advise someone where you are going and phone in if plans change. Always plan your route and ensure adequate fuel in vehicle. Take precautions in adverse weather.
Movement through public areas e.g. using noticeboards	L	Do not engage in confrontation and call for help if needed. Use a panic alarm and keep valuables secure and out of sight. Surrender valuables if personal safety is at risk.

Table 2 Equipment Hazards

Hazard	Risk L M H	Control Measures
Working with any potentially hazardous items of equipment or materials	M	Ensure that any work which involves hazardous items or materials is prohibited by a lone worker.
Manual handling of loads	M	Do not attempt to lift or move any load single handed which risks injury. Re-schedule work to time when assistance is available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation.

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Table 3 Violence Hazards

Hazard	Risk L M H	Control Hazards
Intruder in building	L	Access to building restricted, lock office door and use mobile phone to call 999.
Safe routes homes after work	M	Plan out how you will get to your car/public transport/home after leaving your workplace, taking into account personal safety issues e.g. well-lit routes etc.

Table 4 Individual Hazards

Hazard	Risk L M H	Control Measures
Personal medical conditions etc.	M	Ensure that any medical conditions which might be relevant to your lone working are fully discussed with your Line Manager and, if necessary, Occupational Health, and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.

Table 5 Work Pattern Hazards

Hazard	Risk L M H	Control Measures
Avoidance of lone and out of hours working	M	Consider how your work pattern integrates with those of other workers, in terms of both time and geography, with a view to avoiding lone working as far as is practicable.
Log in/out procedures	L	When lone working is unavoidable, check-in/check-out using the agreed procedure.

- End of Policy –

Chair Signature	Print Name	Date
Officer Signature	**Print Name**	**Date**
Date of policy adoption		
Review Date		

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