

# Stanwick Parish Council

## Lone Working Policy

It is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees 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.

The Parish Council will make the following assessments for lone working employees:

- Does the workplace present a special risk to the lone worker?
- Whether the work involves lifting objects too large for one person
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- The Council will check that lone workers have no medical conditions which make them unsuitable for working alone and will seek medical advice if necessary.
- The Council will consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

### Training:

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations.

Lone workers need to be sufficiently experienced and to understand the risks and precautions fully. The Council will set the limits to what can and cannot be done while working alone. It will ensure employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.

Training to be arranged through suitable bodies such as NCALC, SLCC and VIN etc

### Supervision:

Supervision can help to ensure that employees understand the risks associated with their work and that the necessary safety precautions are carried out. Supervision will be provided by nominated councillor(s).

Employees new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations may need to be accompanied at first.

The level of supervision required is a management decision which will be based on the findings of risk assessment. The higher the risk, the greater the level of supervision required. It will not be left to individuals to decide whether they require assistance. Procedures will be put in place to monitor lone workers to see they remain safe.

These may include councillors periodically visiting and observing people working alone; regular contact between the lone worker and supervision using either a telephone or email.

#### Emergency situations:

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events.

Emergency procedures should be established and employees trained in them. This includes procedures for accidents whilst at work.

If the Clerk is placed in a situation which results in a feeling that safety is at risk, the Chairman should be informed as soon as possible and if appropriate a report should be made to the Police.

If the Parish Office is subject to a burglary whilst the Clerk is present, the Clerk should place personal safety ahead of preservation of property.

#### Normal work procedures

The main place of work for the Clerk is the Parish Office.

During time term there will be other people in the building during the main working hours, thereby reducing the lone worker risks.

During the school holiday periods, key users such as pre-school and the village hall manager will not be in the building, therefore there will be greater lone worker risks.

When the Clerk is the sole occupier of the building the main building door may be locked by the Clerk. The office door can be locked from the inside if necessary.

The Clerk should avoid working in the Parish office at night time unless it is immediately before or after a council meeting.

#### Unaccompanied meeting protocol

The Parish Council will agree a protocol with lone workers for situations where the employee is meeting with an unknown person for a work related reason.

### **Meetings with residents and officers**

Where a resident requires a face to face meeting, this should be in the Parish Office during normal office hours.

Where it is necessary to hold a meeting with an officer from another authority, the meeting will be held at those council offices or the Parish Office during normal office hours.

### **Outdoor meetings**

The agreed protocol is that the Clerk will be accompanied by a councillor in situations where the Clerk is meeting a stranger for a work related reason.

If this is not possible the Clerk to contact a nominated person before and after a scheduled meeting to confirm where they are and that the meeting has been concluded.

In the event that the post meeting contact does not occur within the expected timeframe, in the first instance the nominated contact will attempt to contact the Clerk direct, via mobile and land line. If unable to contact the Clerk, the Police will be notified.

### **Policy Review**

This policy will be reviewed every three years or more frequently should regulatory or legislative changes require necessitate a review.