

Magor with Undy Community Council

Lone Working Policy

Introduction

Magor with Undy Community Council recognises that its employees are required to work alone because of the nature of their jobs. Whilst working alone is not in itself unsafe there may be circumstances where lone working can increase risk to an employee.

The Council also recognises it has an obligation under Health and Safety at Work (1974) and the Management of Health and Safety at Work Regulations 1999, for health, safety and welfare at work of its employees.

Purpose and Scope

The purpose of this policy is to ensure that there are adequate systems in place to protect the health, safety and welfare of staff from the risks of lone working so far as is reasonably possible and practicable.

This policy applies to employees, councillors, contractors or self-employed people doing work for the Council.

Definition

The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”.

Aims of Policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working
- Recognise and reduce the risks connected to lone working by regularly assessing and ensuring that safe systems and methods of work are put in place
- Ensure that appropriate training is made available to all staff to equip them to recognise risk and provide practical advice on safety when working alone
- Ensure that appropriate support is available to staff who have to work alone
- Encourage full reporting and recording of all adverse incidents relating to lone working

Responsibilities

The Council

The Council is responsible for:

- The lone working arrangements of employees, councillors and contractors
- Determining the contents of this policy

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring compliance with this policy and providing resources for putting the policy into practice
- Making sure that support is given to anyone involved in any incident
- Ensure that the employee is provided with safe and adequate equipment and any necessary training for such equipment
- Ensure that the employee is provided with any personal protective equipment

The Clerk

The Clerk on behalf of the Council is responsible for:

- Ensuring that risk assessments are carried out and regularly reviewed
- Ensuring that there are arrangements for monitoring and recording incidents linked to lone working
- Ensuring that the Council reviews the effectiveness of this policy at least annually
- Ensuring that all staff are aware of the policy
- Ensuring procedures and safe systems of work designed to eliminate or reduce the risks associated with working alone are put into practice
- Ensure that the employee is given appropriate information, instruction and training
- Ensuring that appropriate support is given to staff involved in any incident

Employees

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Co-operating with the Council in meeting its legal obligations
- Following rules and procedures designed for safe working
- Reporting all incidents that may affect the health and safety of themselves or others
- Taking part in training designed to meet the requirements of the policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Magor with Undy Community Council

Lone Working Incident Report

Name of Employee:

Date:

Nature of Incident:

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Reported to:

Action taken:

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Signed: **Date:**

Clerk to the Council