



## Working Alone Policy

Reviewed by LPC Meeting 17 April 2023 (No amendments)

### Introduction

This document sets out the Loose Parish Council policy for lone working.

The term 'Lone Working' applies to any Councillor, Volunteer, contractor, or employee of the Parish Council that works alone whilst undertaking business on behalf of the Parish Council and should be read in conjunction with the Loose Parish Council Risk Management Policy & Task Based Risk Assessment Policy.

An instruction that specifically covers all situations where Councillors, Volunteers, staff and contractors may find themselves working alone is impossible. Each lone working situation should be risk assessed on its own merits and having identified the risks, appropriate control measures will be initiated.

### Roles and Responsibilities

The following sets out the roles and responsibilities of individuals under this policy.

The Parish Council shall be responsible for ensuring;

- Clear guidelines and information are issued relating to the task or activities to be undertaken.
- On a daily basis, knowing who is working and their location, as appropriate.
- Adequate means of communication are available to all lone workers such as mobile phones, in working order.
- The lone worker is fit, both psychologically and physically to work unaccompanied.
- Suitable first aid arrangements are in place.
- Lone workers are accompanied where the activities being carried out are considered hazardous or where the risk assessment specifies e.g. working at height or adjacent to deep water.
- Up to date information on potential hazards is made available to lone workers relevant to the task or activities to be carried out.
- At risk people are appropriately trained i.e. managing conflict and aggression.
- Where lone workers are employed by contractors, the subcontractor company meets the above requirements for all of its staff.

**Lone workers are responsible for:**

- Adhering to this policy.
- Complying with instructions and training.
- Reporting any hazards or incidents.