**Lone Worker Policy**

**Introduction**

Upper Beeding Parish Council (UBPC) recognises that staff are required to work by themselves, sometimes in isolated areas and/or outside normal office hours due to the nature of their jobs.

Lone workers are employees who, at any time, work by themselves in the office, cemetery, allotments, sports hall, play areas and outside locations as required by their job.

**Scope**

This policy applies to all situations involving lone working arising in connection with the duties and activities of UBPC and to all its employees or volunteers, whether permanent or temporary.

Examples of lone workers include:

* The Clerk
* The Cemetery Clerk
* The Caretaker
* Litter Wardens
* Tree Wardens
* Volunteers

Examples of risk include:

* Injury arising from an accident
* Becoming unwell
* Being exposed to violence or threatening behaviour
* Witnessing criminal activity

**Aims**

The aim of this policy is to ensure, so far as is reasonably practicable, that those that work alone are not exposed to Health and Safety risks and to outline the steps which reduce and improve personal safety of those who do work alone.

**Responsibilities**

UBPC

* has a legal obligation to look at the health, safety and wellbeing of its employees as prescribed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
* Is responsible for producing and reviewing appropriate risk assessments for lone working (appendix A).
* Is responsible for ensuring arrangements are in place for recording and monitoring incidents.

(appendix B)

Employees and volunteers

* must take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions under the Health and Safety at Work Act 1974.
* must inform the Clerk of any change in their personal circumstances, including health, which could have a bearing on their working arrangements.
* must not do anything that would put themselves in danger.
* must report an incident to the Clerk.

**Good Practice for Lone Workers**

All lone workers must have access to this policy and supporting documents.

It is good practice to consider:

* when leaving a normal workplace, the lone worker must inform the Clerk, or in case of the Clerk, must inform the Cemetery Clerk or Chair of the Staffing Committee.
* access to a telephone or alternative alert system.
* access to a first aid kit.
* unknown visitors should not be admitted to the office.
* risk assessments.
* personal safety.

To be read in conjunction with:

Model Risk Assessment for Lone Worker [(appendix A)](https://upperbeedingpc-my.sharepoint.com/:w:/g/personal/clerk_upperbeeding-pc_gov_uk/Ebibkym8VG9NmUugZdNTw9oBMkEjRB2WDxdfLxTYkpFu6Q?e=ZpiZXT)

Lone Worker Incident Form [(appendix B)](https://upperbeedingpc-my.sharepoint.com/:w:/g/personal/clerk_upperbeeding-pc_gov_uk/ERTKnJXkPfhGo_aVjg21_7wBrrF6t55mCbdY3-TW8RAuWw?e=BuEodS)

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