

## CASTLE CARY TOWN COUNCIL - Policy for Lone Working

Castle Cary Town Council is committed to providing a safe environment for staff, councillors, volunteers and visitors. This policy lays out the responsibilities of Council personnel (this term being taken to include paid Town Council workers, Town Councillors and Registered Volunteers) with regard to working alone on Council business. The risk assessment is to be reviewed annually and in addition, reviewed if there is any incident or near miss involving personnel working alone.

### **Town Clerk's Responsibilities**

- Identify personnel who undertake lone working
- Inform personnel of their responsibilities under the lone working policy.
- Ensure that all new personnel are made aware of protocols in relation to lone working as part of their induction.
- Ensure that a risk assessment relating to lone working has been completed and documented and is regularly reviewed.
- Put into practice procedures, devices and/or safe systems of work which are designed to eliminate or reduce lone working risks.
- Define working limits of what can and what cannot be done while working alone.
- Ensure that personnel identified as being at risk are given appropriate information, instruction and training.
- Record and investigate incidents and near misses involving lone workers and make recommendations to prevent recurrence.

### **Personnel Responsibilities**

All personnel should

- take reasonable care of themselves by remaining alert and vigilant at all times.
- ensure that someone knows where they are when going off site to work and ensure that the colleague knows that they have returned.
- never knowingly put themselves at risk and should withdraw immediately (or as soon as possible) from any situation where they feel threatened
- ensure they read, understand and comply with the lone working policy and other related policies listed below
- participate in the risk assessment process to reduce the risk associated with lone working
- make full and proper use of any equipment provided, e.g. panic alarm
- report any incidents or risks identified from lone working to the Town Clerk

### **Risk assessments**

The current risk assessment is at Appendix 1 of this document and forms part of this policy.

### **The review procedure.**

For reviewing the lone working risk assessment that follows the following questions will be considered:

- Is it necessary for the individual to work alone?
- Does this workplace present any special risk to the lone worker?
- Is there a safe means of entry and exit to the workplace
- Will cash or valuables be handled and will there be a risk of violence?
- Is the worker vulnerable to harassment or assault?
- Do lone workers have knowledge of the hazards and risks to which they are possibly being

exposed?

- Do lone workers know what to do if something goes wrong?
- Do lone workers know who to contact in an emergency during their working hours?
- Does someone else know the whereabouts of the lone workers and what they are doing?
- When a staff member is working off site does someone know where they are and have they access to a mobile phone?
- Is the lone worker aware of the Health and Safety Executive policy and its implications for lone working?

This policy was agreed by the Town Council at a meeting held on

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**POLICY REVIEW DUE:** (Date)