



# Ashington Parish Council

## POLICY STATEMENT ON LONE WORKING

### Legislation

The primary requirement of the Health and Safety at Work etc Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved. Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

Ashington Parish Council has identified that all of its staff may be required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- All employees are encouraged to contact the Chairman or another Councillor on an 'as necessary' basis and to make sure someone knows their movements or plans so that an alarm can be raised if they do not return.
- Lone workers have access to either mobile phones or a land phone line for use in an emergency.
- First aid boxes must be available at an employees home and are available at the Community Centre, School, Wardens Office and local businesses.
- Regular risk assessments are undertaken at the Clerks home and all places that the Council meets and employees are encouraged to report areas of concern that they may have.
- Lone workers should report any new or unrecorded hazards or risks to the Clerk or Chairman at the first opportunity, to enable the initiation of appropriate safe working arrangements and amend risk assessment records as required.

- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Employees who operate alone should inform the Clerk or Chairman of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Staff members have an opportunity to talk with their line managers in order that any well-being issues can be raised.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk or Chairman as soon as possible.
- Employees working alone at home are instructed not to answer the door to any strangers, not to meet anyone at their home unless accompanied by the Chairman or another Councillor and to report any unwelcome visitors to the Chairman/Clerk/Neighbourhood Wardens/Police.
- It is encouraged to be extra vigilant after dark and to park in a well-lit area and try to leave with other people if possible.

4<sup>th</sup> July 2019

Review date July 2020