

LONE WORKING POLICY

1. Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable. The broad duties of the Health & Safety at Work Act 1974 apply and the Management of Health & Safety at Work Regulations 1999.

The Council's employees are expected 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.

This policy applies to employees, councillors, contractors or self-employed people doing work for the Council and for the purposes of this policy lone working is defined as anyone who works in isolation without close or direct supervision.

Employees include:

- Clerk & RFO working in the Town Council Office;
- Stimpson's Piece cleaner
- Town Hall cleaner
- Public Toilets cleaner

Examples of lone working include:

- Allotment, Cemetery and Play Area inspections;
- Town Hall / Stimpson's Piece inspections;
- Meeting with contractors
- Cleaning premises
- Office working

2. Organisation and Arrangements

Reepham Town Council are 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 the policy and providing resources for putting the policy into practice
- Making sure that employees, councillors and contractors are aware of this policy;
- Making sure that support is given to anyone involved in any incident.

The Town Clerk is responsible for:

- Making sure that risk assessments are carried out;
- Reporting any incidents to the Council.

All employees and councillors are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;

- Following rules and regulations laid down by the Council;
- Reporting incidents that may affect the health and safety of themselves or others;
- Receiving training designed to meet the requirements of this policy;
- Reporting dangers or concerns they may have
- Recognising potentially high risk activities and putting in place arrangements to mitigate risk associated with working alone;

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3. Lone Worker Guidance

- Carry a mobile phone with you if you have one; (be aware of limited mobile signal in and around Reepham)
- Do not put yourself at undue risk. Discuss any concerns with the Chairman / Clerk
- Try to avoid confrontation. If a situation develops try to remain calm. If violence is threatened try to withdraw from the situation or call for help
- Whilst it is appreciated that the Clerk has to be available to meet members of the public, this should be restricted to pre-arranged appointments only.
- Always report any incidences to the Town Clerk or Chairman