



Elton Parish Council

Lone Worker Policy

This policy is supplemental to, and does not in any way override, the Parish Council standing orders and/or Financial Regulations.

This policy was adopted by the full parish council at its meeting on 14 October 2024 (minute 24.83)

This policy will be reviewed bi-annually.

1. Introduction

1.1 This policy describes how the parish council will take measures to ensure the health and safety of its councillors, employees and volunteers who may find themselves working alone.

2. Scope of the Policy

2.1 This policy applies to all situations involving lone working arising in connection with the duties and activities of Elton Parish Council councillors, employees and volunteers.

3. The Legal Framework

3.1 The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, place a duty of care on the Council to advise and assess risk for employees when they work by themselves. Employees also 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.

4. Definition

4.1 A lone worker is someone who carries out their tasks in isolation from other workers with little or no supervision. There is no time limit attached to working alone. It may be for the whole work period or only for several minutes. The work can take place in a variety of situations such as in isolated work areas, out of office hours, in the community. As a result such a person may be exposed to risk because there is no-one to assist them.

5. Dissemination and Training

5.1 The council will issue this policy to all employees as part of their induction, to councillors and the policy will be available on the Parish Council website.

6. Monitoring and review

6.1 A review of the policy shall be undertaken bi-annually; necessary amendments will be advised by the Clerk, reviewed by the Staffing Committee and reported to the council for approval.

6.2 Changes in the law will be monitored and, if necessary, amendments/reviews made to the policy.

7. General Statement of Policy

The policy aims to:

7.1 increase awareness of safety issues relating to lone working.

- 7.2 ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- 7.3 ensure that appropriate training is available to all councillors, employees and volunteers that equip them to recognise risk and provide practical advice on safety when working alone.
- 7.4 ensure that appropriate support is available to those who have to work alone.
- 7.5 encourage full reporting and recording of all adverse incidents relating to lone working.

8. Responsibilities

8.1 The Clerk on behalf of the Parish Council is responsible for:
ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;

providing resources for putting the policy into practice;

ensuring that there are arrangements for monitoring incidents linked to lone working;

ensuring that the effectiveness of the policy is regularly reviewed.

8.2 Councillors and the Clerk are responsible for:

ensuring that all councillors, employees and volunteers are aware of the policy;

taking all possible steps to ensure that lone workers are at no greater risk than others by ensuring that risk assessments are carried out and reviewed regularly;

identifying situations where people work alone and deciding whether a system can be adopted to avoid people carrying out tasks on their own;

putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;

ensuring that people identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;

managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;

ensuring that appropriate support is given to anyone involved in any incident.

8.3 Councillors, employees and volunteers are responsible for:

taking reasonable care of themselves and others affected by their actions;

following guidance 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.

9. Risk Assessment

9.1 Risk assessment is essential to good risk management. The process identifies risks, assesses the potential outcome from harm associated with the risk and outlines control measures that will reduce risk when followed.

9.2 The Council maintains a Risk Management Register which is reviewed annually.

9.3 Each specific job role is reviewed for risk and each new activity undertaken by the Council is reviewed for risk prior to undertaking. Lone working is a consideration of each and every risk assessment.

10. General Guidance on Safe Systems of Work

10.1 Notwithstanding job role and specific activity risk assessments, the following guidelines are provided to councillors, employees and volunteers as good practice in ensuring safe systems of work when lone working and should be applied to each situation:

10.2 During working hours, a lone worker should ensure that another person is aware of their intended hours of lone working by indicating when they are leaving to carry out their tasks and when they expect to arrive back at their normal place of residence.

10.3 . The council, via the Clerk, will hold emergency contact details for an employee's next of kin

and contact will be made if there are any concerns about the employees welfare when they are known to be lone working.

10.4 If, in the course of undertaking lone working tasks, plans change significantly, this should be communicated back to the person who was notified of the original lone working intention..

10.5 Lone workers should have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries – to be reported if used.

10.7 Lone workers will be provided with a mobile phone if they choose not to use their personal mobile phone and other personal safety equipment will be provided where this is necessary.

10.8 When working alone in a building, doors and windows will be kept locked.

10.9 When working in the evening, doors will be kept locked until another person arrives.

10.10 When working in the evening, one other person will be present until the locking up procedure is completed.

10.11 When working alone, no one should take any risks with their personal safety, such as entering a property or vehicle or becoming engaged in any situation which has the potential for conflict. If a lone worker feels that their safety will be compromised they should remove themselves quickly from the situation and seek a safe place.

10.12 Lone working is not legally permitted where a situation requires a worker to work at height using scaffolding or unsecured ladders nor in confined spaces.

11. Incident Reporting

11.1 An incident is defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage.

11.2 In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action.

11.3 Councillors, employees and volunteers should ensure that all incidents where they feel threatened or “unsafe” (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

12. Contacting/Involving the Police

12.1 The Council is committed to protecting its councillors, employees and volunteers from violence and assault and will support criminal proceedings against those who carry out assault.

12.2 Except in the cases of emergency, councillors, employees and visitors should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident. The police may also be contacted if normal contact calls have not been established with a lone worker within the expected and reasonable timeframe and where a response has not been received from the named emergency contact for the lone worker.

13. Immediate Support following a Violent Incident

13.1 In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the person receives any necessary medical treatment and/or advice.

13.2 Where an incident occurs out of hours, the Clerk should be notified as soon as practicable.

13.3 The Clerk will consider whether the councillor, employee or volunteer needs specific information or assistance relating to legal or insurance aspects.

13.4 The Clerk will ensure appropriate written and verbal reporting of any violent incident.

Author	Review Date	Date of Adoption	Minute reference
Lara Jacob	October 2026		